



**MONTGOMERY COUNTY
DEPARTMENT OF CORRECTION AND REHABILITATION
DETENTION SERVICES
POLICY AND PROCEDURE MANUAL**

POLICY NUMBER: 1200-8

Policy and Procedure: Special Management		Pages: 11
Effective Date: April, 15, 2015	Replaces: November 5, 2012	Distribution: B & L
APPROVED BY:  DATE: April 8, 2015 Chief Administrator, Detention Services Division		
APPROVED BY:  DATE: April 8, 2015 Director, Department of Correction and Rehabilitation		

POLICY: Inmates who require special housing to ensure their safety, the safety and security of the Montgomery County Department of Correction and Rehabilitation (**MCDOCR**), the safety of other inmates or for disciplinary reasons are placed in some form of Special Management Housing. At **MCDC** inmates can be placed in a short term Special Management Housing (designated area) prior to being transported to **MCCF** or waiting for pick up by an outside agency. It is the policy of **MCDOCR** that inmates be housed in the least restrictive environment pursuant to the safe and orderly operation of the facility. Special Management Housing is only to be used in accordance with the procedures outlined in this Policy and Procedure.

I. SPECIAL MANAGEMENT

A. Definition: A status of confinement to be used for inmates who are having serious adjustment problems to general population living, pose an escape risk, are overly aggressive, emotional, antisocial, are in need of protective custody, or are a danger to themselves, institutional security, or others. Special Management is not necessarily a punitive measure, but may be administrative as well.

B. Procedures:

1. Placement in Special Management Unit: An inmate may be placed on Special Management status by a Shift Manager/Assistant Unit Manager/Shift Administrator/Sergeant or other appropriate staff member. The following reasons serve as grounds for Special Management Status:

- a. Inmate is pending a hearing for a serious violation of institutional rules or regulations. At **MCCF** this individual can be housed in Disciplinary Segregation, Special Management, Crisis Intervention

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Unit (CIU), or Crisis Intervention Unit-Women's Quarters (CIU/WQ). At **MCDC** this inmate can be held in short term Special Management Housing until his/her transport to **MCCF**. E-2 and E-3 cell #9 will be utilized to temporarily house disciplinary male inmates awaiting transport to **MCCF** by the Sheriff's department. The workers will remain in E-Wing until their adjustment hearing at **MCDC**, if an E-Wing inmate is pending a hearing, they will be transported to **MCCF** on the next available run. There will be one inmate to each cell; if no more cells are available other cells identified by the Shift Administrator can be utilized. No inmate housed on the bottom tier is allowed to go past cell 9 on the upper tier. This must be strictly enforced. The Shift Administrator will have final discretion as to who is housed in those segregation cells.

- b. Inmate requests Special Management Housing for his/her own protection, or authorized staff determines that admission to or continuation in Special Management Housing is necessary for the inmate's own protection. If at **MCDC** the inmate will be transferred to **MCCF**. This inmate can be housed in CIU, Special Management, Protective Custody, or CIU/WQ.
- c. Inmate is pending reclassification after a period of time spent in Disciplinary Segregation.
- d. Inmate is classified as a serious risk to him/herself, other inmates, or to the security of the institution, including an escape risk. If at **MCDC** the inmate will be transferred to **MCCF**. This inmate can be housed in Special Management, CIU, or CIU/WQ at **MCCF**.
- e. Inmate has demonstrated that he/she cannot safely be housed in general population. This could include inmates who pose continual behavior problems or those who have emotional or mental health issues which prohibit housing in general population. If at **MCDC** the inmate will be transferred to **MCCF**. This inmate can be housed in Special Management, CIU, or CIU/WQ.

2. Notification and Status Review Hearing:

- a. When a Shift Manager/Assistant Unit Manager/Shift Administrator or other appropriate staff member has gathered or received sufficient information to justify the placement (or temporary placement if at **MCDC**) of an inmate in Special Management, the inmate shall be notified (either verbally or in writing) of the reason(s) for this proposed action. After receiving notice of such reason(s), the inmate should be given an opportunity to present his/her views to the Shift Manager/Assistant Unit Manager/Shift Administrator or higher authority who shall then decide whether to transfer the inmate to **MCCF** Special Management. The notification of the reason(s) for Special Management Housing and the inmate's opportunity to respond can be provided at **MCCF**. At **MCDC**, the notification of the reasons for the transfer to **MCCF** and the opportunity to respond can also be provided.

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- b. Whenever possible, prior to placing the inmate in Special Management, the Shift Manager/Assistant Unit Manager/Shift Administrator/Sergeant provides the inmate with a written notification (DCA #85) stating the reason(s) for placement in Special Management. The inmate is requested to sign this notification and is then given a copy. A second copy is retained in the inmate's classification file.
 - c. At **MCCF** the inmate is informed that the Special Classification Board and the Classification Specialist or their designee, shall review his/her placement in Special Management within seven (7) days. (The staff member ordering the placement of the inmate in Special Management shall not hold this review.) The inmate is also informed that he/she may attend this review if he/she elects to do so. If the inmate wishes to attend the review they must submit a request in writing to the Deputy Warden of Inmate Programs and Services. The members of this review panel shall document their decision and the inmate shall be notified. Whenever an inmate is placed in Special Management pending an adjustment hearing for violation(s) of facility rules, he/she will also be requested to sign a copy of the charging document (DCA #39) and will be given a copy.
3. Conditions of Special Management:
- a. Quarters: The housing areas used for Special Management shall be well-ventilated, adequately lighted, appropriately heated and maintained in a sanitary condition.
 - b. Personal Hygiene: Inmates shall be provided the same level of personal hygiene available to the general population. For security reasons, inmates in Special Management may be afforded a minimum of three showers per week. This would depend on the inmate's behavior and tractability.
 - c. Exercise: Inmates are provided with an opportunity for exercise outside of their cells for at least one hour per day provided they are tractable.
 - d. Medical Access: A representative of the medical staff makes rounds through the Special Management unit on a daily basis at **MCCF**. For **MCDC** temporary Special Management, medical staff makes rounds on an as-needed basis. A record of these visits is maintained in the Special Management Unit/housing unit Officer's daily log and the Special Management Segregation Card, and by medical staff. Inmates in this unit have the same availability of access to the physician, dentist, or psychologist as inmates in the general population.
 - e. Court Access: Inmates retain all rights of access to the courts. Legal correspondence and contact with an attorney shall not be limited. Inmates at **MCCF** may also attend the library during specially scheduled sessions. Inmates pending an investigation or institutional hearing may have access to materials from Law Library when requested.

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- f. Food: The quality and quantity of food provided for inmates in Special Management is the same as that provided for inmates in the general population unless the actions of the inmate prevent the serving of regular meals. In these cases, a change can be made in either the food or how the food is served. All cups, spoons, milk cartons, bottles, plates, etc. should be removed promptly from inmate cells after each meal.
- g. Bedding and Supplies: Inmates in Special Management are provided with the same bedding and supplies as inmates in the general population. Sheets and towels will be exchanged once a week according to the laundry schedule and blankets once a month.
- h. Program Activities: **MCCF**: Inmates on Special Management status may participate in institutional programs on a limited basis such as counseling, education, etc., provided that the safety and order of the institution and the inmates can be maintained. The Warden or designee has the right to suspend this privilege based upon the inmate's behavior. Inmates pending an investigation or institutional hearing are not permitted to participate in any program or group activities.
- i. Restriction on Activities: **MCDC**: Any restrictions placed on an inmate in Special Management are fully documented. The Warden or designee places a copy of all such reports in the inmate's file after review. Prior to any restrictions being placed on an inmate, a determination is made by the Shift Administrator whether the inmate is removed from Administrative Segregation or transferred to **MCCF**.
- j. Reading Material: Inmates in Special Management may request books from the institutional library and have books in their cells the same as inmates in general population, including religious publications and pamphlets. This privilege may be temporarily suspended based upon the inmate's behavior. Inmates at **MCCF** pending an investigation or institutional hearing are not permitted to attend regular library sessions.
- i. Commissary: Inmates in Special Management may order and receive items from the Commissary. Inmates pending an investigation or institutional hearing are permitted to receive a limited number of items from the commissary such as hygiene products and writing materials. Items which can be purchased by these inmates are on a separate Inmate Commissary menu (Welfare).
- k. Phone Calls: Inmates on Special Management status shall receive the same phone privileges as inmates in the general population, during their allotted time for recreation, provided that the safety and order of the institution and the inmates can be maintained. The Warden or designee has the right to suspend this privilege, based upon the inmate's behavior. Inmates pending an investigation or

- institutional hearing may place a request to their Case Manager to use the phone.
- I. Mail and Visiting: Inmates on Special Management status at **MCCF** are authorized the same social correspondence and visiting privileges as inmates in general population, unless circumstances indicate that extending these privileges may pose a threat to security.
 - m. Inmate workers at **MCDC** placed in Special Management Housing may continue to have visits, unless these visits have already been restricted by the adjustment board or the Shift Administrator.
4. Review of Status: **MCCF**: An inmate shall remain in Special Management only as long as the reason(s) for his/her initial placement there remains valid. Each inmate in this status shall have his/her case reviewed weekly by the Special Classification Review Board. Inmates shall be permitted to provide input (i.e. verbal, written, personal appearance) and present pertinent information that may influence the Boards' decision. In cases where the inmates' behavior has been or is currently intractable, a personal appearance shall be held outside his/her cell. Inmates should be returned to general population when the need for Special Management no longer exists.
 5. Monitoring: **MCCF**: The Special Management/Disciplinary Unit shall be monitored on a regular basis. The Shift Administrator, Shift Manager/Assistant Unit Manager shall make rounds through the area at least twice during each shift. Visits to the area are made by program staff as requested. Unless medical attention is needed more frequently, inmates in the Special Management Units receive daily visits from a health care provider. The presence of the health care provider is announced and recorded. Normal activities and unusual incidents in this area are recorded in the Special Management/Disciplinary Segregation Units daily and pass-on logs.
 6. Reclassification: **MCCF** Release from Special Management may be authorized when the condition which required Special Management no longer exists. The following persons or groups of persons may effect this reclassification:
 - a. The committee or person authorizing the inmate's placement in Special Management.
 - b. A Classification Committee or the Special Classification Review Board.
 - c. Warden or designee
 7. Restriction on Activities: Any restrictions placed on an inmate in Special Management are fully documented. A copy of all such reports is placed in the inmate's classification file after review by the Warden.

II. DISCIPLINARY SEGREGATION

- A. Definition: A status of confinement to be used for inmates who have committed serious violations of institutional rules and have been found guilty by the Adjustment Committee. This form of discipline should only be used when other

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less restrictive disciplinary measures are inappropriate. Disciplinary Segregation is considered a positive measure in order to preserve the order and security of the institution. All disciplinary housing is located at **MCCF**.

B. Procedures: MCCF ONLY

1. Placement in Disciplinary Segregation: An inmate may be placed in Disciplinary Segregation by the direction of the Adjustment Committee following a hearing in which the inmate has been found to have committed a serious act of misconduct or rule violations warranting such sanction. Other less restrictive sanctions should be considered where appropriate.
2. Conditions of Disciplinary Segregation: Basic living levels of decency and humane treatment must be maintained for inmates in Disciplinary Segregation regardless of the reason for their placement. Privileges may be restored to reinforce acceptable behavior. The following conditions of Disciplinary Segregation are to be maintained:
 - a. Quarters: The cells used for Disciplinary Segregation shall be well-ventilated, adequately lighted, appropriately heated and maintained in a sanitary condition.
 - b. Personal Hygiene: Inmates shall be provided the same opportunities for personal hygiene that are available to the general population. For security reasons, inmates on Disciplinary Segregation status may be afforded a minimum of three showers per week. This would depend on the inmate's behavior and tractability.
 - c. Exercise: Inmates on Disciplinary Segregation status shall receive a minimum of one hour per day exercise outside of their cells, unless safety/security considerations dictate otherwise.
 - d. Medical Access: A representative of the medical staff shall conduct rounds through the Disciplinary Segregation units on a daily basis. A record of visits should be maintained. Inmates on Disciplinary Segregation status have the same availability of access to the doctor, dentist, or psychiatrist as inmates in the general population.
 - e. Court Access: Inmates shall retain all rights of access to the courts. Legal correspondence and contact with an attorney will not be limited. Inmates may request materials or information related to Law Library.
 - f. Food: The quality and quantity of food provided to inmates on Disciplinary Segregation status shall be the same as that provided to inmates in general population. Food is not used as a form of punishment or reward. Disposable trays may be used when necessary to insure safety and security of the institution. Alternative meals may be served if throwing of food or meal trays occurs.
 - g. Bedding and Supplies: Inmates on Disciplinary Segregation status shall be provided the same bedding and supplies as are provided in general population.
 - h. Program Activities: Inmates on Disciplinary Segregation status are not permitted to participate in any program or group activities.

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- i. Reading Material: Reading materials, including religious publications and pamphlets, will be provided to inmates on Disciplinary Segregation status when requested, however the amounts may be limited per policy and procedure. These inmates are not permitted to attend regular library sessions, as they are considered a group activity.
- j. Commissary: Inmates on Disciplinary Segregation status may order and receive a limited number of items from the commissary such as hygiene products and writing materials. Items that can be purchased by these inmates are on a separate Inmate Commissary menu (Welfare).
- k. Phone Calls: Inmates on Disciplinary segregation are not authorized to make telephone calls. The use of the telephone for legal calls must be arranged through the Case Manager.
- l. Mail and Visiting: Social correspondence privileges shall be continued for inmates in Disciplinary Segregation unless compelling reasons exist to the contrary. Family visiting privileges are restricted while inmates are on disciplinary status.

Legal Material: Limited to current cases only. All other materials are to be stored.

Note: Any other items must be approved by the Deputy Warden of Custody and Security or designee.

- 3. Restrictions on Privileges: Any restrictions or reductions in privileges are documented in writing and reviewed by the Deputy Warden, Custody and Security and the Warden.
- 4. Review of Status: Inmates shall be held in Disciplinary Segregation only as long as the reason(s) for their initial placement in the unit remains valid. Inmates in Disciplinary Segregation shall have their cases reviewed weekly by the Special Classification Review Board.
- 5. Release from Disciplinary Segregation: An inmate may be released from Disciplinary Segregation before his/her scheduled date by submitting an appeal request to the Warden. Upon approval of the appeal the balance of his/her sentence maybe suspended and he/she is released from Disciplinary Segregation. Only the Warden or designee may approve this action and this decision is final. The time an inmate spends in Disciplinary Segregation should be proportionate to the offense committed, taking into consideration the inmate's prior record and his/her specific program needs.
- 6. Records: An observation log is maintained in the Disciplinary Segregation Unit for inmates in Special Management/Disciplinary Segregation. Observations of any unusual behavior are documented.
- 7. Monitoring: The Special Management/Disciplinary Segregation Unit shall be monitored on a regular basis. The Shift Administrator, Shift Manager/Assistant Unit Manager shall make rounds through the area at least twice during each shift. Visits of the area are made by program staff as requested. Normal activities and unusual incidents in this area are

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recorded in the Disciplinary Segregation/Special Management Units daily and pass-on logs.

8. Safety of Officers: Two Correctional Officers must be present while conducting window/wall checks, shakedowns or any time a door must be opened when an inmate is inside a cell. Anytime a security round is conducted during an inmates recreation, the inmate must be locked in his/her cell.
 - A. If staff are present in the disciplinary, pending disciplinary, or administrative segregation housing dayroom and it is necessary to open a cell door or if they must enter an occupied cell of a disciplinary, pending disciplinary, or an administrative segregation inmate(s), (i.e. window wall check, shakedown etc.) there must be at least two officers present. The inmate(s) will be handcuffed behind the back before the door is opened and removed from the cell, pat searched by one of the officers while the other officer conducts the window wall check or shakedown. A medical excuse may exist requiring the inmate to be handcuffed in the front. (This should be confirmed with the medical staff/database before moving the inmate.) A disciplinary, pending disciplinary, or administrative segregation inmate may be handcuffed in the front to be escorted to the shower. (See the next section for showering procedures.) A third officer will be present at the control panel to open doors and for cases of emergency when conducting the window wall checks. If a senior floor officer cannot be present during the window wall checks, the senior floor officer in the unit shall be notified prior to the checks taking place and this notification is documented in the daily log. If any deviation from these procedures is necessary, appropriate security measures and practices must take place and be documented in the daily log and/or on an incident report (DCA 36)
 - B. The shower doors in disciplinary and administrative segregation are to be secured at all times. If an inmate would like to use the shower during their recreation period, the inmate must return to his/her cell and be secured inside the cell. After the inmate is secured in the cell the inmate must be handcuffed in front and taken to the shower where he/she is secured and the handcuffs are removed. When the inmate is finished taking a shower, the officer must handcuff the inmate in front before the inmate exits the shower. Once the inmate is handcuffed, the inmate will be returned and secured in the cell and the handcuffs should be removed. If any deviation from these procedures is necessary, appropriate security measures and practices must take place and be documented in the daily log and/or on an incident report (DCA 36)
9. Step Down Program in Disciplinary Segregation:
 - A. Eligibility Requirements:
 1. The inmate has served 120 days or more in Disciplinary Segregation

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2. The last 30 days or more in Disciplinary Segregation have been incident free. (No Adjustment Reports)
- B. Areas of Commitment by the Inmate:
 1. Program participation goals (School, JAS, CFC)
 2. Responsible behavior goals (e.g. personal hygiene, complying with inspection, no negative incident reports, full cooperation with unit staff and procedures, cleanliness and orderliness of cell, avoidance of actions or noise that is assaultive of others)
 3. Compliance with individual assignments. (Possibility of groups in the future)
- C. Inmates will be given assignments for a 60 day period
- D. Each week the inmate demonstrates full compliance, they will receive one phone call.
- E. During this time, incidents reports will be monitored for behavior compliance by the CSIV
- F. Upon successful completion of the 60 day period as determined by the CSIV, a behavior contract will be initiated and the inmate will be moved to General Population.
- G. If the inmate violates the contract, the balance of their segregation time will be reinstated and the inmate will be moved back to Disciplinary Segregation.
- H. After 30 days in General Population and of being in compliance of the behavior contract, the inmate will be eligible to apply for programming.
- I. If an inmate receives an Adjustment Report prior to the original segregation completion date, it will be reviewed by unit staff to determine if the inmate will return to Disciplinary Segregation or not.
10. Step Up Program in Administrative Pending Disciplinary Segregation and in Disciplinary Segregation:
 - 1) An inmate who receives a DCA #71 (Adjustment Report) that requires him/her to move out of his/her current housing location to segregation pending an adjustment hearing for a rule infraction committed will:
 - a) The inmate will be escorted by at least two (2) officers to the Inmate Processing area to the strip search cell (for males inmates) and into the WQ shower area (for female inmates).
 - b) The inmate will be strip searched by the officers and any shoes (other than shower shoes) will be confiscated. The inmate will be issued one (1) pair of shower shoes if needed.
 - c) All of the inmate's property will be taken and the inmate will only be allowed to have the following from this property list:

Item	Quantity
Mattress	1
Sheets	2
Blanket	1
Towels	2
Washcloths	2
Hygiene Kit (soap, shampoo, toothbrush,	1 (issued bi-weekly)

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toothpaste, deodorant, lotion and comb)	
Undershirts	5
Underwear	5
Comb	1
Plastic brush	1
Socks	5 pairs
Thermal shirt/Sweatshirt	1
Sweatpants	1
Jumpsuits	2
Shower shoes	1 pair
Religious Medallion/Chain	1
Kufi (white or gray)	1
Wedding band	1
Newspaper	1
Books/Magazines	3
Flex pen	1
Legal pad	1
Stamped Envelopes/Stamps	5

NOTE: All other property (non-contraband) will be stored until the inmate is released to General Population.

III. MEDICAL SEGREGATION (MCCF ONLY):

- A. Definition: A status of confinement to be used for inmates who the Physician or designee believes should be removed from the general population for medical observation, evaluation, and/or treatment.
- B. Guidelines:
 - 1. The Shift Manager/Assistant Unit Manager/Sergeant in consultation with medical staff may also place an inmate in Medical Special Management pending review by the Contract Physician at the next scheduled sick call.
 - 2. The Correctional Officer assigned to the Medical Post maintains an activity log for all inmates in Medical Special Management.
 - 3. The activity log should contain the following information; inmates' name, number, date admitted, mental health problems, or needs. The log should also record all visits by medical staff or officials who inspect the unit or who counsel inmates, and all unusual inmate behavior.
 - 4. Inmates in Medical Special Management will be taken to the day area adjacent to the Inmate Ward #1 once a day, for one (1) hour of recreation. The inmate's participation in or refusal of recreation will be documented in the Medical Officer's daily log/activity log.
 - 5. Whenever inmates in Medical Special Management have their privileges restricted for any reason, it will be documented in writing via a DCA #36, and reviewed by the Warden or designee.
 - 6. Medical Special Management inmates will be visited by the Deputy Warden of Custody and Security or designee daily, as well as the Shift Administrator or Shift Manager/Assistant Unit Manager twice per shift.

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7. Medical Special Management inmates will have their status reviewed weekly by the "Special Classification & Committee", in addition to medical staff.

C. Procedures:

1. An inmate may be temporarily placed in Medical Special Management when the Contract Physician or designee believes that a health or life-threatening situation exists which requires special medical attention.
2. Inmates shall be returned to regular housing assignments as soon as the Contract Physician determines the condition(s), which necessitated Medical Special Management no longer exists.
3. Inmates in Medical Special Management are managed in the same manner as inmates in Administrative Special Management whenever possible. The health of the inmate, other inmates, and the staff, as well as the safety of the institution remains the primary consideration. Any restrictions in privileges are documented in writing and reviewed by the Warden.

PRISON

ADMINISTRATIVE REGULATION		REGULATION NUMBER	PAGE NUMBER
 COLORADO DEPARTMENT OF CORRECTIONS		650-03	1 of 16
		CHAPTER: Offender Group Living	
		SUBJECT: Restrictive Housing	
RELATED STANDARDS: ACA Standards 2-CO-4B-03, 4-4236, 4-4243, 4-4253, 4-4254, 4-4256, 4-4257, 4-4258, 4-4259, 4-4260, 4-4261, 4-4262, 4-4263, 4-4265, 4-4266, 4-4267, 4-4268, 4-4269, 4-4270, 4-4271, 4-4272, 4-4273 and 4-4302		EFFECTIVE DATE: November 1, 2015	
		SUPERSESION: January 15, 2015	
OPR: DOP	REVIEW MONTH: August	 Rick Raemisch Executive Director	

I. POLICY

It is the policy of the Colorado Department of Corrections (DOC) to establish and provide effective restrictive housing management procedures for offenders who have demonstrated through their behavior that they pose a significant risk to the safety and security of staff and other offenders, as well as to the safe and orderly operation of general population. The use of restrictive housing, which may be utilized for those offenders who are removed from population, serving disciplinary sanctions, pending reclassification, pending in or out of state transfer, pending protective custody review, or who have been assigned to maximum security status, is an offender management process requiring specific actions and reviews for placement and/or progression.

II. PURPOSE

This administrative regulation (AR) establishes criteria and guidelines for the operation and supervision of restrictive housing units and provides the criteria used for the placement and progression of offenders into restrictive housing units [4-4249].

III. DEFINITIONS

- A. Central Classification Committee: A committee at Central Office, chaired by the assistant director of Prison Operations or designee, representatives from Offender Services, Office of Inspector General and the originating facility. Clinical Services will be represented in cases that involve medical or mental health issues. Duties include: finalizing offender classification instruments and status designations, determining final custody status, and making permanent facility assignments of offenders based on factors that may affect offender management and security. Offender Services will serve as liaisons for their assigned facilities in the areas of classification, case management, code of penal discipline, as well as other relevant offender management systems.
- B. DOC Employee: Someone who occupies a classified, full or part-time position in the State Personnel System (including management and at will positions) in which the Department has affect over pay, tenure, and status.
- C. Executive Assignment Order (EAO): An electronic form that authorizes an offender's movement from one permanent facility to another permanent facility on behalf of the executive director, or designee.
- D. Internal Classification Committee: A multidisciplinary committee within each respective facility chaired by the administrative head/designee, at or above the level of correctional officer IV which is responsible for all facility internal classification and status proceedings, housing/cell assignments, work and program assignments, code of penal discipline outcome management and other relevant internal offender management systems.
- E. Multi-Disciplinary Team: A group of representatives from multiple disciplines that include custody/control, mental health, medical, case management and other disciplines as needed on a case-by-case basis, that work together to contribute to the achievement of the offender's treatment plan and program success.

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- F. Residential Treatment Program (RTP): A program which provides offenders with mental illness and/or intellectual and developmental disabilities the individual and group therapy, educational programs, recreational therapy and recreational activities to promote their program success and successful transition into the community or into a general population setting.
- G. Removal from Population (RFP): A status reserved for offenders who, for security/safety reasons, must be removed from general population.
- H. Restrictive Housing: A form of housing for offenders whose continued presence in the general population would pose a serious threat to life, property, self, staff or other offenders, or to the security or orderly operation of a correctional facility.
- I. Restrictive Housing Maximum Security Status Hearings Officer: A DOC employee at or above the level of correctional officer IV who conducts Maximum Security status hearings. A three member board will conduct the hearing. The other two members shall be at or above the level of correctional officer III.
- J. Restrictive Housing – Disciplinary Segregation: A disciplinary sanction that may be imposed only after a specific disciplinary hearing has taken place, in accordance with administrative regulation 150-01, *Code of Penal Discipline*.
- K. Restrictive Housing Maximum Security Status: The most restrictive offender management status for those offenders who have demonstrated through their behavior that they pose a significant risk to the safety and security of staff and other offenders, as well as to the safe and orderly operation of general population. Maximum Security status is primarily used for offenders who have demonstrated through their behavior that they pose a risk to the safe and orderly operation of a general population correctional facility
- L. Restrictive Housing Unit: A housing section that separates offenders who threaten the security or orderly management of the institution from the general population. Restrictive housing units may be utilized to house offenders who have been removed from population, are serving disciplinary sanctions (i.e. punitive segregation), are pending reclassification to a higher custody level, are pending in or out of state transfer, are pending protective custody review, or who have been assigned to maximum security status
- M. Serious Mental Illness: The current diagnosis of any of the following DSM diagnoses accompanied by the P-code qualifier of M, denoting the presence of a major mental disorder: schizophrenia, schizoaffective disorder, delusional disorder, schizophreniform disorder, brief psychotic disorder, substance-induced psychotic disorder (excluding intoxication and withdrawal), unspecified schizophrenia spectrum and other psychotic disorder (previously psychotic disorder not otherwise specified), major depressive disorders, and bipolar disorders. Offenders, regardless of diagnosis, indicating a high level of mental health needs based upon high symptom severity and/or high resource demands, which demonstrate significant impairment in their ability to function within the correctional environment
- N. Staffing: A formal comprehensive offender case planning review and/or treatment planning review by the multi-disciplinary team.
- O. Status: A housing and management assignment other than general population.
- P. Substantial Evidence: Such evidence that a reasonable mind might accept as adequate to support a conclusion.

IV. PROCEDURES

- A. Placement into Restrictive Housing:
 - 1. Removal from Population (RFP): *In the event that the continued housing of an offender within general population would pose an imminent and substantial threat to the security of the institution, other offenders, DOC employees, contract workers, volunteers, or to himself/herself, or for investigative purposes, the shift commander*

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may order the temporary removal of the offender from general population. [4-4133] [4-4251] In such cases, the following procedures shall be followed:

- a. The shift commander shall complete DC Form 600-01A, Removal from Population, and forward to the facility administrative head, or designee, for review no later than one working day after such action has been taken. *Clinical Services will be informed immediately when an offender is transferred to a restrictive housing unit so an anatomical may be performed. [4-4400]*
 - b. *The Internal Classification Committee and/or classification officer will review the RFP within three working days of the administrative head review. [4-4250]*
 - c. *The offender shall be returned to the general population within ten working days after removal, unless reclassification, disciplinary, or Restrictive Housing - Maximum Security Status procedures have been initiated. The return to general population will be reviewed and approved by the appointing authority or designee. In the event that any one of these procedures has been initiated, the time limits and review/approval of the applicable policy shall be followed. [4-4254]*
2. **Restrictive Housing as a Disciplinary Sanction (i.e. Punitive Segregation):** *Offenders may be placed in restrictive housing for a rule violation only after a hearing by the disciplinary committee or hearing officer. [4-4252]*
- a. Offenders may be removed from general population and placed into restrictive housing as a disciplinary sanction that may be imposed only after a code of penal discipline hearing has taken place, in accordance with AR 150-01, *Code of Penal Discipline*.
 - b. Restrictive housing may only be imposed as a disciplinary sanction for up to a maximum of 30 consecutive days, which will include any initial period of removal from general population.
 - c. Pregnant female offenders will not be placed into restrictive housing as a sanction to a Code of Penal Discipline (COPD) Violation.
3. **Dry Cell Watch:** Dry cell watches may be conducted in restrictive housing units and will be conducted in strict accordance with AR 300-6, *Searches to Control Contraband*.
4. **Pending Reclassification/Transfer (Waitlisted):** Offenders may be removed from population and temporarily placed in restrictive housing pending reclassification and transfer facility in accordance with AR 600-01, *Offender Classification*. Assignment to a restrictive housing unit pending reclassification and transfer will not exceed 30 consecutive days.
5. **Pending Out of State Transfer (Interstate Corrections Compact):** Offenders may be removed from population and temporarily placed in restrictive housing pending review for out of state transfer through Interstate Corrections Compact.
6. **Protective Custody:** Offenders may be removed from population and temporarily placed in restrictive housing for protective custody needs, pending a protective custody review in accordance with AR 650-02, *Protective Custody*, and only when all other placement options have been exhausted and no other alternative is available to ensure for the offenders safety. Assignments to a restrictive housing unit for protective custody needs/review will not exceed 30 consecutive days.
7. **Restrictive Housing - Maximum Security Status:** Offenders who demonstrated through their behavior that they pose a significant risk to the safety and security of staff and other offenders, may be placed into Restrictive Housing - Maximum Security Status for up to a maximum of 12 consecutive months, which will include any initial period of removal from population and restrictive housing placement as a disciplinary sanction.

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- a. The use of Restrictive Housing - Maximum Security Status is an offender management process requiring specific action and review for placement and/or progression, as outlined below in IV.B.
 - b. Female offenders and offender sentenced to the Youthful Offender System will not be reviewed for or assigned to Restrictive - Housing Maximum Security Status.
- B. Restrictive Housing - Maximum Security Status: Restrictive Housing –Maximum Security status is the most restrictive offender management status intended for those offenders who have demonstrated through their behavior that they pose a significant risk to the safety and security of staff and other offenders, as well as to the safe and orderly operation of general population.
1. Upon intake offenders will be staffed for Restrictive Housing - Maximum Security Status if their behavior, while detained prior to intake, constituted a serious threat to the safety, security and orderly operation of the correctional setting and met the elements of the Restrictive Housing - Maximum Security Status Matrix. Recommendations for offender placement on Restrictive Housing - Maximum Security Status upon admittance to the DOC will be reviewed by Central Classification Committee and their recommendations will be forwarded to the director of Prisons for approval.
 2. Behavior Warranting Restrictive Housing - Maximum Security Status Review:
 - a. The following incident types will be reviewed on a case by case basis to determine if the severity of the offense merits review for placement into Restrictive Housing - Maximum Security Status:

Restrictive Housing Maximum Security Status Matrix

OFFENSE	RESTRICTIVE HOUSING
Murder (Attempt or Complicity)	Up to 12 months
Manslaughter (Attempt or Complicity)	Up to 12 months
Kidnapping (Attempt or Complicity)	Up to 12 months
Assault on Staff (With the intent to cause Serious Bodily Injury)	Up to 12 months
Assault On Offender (With the intent to cause Serious Bodily Injury)	Up to 12 months
Escape With Force (Attempt or Complicity)	Up to 12 months
Escape Without Force	Up to 6 months
Engaging In A Riot	Up to 12 months
Inciting A Riot	Up to 6 months
Rape (Attempt or Complicity)	Up to 12 months
Arson	Up to 12 months
Possession Of Dangerous Contraband	Up to 6 months
Possession Of Escape Paraphernalia	Up to 6 months

*Definitions of each offense, to include those of attempt and complicity, shall be determined based upon the respective definitions within AR 150-01, *Code of Penal Discipline*.

- b. Other circumstances may warrant placement on Restrictive Housing - Maximum Security Status. Such placement will require approval by the director of Prisons/designee.
 - c. If an offender has received restrictive housing disciplinary sanctions as a result of a COPD conviction prior to the Restrictive Housing - Maximum Security Status hearing, the punitive segregation time should be completed prior to placement in Restrictive Housing - Maximum Security Status. Consideration and review for placement into Restrictive Housing - Maximum Security Status should begin immediately upon an offender being removed from general population as a result of one of the above identified incidents within the Restrictive Housing – Maximum Security Status Matrix.
3. Restrictive Housing – Maximum Security Status Multi-Disciplinary Staffing:

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- a. A multi-disciplinary staffing will be held prior to the commencement of the Restrictive Housing - Maximum Security Status hearing. The designated Restrictive Housing - Maximum Security Status hearings officer/board members should not be present during this process.
 - b. If an offender has a serious mental illness and commits an act that would otherwise be cause for review for Restrictive Housing - Maximum Security Status then, prior to the Restrictive Housing - Maximum Security Status hearing, a multi-disciplinary staffing will be held and, in addition, a mental health representative will assess the mental health status of the offender to determine if his/her actions were the result of his/her mental illness.
 - 1) If it is determined that his/her mental illness was **not** the cause of his/her behavior, he/she will be managed through the COPD and appropriate housing/facility assignment.
 - 2) Offenders with serious mental illnesses will not be placed in Restrictive Housing - Maximum Security Status, unless exigent circumstances are present and approval is obtained through the director of Prisons and the deputy executive director.
 - 3) Offenders with a serious mental illness qualifier may be referred and assigned to close custody Management Control Units, or close custody Transition Units.
 - c. If mental health determines the offenders behavior was or may have been caused by a mental illness, the offender will be referred to the Residential Treatment Program Referral Committee in accordance with AR 650-04 Residential Treatment Program. If the diagnostic process determines the offender is not appropriate for placement in the Residential Treatment Program, the originating facility will be responsible to initiate appropriate facility placement recommendations.
 - d. In all cases, the multi-disciplinary staffing will include a review of recent interventions and will serve to provide case planning recommendations.
 - 1) At a minimum, this staffing will include the case manager, a representative from mental health, an intelligence officer and custody/control employees at the level of correctional officer III or above.
 - 2) Depending on the circumstances of the review, additional individuals may be present.
 - 3) Factors to be considered may include: (Offender's mental health condition, facility capacity to deliver alternative placement services (Residential Treatment Program), offender's programmatic and other needs, safety and security of the staff, offenders and facility).
 - 4) Incidents involving offenses as identified in the Restrictive Housing Matrix
 - e. The information conveyed in the multi-disciplinary staffing will be documented on AR Form-650-03A and the recommendations provided to the appointing authority/designee for review.
4. Restrictive Housing - Maximum Security Status Hearings and Due Process:
- a. Offenders exhibiting behaviors indicating Restrictive Housing - Maximum Security Status may be warranted will receive a Restrictive Housing - Maximum Security Status hearing which, with the modifications below, will follow the due process procedures as outlined in AR 150-01, *Code of Penal Discipline*:
 - 1) Notice will be provided to the offender using AR Form 650-03B, Notice for Restrictive Housing - Maximum Security Status hearing.
 - 2) The standard of proof used in the Restrictive Housing - Maximum Security Status is substantial evidence.

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There must be substantial evidence that the offender has committed and been charged with one or more of the offenses listed on the Restrictive Housing - Maximum Security Status Matrix.

- 3) The hearing will be conducted by the Restrictive Housing - Maximum Security Status hearings board.
 - 4) The recommendations of the Restrictive Housing - Maximum Security Status hearings officer/board will be documented on AR Form 650-03D.
 - 5) Written recommendations of the Restrictive Housing - Maximum Security Status hearing officer/board will be provided to the offender at the end of the hearing on record utilizing AR Form 650-03C.
- b. The decision of Restrictive Housing - Maximum Security Status hearings board will be reviewed by the appointing authority/designee within two business days from the date of hearing.
- 1) Within five business days of the hearing, the Restrictive Housing - Maximum Security Status hearing officer/board's recommendation, along with AR Form 650-03A, AR Form 650-03B, AR Form 650-3D, and all evidence will be forwarded to the Central Classification Committee.
 - 2) If the recommendation to place the offender in Restrictive Housing - Maximum Security Status is denied, reversed, modified or remanded by the appointing authority, then the appointing authority will notify the offender in writing utilizing AR Form 650-03D.
5. The Central Classification Committee will:
- a. Ensure that a final review of the recommendation for placement in Restrictive Housing - Maximum Security Status is completed within 15 working days from the date of the Restrictive Housing - Maximum Security Status hearing and ensure that copies of their decision are forwarded to the department and working files.
 - b. Ensure that the documented reasons and recommendation for placement on Restrictive Housing - Maximum Security status are in compliance with this AR. Central Classification will review the documentation, make recommendations of support or opposition to the decision of the facility, and forward it to the director of Prisons/designee for final approval.
 - 1) In the event that the recommendation of the Restrictive Housing - Maximum Security Status hearing officer/board is not supported, the Central Classification Committee will notify the respective appointing authority. The appointing authority may request an additional level of review. This review will consist of a conference between the appointing authority, the assistant director of Offender Services, and the respective deputy director of Prisons.
 - c. Assignments to Restrictive Housing - Maximum Security Status will not be official until the Central Classification Committee has completed this process and an executive assignment order has been issued.
 - 1) The date when the executive assignment order has been issued will be the date used to begin calculations for assignment to Restrictive Housing - Maximum Security Status, as well as for Earned Time credit. This date is also used to start reviews in accordance with procedures established in Section IV.I of this AR.
 - 2) Time spent on removal from general population status and disciplinary segregation status for the incident or violation that resulted in placement into Restrictive Housing - Maximum Security Status will be credited towards the total length of time assigned to Restrictive Housing - Maximum Security Status.
 - d. The offender will be provided with written notice of the final decision with AR Form 650-03D within five working days after the decision of the director of Prisons. The five working day period may be extended for good cause, which must be documented.

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6. **Offender Appeal:** *The DOC provides for a review and appeal process. [2-CO-4B-03] At the conclusion of the formal Restrictive Housing - Maximum Security Status hearing, the offender shall be advised of his/her right to appeal the decision to the Central Classification Committee [4-4248]*
- a. The final decision to place an offender on Restrictive Housing - Maximum Security Status may be appealed by the offender and will be sent to the Central Classification Committee who may affirm, reverse, or modify the decision
 - b. The appeal must be requested in writing, on DC Form 150-01D, Offender Appeal Form (see AR 150-01, *Code of Penal Discipline*) within seven days after the offender receives a copy of the written decision of the Central Classification Committee.
 - c. All appeals are limited to the appeal form. Additional supporting documents may be included by reference.
 - d. After reviewing the appeal material (documents and audio recordings of the Restrictive Housing - Maximum Security Status hearing), the Central Classification Committee may reverse or modify the decision, or order a new hearing if it is determined that the decision to place the offender on Restrictive Housing - Maximum Security Status was not based upon an assessment of the evidence presented, or in accordance with the requirements of this policy.
 - e. **The appeal should be decided within 30 days of after receipt of the appeal and a written decision shall be promptly forwarded to the offender. [4-4248]** The Central Classification Committees judgment on such appeal should be final.
7. **Progressive Management for offenders in Restrictive Housing – Maximum Security Status:** *Restrictive Housing - Maximum Security Status is designed and intended to be a progressive management process; offenders will be reviewed by their assigned case manager every seven days for the first two months of Restrictive Housing – Maximum Security Status, and every 30 days thereafter [4-4253].*
- a. Offenders will be afforded a meaningful monthly out of cell status/review meetings with their case manager. The case manager *conducting the reviews will personally meet with the offender, documenting the contact within the offender’s electronic chronological record*
 - 1) The reviews/interviews will not be completed at the cell front; they must be completed outside of the offender’s cell. If the offender refuses to come out of their cell and meet with their case manager, documentation will be made in the case management tracking system as an electronic chronological entry.
 - 2) In addition to meaningful monthly contacts, case management contact rounds, within the restrictive housing unit, will occur on a weekly basis.
 - b. Every 30 days the offender’s assigned case manager will make a recommendation to the facility’s internal classification committee regarding the need for the offender to remain within Restrictive Housing – Maximum Security Status or to be considered for progression, utilizing AR650-03 Attachment E, Restrictive Housing - Maximum Status Review. Completed forms will be forwarded to the facility’s internal classification committee for review and processing.
 - 1) Recommendations will be reviewed by the facility’s internal classification committee and will be forwarded to the appointing authority for review. The facility’s recommendation for progression out or retention within Restrictive Housing – Maximum Security Status will be forwarded to the Central Classification Committee.
 - 2) The Central Classification Committee will forward the recommendation to the director of Prisons for final review and signature approval.

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- c. Assignment to Restrictive Housing - Maximum Security Status is a maximum of twelve months. Any extension beyond twelve months must be reviewed and approved in writing by the director of Prisons as well as the deputy executive director, and must be based upon documented exigent circumstances. Offenders held in Restrictive Housing – Maximum Security status beyond twelve (12) months, will be staffed and re-reviewed every ninety (90) days, utilizing AR650-03E Restrictive Housing - Maximum Status Review.
8. Release from Restrictive Housing - Maximum Security Status: *The DOC shall specify the review process used to release an offender from Restrictive Housing. [4-4254].*
- a. DOC will make every attempt to ensure offenders are not release directly to the community from Restrictive Housing - Maximum Security Status. In the event such a release is imminent, within 180 days:
- 1) The facility case manager III shall send notification to the appointing authority with a recommendation and supporting documentation as to why the offender cannot transition through a less secure facility or placement option. The appointing authority will review and forward the notification to the director of Prisons/designee.
 - 2) The director of Prisons/designee will determine if retention in Restrictive Housing - Maximum Security Status pending release is warranted and justified.
 - 3) If the director of Prisons/designee disagrees with the recommendation, the offender will be reviewed by the Central Classification Committee for an appropriate assignment.
 - 4) If the director of Prisons/designee agrees with the recommendation, the following actions will occur:
 - a) 180 days prior to the offenders release, the assigned case manager will schedule a transition meeting with the facility parole officer, facility pre-release specialist, community re-entry specialist, and the community parole office where the offender will be assigned.
 - b) In accordance with AR 550-11 *Offender Release*, a transition and stabilization plan will be developed for every offender discharging or paroling from Restrictive Housing - Maximum Security.
9. *Offenders who have been removed from general population and are being held in restrictive housing units, either pending investigation or as a disciplinary sanction, and have been for periods longer than 30 days will be provided the same services, programming, and privileges as offenders in Restrictive Housing-Maximum Security Status. [4-4255].*
- C. General Conditions of Confinement within Restrictive Housing Units: *Restrictive housing units shall provide living conditions that approximate those of the general inmate population. [4-4140] Prescribed medication, clothing, and basic personal items will only be restricted when there is imminent danger that an offender or any other offenders will destroy an item or induce self-injury. [4-4261] Exceptions are permitted only when found necessary by the senior officer on duty; any exception will be recorded in the unit log and justified in writing. [4-4263] Offenders in restrictive housing shall have access to programs and services that include, but are not limited to the following; educational services, commissary services, library services, social services, counseling services, religious guidance and recreational programs. [4-4273]*
1. *When physical plant construction permits, restrictive housing cells/rooms shall provide a minimum of 80 square feet, of which 35 square feet is unencumbered space [4-4141].* No more than one offender should occupy a restrictive housing cell. If sufficient cells are not available, approval may be obtained by the administrative head/designee for the placement of more than one offender in a restrictive housing cell. As soon thereafter as feasible, the appropriate deputy director shall be notified.
 2. *Restrictive housing cells will shall be furnished with a toilet, lavatory, hot and cold running water, writing surface/desk, seat/stool, bunk with mattress and adequate storage space for clothes and personal belongings. [4-*

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4134][4-4137] If running water within a restrictive housing cell creates a safety issue, the shift commander will be notified and may approve for the water to be shut off temporarily. In the event that the water is shut off to a cell, the water will be turned on every two hours for offender use. An incident report documenting the offender's behavior reasons for shutting off the water must be written. *[4-4265]*

3. **Access to Laundry Services:** *Offenders in restrictive housing will have an opportunity to exchange or to have clothing and bedding/linen laundered on the same basis, twice per week, as general population per AR 850-05, Offender Bedding and Clothing Issue and Dress Code. [4-4263, 4-4339]* This will include the opportunity to have three complete sets of clean clothing per week, linen exchange including towels at least once each week and blanket exchange at least quarterly. *Clothing issued to offenders in restrictive housing shall not be degrading [4-4261].*
 - a. *Offenders in restrictive housing will be provided with suitable clean bedding and linen, to include sheets, pillow and pillowcase, one mattress, and sufficient blankets [4-4340].*
 - b. *Facilities will provide for the thorough cleaning and disinfecting of all offender personal clothing before storage. [4-4339]*
4. **Janitorial Cleaning Supplies:** *Offenders in restrictive housing will have access to janitorial supplies for individual cell cleaning per facility housekeeping plan. [4-4333].* Offenders in restrictive housing units are responsible to maintain their cell in a sanitary condition.
5. **Telephone Access:** *Offenders in restrictive housing will be allowed limited telephone privileges, unless telephone restrictions have been invoked by the appointing authority/designee. Telephone restrictions will not apply to phone access to the offender's attorney of record. [4-4271, 4-4272]*
 - a. *Offenders placed into restrictive housing may be allowed one 20-minute phone call, to be placed through the Colorado Inmate Phone System, within the initial 24-hours of being placed into restrictive housing.*
 - b. *Offenders in restrictive housing will be allowed one personal telephone call per month, not to exceed 20 minutes. [4-4271, 4-4272]* Legal calls will not be included in this limit.
 - c. Telephone access for offenders in restrictive housing will be logged.
6. **Access to Counsel/Legal Calls:** *Offenders in restrictive housing will have access to counsel and will be provided assistance in making confidential contact with attorneys and their authorized representatives; such contact includes, but is not limited to, telephone, communications, uncensored correspondence, and visits. [4-4275]* Prior approval is not necessary for legal calls if the attorney/agency is on the offender's CIPS list and the call is being placed as a regularly scheduled call.
 - a. **Telephone Court Hearings:** Telephone court hearings for offenders in restrictive housing shall be coordinated in accordance with AR 750-03 DOC Employee and Offender Litigation Management.
 - b. Requests for emergency legal calls will be handled according to the procedures outline in AR 850-12, *Telephone Regulations for Offenders.*
7. **Access to Meals:** *Offenders in restrictive housing will have access to three nutritious meals per day, including dietary meals, as prescribed by the DOC master menu: Food shall not be used as a disciplinary measure [4-4320]*
 - a. Prescribed medical diets and approved religious diets will be made available in accordance with AR 1550-15, *Medical and Religious Diets.*
 - b. Substitute meals will not be provided to offenders in restrictive housing units.

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- c. When an offender refuses a meal, DOC employees will document his refusal and any reasons given on the shift log.
 - d. Offenders who misuse food or food service equipment may be placed on Alternative Meal Service in accordance with AR 1550-4, *Alternative Meal Service in Restrictive Housing*.
8. **Visiting Privileges:** *Offenders in restrictive housing will have opportunities for contact, non-contact and attorney visiting, unless there are documented substantial reasons for withholding such privileges [4-4267, 4-4275].*
- a. Non-contact visitation privileges for offenders in restrictive housing may be approved and will be reviewed on a case-by-case by the appointing authority/designee.
 - b. Visits by the attorney of record are allowed by appointment only in accordance with AR 300-01, *Offender Visiting* and AR 750-03, *Offender Litigation Management*, and will not be counted against the number of allowable monthly social visits.
 - c. After thirty days, offenders in Restrictive Housing - Maximum Security Status will be allowed one, 1 ½ hour in duration, contact or non-contact visit per month with immediate family members and relatives only. Contact visitation may be authorized based upon the offender behavior and if approved will occur with the offender in full universal restraints.
9. **Mail Service:** *Offenders in restrictive housing will be allowed to write and receive letters on the same basis as offenders in the general population, in accordance with AR/IA 300-38 Offender Mail [4-4266], except that offenders in restrictive housing may not send mail to or receive mail from other DOC incarcerated offenders.*
10. **Pod/Recreation Time:** *Offenders in restrictive housing will receive a minimum of one hour of exercise per day outside their cells, five days per week, unless security or safety considerations dictate otherwise. [4-4270] [4-4273]*
- a. If an offender's conduct becomes a threat to the safety and security of the unit, their pod/recreation time may be withheld upon approval of the living unit supervisor.
 - b. Offenders assigned to Restrictive Housing Maximum Security Status will be afforded the opportunity to have outdoor recreation three times per week.
11. **Personal Hygiene:** *Offenders in restrictive housing will have the opportunity to shower at least three times per week, along with access to barbering and hair care services on a monthly basis [4-4262, 4-4263].*
- a. Showers may be taken during pod/recreation time.
 - b. Offenders in restrictive housing will be afforded the opportunity to receive a haircut once every thirty days, by request and appointment only. Offenders will be provided an opportunity for an electric shave three times per week. Offender barbers will be selected with the approval of the living unit supervisor or shift commander. No barber may be requested by name, and all haircuts and electric shaves will be accomplished under the direct supervision of DOC employee's at all times.
12. **Access to Legal Material:** *Offenders in restrictive housing will have access to legal materials in accordance with AR/IA 750-01, Legal Access. [4-4268]*
- a. *If an offender's assignment in a restrictive housing inhibits direct or personal access to the law library, each facility will provide an alternative procedure to ensure adequate access to legal assistance and materials. [4-4268, 4-4276]*
 - b. Offenders in restrictive housing will be allowed to maintain possession of their legal box after it is thoroughly searched in accordance with AR/IA 300-06, *Searches and Contraband Control*.

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13. **Access to Reading Materials:** *Offenders in restrictive housing will have access to reading materials and library service in accordance with AR and I/A 500-02, Library Services. [4-4269] [4-4273] Reading materials shall be provided by the librarian on a regularly scheduled basis.*
- a. Offenders in restrictive housing will be allowed to check-out up to three soft-cover books at a time from the deposit collection of library books located in the restrictive housing unit or through a written request to the facility's library.
 - b. In addition, offenders in restrictive housing will be allowed to possess a total of five soft-cover personal books and 5 personal magazines within their cell.
14. **Access to Canteen:** *Articles necessary for maintaining proper personal hygiene will be available to all offenders housed in a restrictive housing and will be provided to those who are indigent. [4-4261, 4-4342, 4-4273]*
- a. Offenders in restrictive housing may order/purchase limited canteen items totaling \$10.00 per week; to include basic care and hygiene items (limited to: soap, shampoo, security/safety toothbrush, toothpaste, toilet paper, feminine hygiene products for female offenders, stamps, paper, envelopes, and phone time), in accordance with the approved Restrictive Housing Allowable Canteen List, and AR 200-11, *Canteen*.
 1. The purchase of telephone time is not included in weekly canteen purchase limits.
 2. Basic hygiene items will be provided to indigent offenders.
15. **Access to Television/Television Privileges:** *Offenders assigned to Restrictive Housing - Maximum Security Status will not be allowed access to a television for the first three months.*
- a. After three months, access to a television with limited channel availability may be approved by the living unit supervisor, with the privilege being reviewed on a monthly basis by the case manager in consultation with the living unit supervisor during their meaningful monthly contact.
 - b. *Offenders on restrictive housing status may have access to appropriate educational and cognitive programs to include Academic Education (Adult Basic Education ABE, and General Education Development GED), and mental health program in their cells, via television and/or cell side. [4-4273]*
16. **Access to Religious Guidance/Publications:** *Offenders in restrictive housing will have access to and the opportunity to receive religious guidance and publications from the chaplain's office and to practice their religious faith provided the practice does not interfere with the safety, security, or order of the unit or facility. Religious representatives from outside the facility are subject to AR 300-01, Offender Visitation. [4-4273].*
17. *Offenders in restrictive housing will have access to the following privileges unless there is imminent danger that the offender or any other offender(s) will destroy an item or induce self-injury. [4-4261]*
- a. Any of the-below listed privileges may be immediately and temporarily suspended, for a maximum of seven days, by any staff member as an immediate consequence for offender's negative behaviors directly associated with the privilege. Gradual consequences from three days, to five days, and eventually up to seven days based upon reoccurring behaviors are recommended. Only the initiating employee who took the privilege, or supervisor, may reduce the number of days.
 - 1) Personal Telephone Calls
 - 2) General Library Services
 - 3) Television (Restrictive Housing --Maximum Security after 90-days)
 - b. *When an offender is deprived of any usually authorized item or activity, the living unit supervisor or shift*

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commander will be notified and a PCDCIS incident report will be completed with an entry will be made into the offender's electronic chronological record, prior to the end of the shift. [4-4265]

- c. The offender will be notified in writing, utilizing AR Form 650-3F, within one working day of the action.
- D. Restrictive Housing Unit Operations: *Restrictive housing units shall provide living conditions that approximate those of the offender general population; all exceptions shall be clearly documented. Restrictive housing cells/rooms permit the offenders assigned to them to converse with and be observed by staff members [4-4140]*
1. Staffing: *Written policy and procedure govern the selection criteria, supervision, and rotation of staff who work directly with offenders in restrictive housing on a regular and daily basis [4-4259].* The selection, supervision, and rotation for DOC employees assigned to restrictive housing units will be in accordance with AR 100-37, DOC Employee Scheduling, Use of Annual and Holiday Leave and Internal Movement. Employees assigned to restrictive housing units will be evaluated twice annually through the performance management program.
- a. *Restrictive housing units will be visited weekly by the administrative head/designee to encourage informal contact with DOC employees and offenders and to informally observe living conditions. [4-4185]*
- b. *Offenders in restrictive housing will receive daily visits from the senior correctional supervisor in charge, and daily visits from a qualified health care official (unless medical attention is needed more frequently), and visits from members of the program staff upon request. [4-4258]*
- c. *Facility procedures will ensure that offenders have an avenue to initiate case manager contacts. These contacts may include, but are not limited to, review of progress and program status, provide counseling and crisis intervention, and to communicate needs. [4-4303] [4-4435]*
- 1) At a minimum, offenders in restrictive housing will be afforded a meaningful monthly out of cell status/review meetings with their assigned case manager. The case manager conducting the reviews will personally meet with the offender, documenting the contact within the case management tracking system (CMTS) as an electronic chronological entry.
- 2) The reviews/interviews will not be completed at the cell front; they must be completed outside of the offender's cell. If the offender refuses to come out of their cell and meet with their case manager, documentation will be made within the case management tracking system (CMTS) as an electronic chronological entry.
2. Processing Offenders into Restrictive Housing Units:
- a. Offenders will be thoroughly strip searched in accordance with AR 300-06 *Searches and Contraband Control*, upon entering restrictive housing units and prior to being placed into restrictive housing cells.
- b. Allowable property will be in accordance with AR Form 650-03, Attachment G. This form will be utilized to bring an offender into restrictive housing unit property compliance. Once the offender's property is received from the unit or sending facility, the offender's property shall be put into strict property compliance in accordance with AR 850-06, *Offender Property*. *The facility will provide for the thorough cleaning and disinfecting of offender clothing before storage. [4-4339]*
- c. Within 24 hours of placement in a restrictive housing unit, all offenders will receive an orientation. At a minimum the facility's orientation will address access to services, living unit evacuation procedures, and cover each of the general conditions of confinement as outlined within procedure C.

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- d. Thorough cell inspection will be conducted and documented prior to placing an offender in a restrictive housing cell, and again upon moving an offender out of a restrictive housing cell.
 - 1) Cell inspections shall be documented noting any damage to the cell.
 - 2) Mattresses and pillows will be inspected, cleaned and sanitized prior to use.
3. Shift Logs: *Staff operating restrictive housing units will maintain a permanent perpetual shift log. All activity, visits, etc. in the restrictive housing unit will be logged. [4-4260]*
4. Sign-In Sheet: All persons entering a restrictive housing unit for the purpose of visiting or monitoring offenders must sign in utilizing AR Form 650-03H. Signature, date, time, and reason for visit must be recorded by the visitor.
5. Observation Rounds: *Offenders in restrictive housing units will be personally observed by a correctional officer twice per hour, but no more than 40 minutes apart, on an irregular schedule. Offenders who are violent or mentally disordered or who demonstrate unusual or bizarre behavior receive more frequent observation: suicidal offenders are under continuing or continuous observation. [4-4257, 4-4260]* Unit rounds will be logged on the unit's shift log.
 - a. Formal and informal counts shall be conducted in accordance with AR 300-04, *Offender Count*.
 - b. Offenders who are violent or mentally disturbed shall be checked more often as directed by written clinical service directions.
6. Offender Movement/Use of Restraints/Escorts: *Restraints such as handcuffs and leg restraints will never be applied as punishment and will only be applied with the approval of the warden or designee. [4-4191] Written reports will be submitted to the warden/designee no later than the conclusion of the tour of duty when any of the following occur: discharge of a firearm or other weapon, use of chemical agents to control offenders, use of force to control offenders, or offenders remain in restraints at the end of the shift. [4-4202]*
 - a. When an offender is being escorted into or out of a restrictive housing unit, a minimum of two DOC employees will restrain the offender behind his back with wrist and leg restraints applied, and will escort the offender with hands on. If necessary, a tether may be attached to the wrist restraints. Certain medical conditions may require the use of universal restraints.
 - b. When an offender is escorted within a restrictive housing unit, there will be a minimum of two DOC employees present at the cell, and the offender's wrists will be restrained behind his back prior to opening the cell door. The offender shall be escorted with hands on. If necessary, a tether may be attached to the wrist restraints. Additional restraints will be utilized at the discretion of the shift commander.
 - 1) Offender will be instructed to back out of their cell, shower, or exercise area at all times.
 - 2) Only one restrained offender will be allowed out of their cell at a time in each pod/day hall of the restrictive housing unit for movement to the showers or exercise rooms. At no time will staff be present within the pod with an unrestrained restrictive housing status offender.
 - 3) Evening and night movement of an offender out of a restrictive housing cell, pod/day hall, or unit will only be done in emergency situations. This movement requires prior authorization from the on-duty shift commander.
 - c. DOC employees will not open or enter an offender's cell unless the offender is first restrained and removed from the cell. *Refer to AR or I/A 300-07RD, *Forced Cell Entry* for procedures to follow for emergent need entry within a restrictive housing units.

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- d. Only one tray slot will be opened at a time except during meal times. During meal distribution, only one tray slot per DOC employee in the pod will be opened.
- e. Offenders assigned to restrictive housing may be given consideration for employment with pod specific job assignments. Offenders in restrictive housing shall not be assigned to housing, work, or program assignments which would permit them access outside their assigned living area.
- g. Universal Restraints will be utilized for all strip searches for offenders who are displaying dangerous or disruptive behavior or who are a high risk for off grounds transports. A private secure observation room can be utilized for strip searching offenders who are not displaying these types of behavior or who are not high risk for off grounds transports.

E. Clinical Care, Monitoring and Reviews:

1. *When an offender is transferred into restrictive housing, health care staff will be informed immediately and will provide an initial screening and review as indicated by the protocols established by the health authority. Unless medical attention is needed more frequently, each offender on restrictive housing status will receive a daily visit from a qualified health care professional. The visit ensures that the offenders have access to the health care system and to prescribed medications. [4-4258][4-4261] The presence of a health care provider in restrictive housing is announced and recorded in the unit shift log and sign-in sheet by indicating medical rounds. The frequency of physician visits to restrictive housing units is determined by the health authority. [4-4400]*
2. *ALL offenders, regardless of psychological coding, will be assessed by a qualified mental health professional every 30 days while in restrictive housing. More frequent assessments/evaluations may be prescribed by the chief medical authority as deemed necessary. [4-4256].*
 - a. *The qualified mental health professional conducting the psychological assessment/evaluation shall personally interview the offender and complete a written report of finding in DCIS.*
 - b. *Mental health assessments/evaluations will not be completed at the cell front; the assessment must be completed outside of the offender's cell and in a location where confidential information will not be overheard. If the offender refuses to come out of their cell and/or participate in the mental health contact, documentation will be made in the mental health record as an individual contact note, and the clinician will still visit the offender cell-side.*
 - c. *Other counseling activities, psychiatric services on a routine basis, individual mental health treatment, and 24-hour a day emergency crisis intervention are also available. [4-4256, 4-4273]*
3. *Sick Call Request slips will be picked up daily by the DOC/contract nursing employees during medication rounds to ensure offenders have access to the health care system. DOC employees will announce the presence of the nurse in the restrictive housing unit and make a notation on the unit's shift log. Offenders will have **access to prescribed medications** [4-4261]. Medication distribution will be scheduled two times daily. Over the counter medications are available from the Med Nurse. Offender will be allowed to maintain certain prescribed emergency medication's, such as emergency inhalers and nitro glycerin tablets, within their restrictive housing cell. **Prescribed medications will be delivered during medication delivery to restrictive housing offenders. Any restrictions on medications in restrictive housing will be determined by Clinical Services. [4-4261]***
4. *Offenders with health care appliances, ADA assistive devices, accommodations, or medical restrictions shall be allowed to retain possession of the appliance, accommodation, and/or restriction in accordance with AR and I/A 750-04, **Americans with Disabilities Act Offender Request for Accommodation.***
5. *Offenders with a documented history of hypoglycemia or a hypoglycemic event will be housed in a cell with a call button. For facilities with a physical plant that does not allow for the placement in a cell with a call button, the*

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offenders will be provided a call pendant.

6. Appropriate medical or mental health DOC employees or contract workers will be notified immediately of any physical health emergency. Emergency medical care will be available daily on a 24-hour basis.

V. RESPONSIBILITY

- A. The executive director is responsible to ensure that DOC ARs and EDs are current, compliant with all statutory requirements, case law, and consistent with applicable standards.
- B. It shall be the responsibility of the appropriate administrative head to ensure that due process procedures are followed in regard to Restrictive Housing - Maximum Security Status hearings, to ensure hearing officers/boards are established at their facility, and to ensure that staff are adequately trained to meet the intent and requirements of this policy.
- C. It shall be the responsibility of the director of Prisons to review this policy annually.

VI. AUTHORITY

- A. CRS 16-11-308. Custody of department of corrections procedure.
- B. CRS 17-1-103. Duties of the executive director.
- C. CRS 17-1-105. Powers of executive director.
- D. Wolff v. McDonnell (418 U.S. 539, 1974)

VII. HISTORY

January 15, 2015
June 30, 2014
May 15, 2012
December 15, 2010
November 15, 2009
October 15, 2008
October 15, 2007
October 15, 2006
October 15, 2005
November 1, 2004

ATTACHMENTS:

- A. AR Form 650-03A, Restrictive Housing – Maximum Security Status Multi-Disciplinary Staffing
- B. AR Form 650-03B, Notice for Restrictive Housing - Maximum Security Status Hearing
- C. AR Form 650-03C, Restrictive Housing - Maximum Security Status Hearing Results
- D. AR Form 650-03D, Restrictive Housing - Maximum Security Status Hearing Summary
- E. AR Form 650-03E, Restrictive Housing - Maximum Security Status Review
- F. AR Form 650-03F, Restrictive Housing - Suspended Privileges
- G. AR Form 650-03G, Restrictive Housing – Allowable Property
- H. AR Form 650-03H, Restrictive Housing Sign-in Sheet
- I. AR Form 100-01A, Implementation Adjustment



COLORADO
Department of Corrections

Restrictive Housing - Maximum Security Status
Multi-Disciplinary Staffing
Facility _____

Offender(s) Name:		DOC Number:		MRD:	
Applicable coding:	P:	S:	M:	SOA:	MRDD:
Staffing Date:			Prepared By:		
ATTENDEES: (Listed by Staff Name & Committee Function/Role)					
STAFF	FUNCTION/ROLE	STAFF	FUNCTION/ROLE		
1.	Chairperson	4.	Intell		
2.	Case Management	5.			
3.	Mental Health	6.			
OFFENDER INFORMATION REVIEWED					
Summarize the discussion of the pertinent information applicable to this offender's behavior and need for staffing:					
OFFENDER PROGRAMMATIC NEEDS					
Summarize what sorts of programming needs are applicable and how these might be met or will be impacted in your recommendation:					
CONSIDERATIONS/OPTIONS: Justify why each option is either a solution or is not an acceptable placement option.					
1. Restrictive Housing – Maximum Security Status					
2. Review for Protective Custody (PC) Placement					
3. Review for Residential Treatment Program (RTP)					
4. Retain in Current Facility					
5. Other:					
Offender Clinical Needs (includes mental health, ADA, other conditions) Provide a narrative for each consideration:					
1. Did mental illness contribute in any significant way to the behavior being considered? *Explain how or how not: _____		<input type="checkbox"/> No <input type="checkbox"/> Yes			
2. Has the severity of mental illness symptoms changed in the recent past?		<input type="checkbox"/> No <input type="checkbox"/> Yes			
3. Is this offender being considered for a special mental health placement?		<input type="checkbox"/> No <input type="checkbox"/> Yes			
4. Recommendation of Mental Health: _____					
Clinician Name & Signature _____			Date _____		
Multi-Disciplinary Committee Final Recommendations: (Provide a summary narrative of justification)					

Recommend Placement: _____					

Distribution: Classification Committee, Appointing Authority, Offender File



COLORADO
Department of Corrections

Case No. _____
Notice of RH- Maximum Security Status Hearing
Facility: _____

Offender(s) Name:	DOC Number:
Housing Unit:	Current Security Designation:
SUMMARY (Factual Report, including who, what, when, where, and how) Use additional sheets if necessary	
I certify that the foregoing statements are true & correct to the best of my knowledge.	
S/ _____ Initiating DOC Employee	_____ Date
S/ _____ Appointing Authority/Designee	_____ Date
HEARING SCHEDULED	
Case scheduled for _____	
<u>SERVING DOC EMPLOYEE:</u>	
You are hereby served this copy on this _____ day of _____, 20____, at _____ (am) (pm)	
If you desire witnesses or a representative, in accordance with administrative regulation 150-1, please notify the chairperson as soon as possible, but no later than 24 hours prior to the scheduled hearing, to avoid a continuance.	
S/ _____ Serving Employee Signature	_____ Date
OFFENDER ACKNOWLEDGEMENT:	
I acknowledge receipt of a copy of the Notice for Maximum Status Hearing.	
S/ _____ Offender Signature	_____ Date

Distribution: Offender File,
Appointing Authority/Director
Offender



COLORADO
Department of Corrections

Restricted Housing - Maximum Security Status
Hearing Results
Facility _____

Offender(s) Name: _____		DOC Number: _____
Case #: _____	Date of Hearing: _____	
DECISION OF THE COMMITTEE		
<input type="checkbox"/> Recommend RH - Maximum Security Status <input type="checkbox"/> Do NOT recommend RH - Maximum Security Status		
Board Chair printed name: _____		
Board Chair signature: _____		
This decision will be forwarded to the Appointing Authority for review*		
Offender printed name: _____		
Offender signature: _____		OR
_____ refused to sign.		

* If the recommendation for Restrictive Housing - Maximum Security status is upheld by the Appointing Authority, the documentation and recommendation will be forwarded to the Central Classification Committee for final approval.

Case No. _____
 Restricted Housing - Maximum Security Status Hearing Summary
 Facility: _____

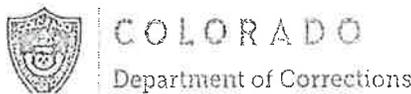
Offender(s) Name:		DOC Number:
Current Custody Level/Status:	MRD/SDD:	Age:
REASON (S) for Initiating Placement into Restrictive Housing – Maximum Security Status:		
Witnesses:		
Evidence Relied Upon:		
Finding of Fact:		
Offender Present at Hearing:	<input type="checkbox"/> Yes <input type="checkbox"/> No (If offender was not present – provide/attach written explanation)	
Decision		
Assign to Restrictive Housing - Maximum Security Status: <input type="checkbox"/> No <input type="checkbox"/> Yes Offense: _____		
Number of Months Assigned to Restrictive Housing- Maximum Security Status: _____		
Date of Removal from Population (RFP): ___/___/___ or <input type="checkbox"/> N/A		
If Disciplinary Segregation was/is being served, what is the date of completion: ___/___/___ or <input type="checkbox"/> N/A		
JUSTIFICATION/REASON(S): _____		
S/ _____	_____	
Chairperson	Date	
Date of Hearing: _____ Time of Hearing: _____ Hearing Location: _____		
Committee Members Present: _____		
Presenting Member: _____		
Appointing Authority Review		
<input type="checkbox"/> AFFIRM <input type="checkbox"/> MODIFY <input type="checkbox"/> REVERSE COMMENTS: _____		
S/ _____	_____	
Appointing Authority	Date	
Central Classification Committee Review		
<input type="checkbox"/> APPROVE <input type="checkbox"/> DENY COMMENTS: _____		
S/ _____	_____	
Central Classification Committee	Date	
S/ _____	_____	
Offender signature upon receipt	Date	

Distribution: Offender File, Offender

Case No. _____
 Restrictive Housing - Maximum Security Status Review
 Facility _____

Offender(s) Name: _____	DOC Number: _____
Last Review Date: _____	MRD/SDD Date: _____
Initial Reason(s) for Initiating Placement into Restrictive Housing - Maximum Security Status:	
Placement Date: _____	
Initial Date of Removal from Population (RFP): ___/___/___ or <input type="checkbox"/> N/A	
Initial Disciplinary Segregation Completion date: ___/___/___ or <input type="checkbox"/> N/A	
Reason(s) For Restrictive Housing - Maximum Security Status Placement:	
Recommended Length of Placement per AR 650-03: _____	
DECISION of Committee:	
RETAIN in Restrictive Housing – Maximum Security Status: <input type="checkbox"/> YES <input type="checkbox"/> NO Recommended Custody/Status: _____	
JUSTIFICATION: <input type="checkbox"/> Need for Continued Behavioral Review <input type="checkbox"/> Disruptive or Assaultive Behaviors	
<input type="checkbox"/> High Risk <input type="checkbox"/> Recommend Progressive Movement <input type="checkbox"/> Other: _____	
Justification or Expectations for Progression: _____	
COMMITTEE MEMBERS SIGNATURES: (Requires 3)	
1. _____	2. _____
3. _____	
Date of Review: _____	Date of Next Review: _____
APPOINTING AUTHORITY REVIEW:	
<input type="checkbox"/> RETAIN AT CURRENT RH-MAX STATUS	
PROGRESSION: <input type="checkbox"/> GENERAL POPULATION <input type="checkbox"/> MCU <input type="checkbox"/> MCU/HR <input type="checkbox"/> CCTU <input type="checkbox"/> Review for PC	
Comments: _____	
S/ _____	
Appointing Authority: _____	Date _____
CENTRAL CLASSIFICATION COMMITTEE/DIRECTOR OF PRISONS REVIEW	
<input type="checkbox"/> APPROVE <input type="checkbox"/> DENY Comments: _____	
S/ _____	
Central Classification Committee	Date _____
<input type="checkbox"/> APPROVE <input type="checkbox"/> DENY Comments: _____	
S/ _____	
Director of Prisons/Designee (Required if the offender has or will be in RH-Max more than 12-months)	Date _____

Distribution: Offender File, Offender



Restrictive Housing Suspension Of Privileges

Offender(s) Name: _____			DOC Number: _____
Unit/Cell: _____	Level: _____	Date: _____	Report #: _____

BEHAVIORS & PRIVILEGES SUSPENDED

Negative Behavior Warranting Suspension of Privileges: _____

Date: _____ Time: _____ Location: _____

PRIVILEGE		NUMBER OF DAYS	BEGIN DATE		END DATE	
TV		DAYS	BEGIN		END	
CIPS		DAYS	BEGIN		END	
LIBRARY		DAYS	BEGIN		END	

**Privileges can be suspended for up to a Maximum of seven (7) days.*

Initiating Employee Printed Name: _____ Signature: _____

Housing Supervisor Printed Name: _____ Signature: _____

REDUCTION OF SUSPENDED PRIVILEGES

PRIVILEGE		# OF DAYS	DATE		
TV		DAYS	END		
CIPS		DAYS	END		
LIBRARY		DAYS	END		

**Only the initiating employee who took the privilege may reduce the number of days.*

Initiating Employee Printed Name: _____ Signature: _____

Housing Supervisor Printed Name: _____ Signature: _____



Restrictive Housing Allowable Property Limits

Offender(s) Name:		DOC Number:	
Facility:	Room/Cell#:	Date:	
State Issued Clothing:	#	State Issued Linen:	#
1 Jump Suit		2 Sheets	
1 Pair Tennis Shoes or Segregation Issue Canvas shoe		2 Blankets	
1 Offender ID		1 Pillowcase	
5 Pair Socks		3 Washcloths	
5 Pair Underwear		2 Towels	
5 T-Shirts		Hygiene Items:	#
3 Bras (Females Only)		1 Security/Safety Toothbrush	
1 Pair Shower Shoes		1 Toothpaste	
1 Laundry Bag		1 Mouthwash	
1 State Issued Jacket		1 Deodorant	
1 State Issued Knit Hat/Cap		1 Shampoo	
RII – Maximum Security Only:		1 Comb/Hair Brush	
3 State Issued Shirts (RH-Max)		1 Bars Soap	
3 State Issued Pants (RH-Max)		1 Soap Dish	
2 Thermal Long Underwear Tops (RH-Max)		1 Roll Toilet Paper	
2 Thermal Long Underwear Bottoms (RH-Max)		Feminine Hygiene Items	
			1 Re-entry Go book*
Offender Signature: _____ Date: _____			
Employee Printed Name & Signature: _____ Date: _____			

ADMINISTRATIVE REGULATION
IMPLEMENTATION/ADJUSTMENTS

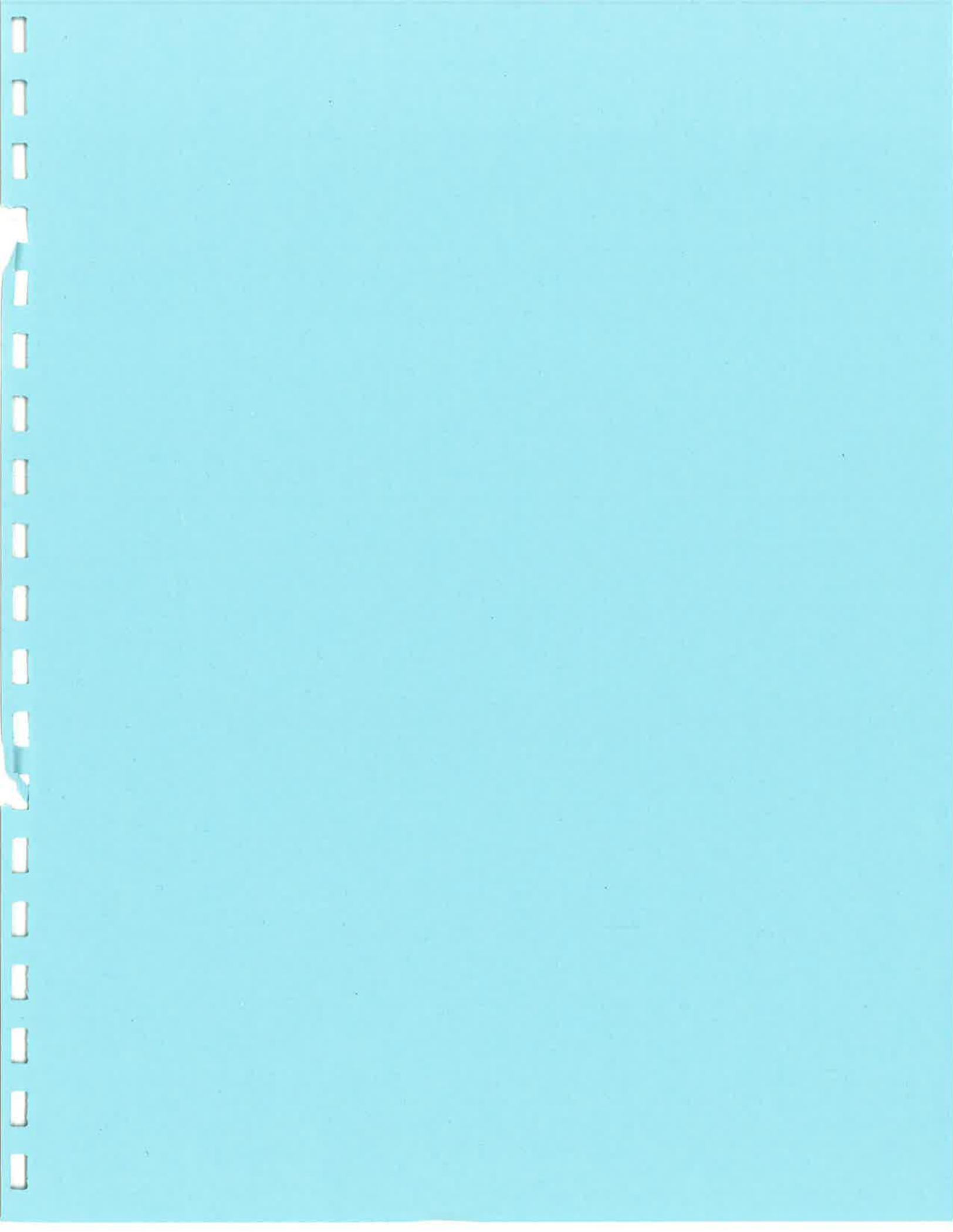
AR Form 100-01A(04/15/08)

CHAPTER	SUBJECT	AR #	EFFECTIVE
Offender Group Living	Restrictive Housing	650-03	11/15/15

(FACILITY/WORK UNIT NAME) _____
WILL ACCEPT AND IMPLEMENT THE PROVISIONS OF THE ABOVE ADMINISTRATIVE REGULATION:

AS WRITTEN NOT APPLICABLE WITH THE FOLLOWING PROCEDURES TO ACCOMPLISH THE INTENT
OF THE AR

(SIGNED) _____ (DATE) _____
Administrative Head





Florida Department of Corrections:

33-601.800 Close Management.

(1) Definitions.

(a) Housing supervisor – a correctional officer sergeant, or above, who is in charge of the close management unit for a particular shift.

(b) Medical Staff – a health care professional whose primary responsibility is the provision of physical health care to inmates.

(c) Mental Health Staff – a health care professional whose primary responsibility is the provision of mental health care to inmates.

(d) Close Management (CM) – the confinement of an inmate apart from the general population, for reasons of security or the order and effective management of the institution, where the inmate, through his or her behavior, has demonstrated an inability to live in the general population without abusing the rights and privileges of others.

(e) Close Management Levels – the three individual levels (CMI, CMII, and CMIII) associated with close management, with CMI being the most restrictive single cell housing level and CMIII being the least restrictive housing of the three CM levels.

(f) Individualized Service Plan (ISP) – a dynamic, written description of problems, goals, and services which is developed and implemented by the multi-disciplinary services team (MDST) and the inmate. An ISP shall be developed and implemented for each CM inmate who suffers from mental impairment or is at significant risk for developing such impairment, as determined by mental health staff.

(g) Multi-disciplinary Services Team – a team of mental health, program, classification, and security staff which assesses behavioral risk for each CM inmate and develops and implements an individualized service plan for each CM inmate who suffers from mental impairment or is at significant risk for developing such impairment, as determined by mental health staff.

(h) Critical Event – inmate involvement, after the CM team decision, in one or more of the following events or behaviors: assignment to suicide observation status; homicide; attempted homicide; escape; attempted escape; physical assault; attempted physical assault.

(i) Review – where used herein, refers to the evaluation of pertinent information or documentation concerning an inmate's close management status to determine if changes or modifications are required or recommended.

(j) Visit – where used herein, refers to the official tour and inspection of a close management unit by a staff member.

(k) Institutional Classification Team (ICT) – the team consisting of the warden or assistant warden, classification supervisor, chief of security, and other members as necessary when appointed by the warden or designated by rule. The ICT is responsible for making work, program, housing and inmate status decisions at a facility and for making other classification recommendations to the State Classification Office (SCO). At private facilities, the Department of Corrections representative is to be considered a fourth member of the ICT when reviewing all job/program assignment, transfer, and custody recommendations/decisions. If a majority decision by the ICT is not possible, the decision of the Department of Corrections representative is final. The only exception to the above listed membership of the ICT is the makeup of the ICT at the designated CM facilities when considering the placement, continuance, modification, or removal of inmates from close management units. For these purposes, multiple ICTs consisting of the following members can be utilized:

1. Warden, a chief of security or a correctional officer with a rank and position no less than CM housing lieutenant, and the classification supervisor or a senior classification officer who does not have the inmate on his or her caseload; or

2. Assistant Warden for Operations, a chief of security or a correctional officer with a rank and position no less than CM housing lieutenant, and the classification supervisor or in his or her absence from the institution the acting classification supervisor; or

3. Assistant Warden for Programs, a chief of security or in his or her absence from the institution the acting chief of security, and the classification supervisor or a senior classification officer who does not have the inmate on his or her assigned caseload.

(l) Institutional Classification Team Docket – the official record of an ICT hearing.

(m) Major Rule Violation – any assault, battery or attempted assault or battery; any intentional lewd or lascivious exhibition in the presence of staff or visitors; any spoken or written threat towards any person; inciting, attempting to incite or participating in any riot, strike, mutinous act or disturbance; fighting; possession or trafficking of weapons, ammunition, explosives, cell phones, unauthorized drugs, escape paraphernalia, or any other item that presents a threat to the safe and secure operation of the institution; and any escape or escape attempt.

(n) Offender Based Information System (OBIS) – the department’s computer offender database system which is utilized to organize and store security, classification, program and other offender information.

(o) Restricted Labor Squad – an armed supervision work squad consisting of individually shackled close management II or III inmates who work outside the secure perimeter on institution grounds.

(p) Senior Correctional Officer – a correctional officer lieutenant or above.

(q) State Classification Office (SCO) – the office or office staff at the central office level that is responsible for the review of inmate classification decisions. Duties include approving, disapproving, or modifying ICT recommendations.

(r) Lewd or Lascivious Exhibition – An inmate commits a lewd or lascivious exhibition when the inmate:

1. Intentionally masturbates;
2. Intentionally exposes the genitals without authorization; or
3. Intentionally commits any other sexual act that does not involve actual physical or sexual contact with the victim, including, but not limited to, sadomasochistic abuse, sexual bestiality, or the simulation of any act involving sexual activity in the presence of a staff member or volunteer.

(s) Security Threat Group (STG) – refers to formal or informal ongoing inmate/offender groups, gangs, organizations, or associations consisting of three or more members who have:

1. A common name or common identifying signs, colors, or symbols;
2. Members or associates who individually or collectively engage in or have engaged in a pattern of gang activity, criminal activity, or Department rule violations; or
3. Potential to act in concert to pose a threat or potential threat to the public, staff, visitors, other inmates or offenders, or the secure and orderly operations of an institution, probation office, other Department property, or Department activity or function.

(2) Levels of Close Management.

(a) Close Management I (CMI).

1. Close Management I is the most restrictive single cell housing level of all the close management status designations.

2. An inmate assigned to CMI will be ineligible for a work assignment. An inmate may be placed in CMI without having previously been in CMII or III. Any of the following factors constitutes a basis for placement of an inmate in CMI status:

- a. An incident causing death;
- b. An act causing injury or an act which could have resulted in injury to another;
- c. Any physical assault or battery on staff which caused injury;
- d. The taking of a hostage or an attempt to take a hostage;

- e. Instigation or incitement of a riot or disorder;
- f. Creating or causing property damage in excess of \$1,000;
- g. Participation in or causing further institutional disruption during a riot or disorder;
- h. An escape or escape attempt involving use of a weapon, outside assistance, use of equipment or tools to penetrate a secure perimeter or violence committed during or while on escape;
- i. An escape or escape attempt from a secure perimeter;
- j. An escape or escape attempt while under armed supervision while outside the perimeter of the institution;
- k. Possession of weapons, ammunition, explosives, flammables, or initiation of or participation in trafficking of these items or trafficking in drugs;
- l. Participation in a sexual assault or battery;
- m. An inmate who is currently CMII or CMIII and shows an inability to adjust as evidenced by subsequent major rule violation(s);
- n. Documented leadership in a security threat group that is certified by the threat assessment review committee in central office.

(b) Close Management II (CMII).

- 1. CMII is restrictive cell housing, which may or may not be restricted to single cell housing.
- 2. An inmate may be placed into CMII without having previously been placed in CMIII. Any of the following factors constitutes a basis for placement of an inmate in CMII status:
 - a. An act or acts in the community, during other periods of confinement, or any circumstances associated with the current period of incarceration such that safety, security, and public safety concerns suggest further review prior to placement in open population;
 - b. A pattern of predatory actions which makes an inmate a threat to others;
 - c. An act causing injury or an act which could have resulted in injury to another;
 - d. An escape or an escape attempt from within the secure perimeter of a facility without violence, the use of weapons, the taking of hostages, the use of equipment or tools, or outside assistance;
 - e. Participation in riots or disorders during any period of incarceration;
 - f. A pattern of behavior during the present period of incarceration involving acts of violence or threats of violence;
 - g. Initiated or participated in a contraband trafficking operation involving negotiables, escape paraphernalia [other than items listed in sub-subparagraph (2)(a)2.h.], or other items that present a threat to the safe and secure operation of the institution or facility;
 - h. Presents a risk to another inmate's safety and well being in population, as identified by an act or acts which demonstrates an inability to live in general population without endangering others;
 - i. Is currently CMIII and shows an inability to adjust as evidenced by subsequent major rule violation(s).

(c) Close Management III.

- 1. CMIII is the least restrictive cell housing unit in close management.
- 2. Any of the following factors constitutes a basis for placement of an inmate in CMIII Status:
 - a. An escape or an escape attempt, or a documented history of escape from a non-secure facility or environment without violence, weapons, outside assistance, or the arrest for any other felony while on escape;
 - b. Assisting or aiding in an escape or an escape attempt;
 - c. A history of disciplinary action or institutional adjustment reflecting an inability to live in the general inmate population without disrupting the operation of the institution;
 - d. Participation in a predatory or aggressive act through the use of force or intimidation;
 - e. Participation in a riot or disorder by refusing to follow orders or staff;
 - f. Possession of unauthorized drugs, testing positive for drugs on a urinalysis test, possession of

negotiables, escape paraphernalia [except items listed in sub-subparagraph (2)(a)2.j.], or other items that present a threat to the safe and secure operation of the institution or facility; and

g. Validated membership in a security threat group that has been certified by the threat assessment review committee in central office.

(3) Procedures for Placement in Close Management.

(a) Close management is the confinement of an inmate apart from the general population, for reasons of security, or the order and effective management of the institution, where the inmate, through his or her behavior, has demonstrated an inability to live in the general population without abusing the rights and privileges of others. The secretary shall designate which institutions are authorized to house close management inmates, based on the needs of the department.

(b) When an inmate in general population has committed acts that threaten the safety of others, threaten the security of the institution, or demonstrate an inability to live in the general population without abusing the rights and privileges of others, the inmate shall be placed in administrative confinement pending close management review. When an inmate in any other confinement status has committed acts that threaten the safety of others, threaten the security of the institution, or demonstrated an inability to live in a segregated population without abusing the rights and privileges of others the inmate shall be housed in his or her current status pending close management review. Inmates being considered for close management who have completed disciplinary confinement and the final decision regarding close management placement has not been determined will be housed in administrative confinement until the review and decision is made by the SCO.

(c) The classification officer shall complete section I of the Report of Close Management, Form DC6-233C. Form DC6-233C is hereby incorporated by reference. Copies of this form are available from the Forms Control Administrator, 501 S. Calhoun St., Tallahassee, FL 32399. The effective date of the form is 4-8-04. Upon completion of section I, the classification officer shall forward Form DC6-233C to the classification supervisor. The classification officer shall ensure that the inmate receives a copy of the Report of Close Management, Form DC6-233C, to prepare for the close management review. The inmate will be given a minimum of 48 hours to prepare for the review unless waived by completing a Close Management Waiver, Form DC6-265. Form DC6-265 is hereby incorporated by reference. Copies of this form are available from the Forms Control Administrator, 501 S. Calhoun St., Tallahassee, FL 32399, <http://www.flrules.org/Gateway/reference.asp?No=Ref-01971>. The effective date of the form is 2-1-01. The inmate may present information verbally or in writing for consideration by the ICT. The staff member delivering Form DC6-233C to the inmate shall document on Form DC6-233C that the inmate was informed of his or her allotted time to prepare for the review.

(d) Prior to docketing an inmate's case for close management review, the classification supervisor will submit a referral to the senior psychologist for evaluation of the inmate utilizing the Close Management Referral Assessment, Form DC6-128. Form DC6-128 is hereby incorporated by reference. Copies of this form are available from the Forms Control Administrator, 501 S. Calhoun St., Tallahassee, FL 32399, <http://www.flrules.org/Gateway/reference.asp?No=Ref-03418>. The effective date of the form is 12/13.

(e) Mental health staff will complete the close management referral assessment within five working days of receipt and return it to the classification supervisor.

(f) Upon receiving the completed close management referral assessment, the classification supervisor will submit the case for ICT Docket.

(g) ICT Hearing. The ICT shall evaluate the recommendations for close management placement and the mental health assessment, interview the inmate, and consider the information provided by the inmate. The ICT shall ensure that the inmate was given a minimum of 48 hours to prepare for the review unless waived by completing a Close Management Waiver, Form DC6-265. The team shall document on Form DC6-233C that

the inmate was allowed at least 48 hours to prepare for the review. The ICT shall inquire whether or not the inmate is in need of staff assistance. A staff assistant shall be assigned to assist an inmate when the team determines that the inmate is illiterate or does not understand English, has a disability that would hinder the inmate's ability to represent him or herself, or when the complexity of the issue makes it unlikely that the inmate will be able to properly represent him or herself. This assistance can also be provided at the inmate's request. In such event, it is the responsibility of the staff member to explain the close management recommendation and procedures to the inmate. Even though the staff member will be authorized to assist an inmate during the hearing and aid the inmate in presenting his or her position, the staff member shall not take the position of an advocate or defense attorney for the inmate. The ICT is authorized to postpone the case review to allow an inmate additional time to prepare. If an extension of time is given, the team shall document the postponement on Form DC6-233C. The inmate will appear at the hearing unless he or she demonstrates disruptive behavior, either before or during the hearing, that impedes the process or the inmate waives his or her right to be present at the close management hearing. If the inmate waives his or right to be present at the close management hearing, the Close Management Waiver, Form DC6-265, shall be completed. In such cases, the review will be completed without the inmate. The absence, removal, or presence of the inmate will be documented on Form DC6-233C. After the interview and review of all pertinent information including the mental health assessment, the ICT will make a recommendation to the SCO. This recommendation will be documented on Form DC6-233C. The ICT will inform the inmate of the basis for its decision and provide a copy of the team's decision to the inmate after the conclusion of the hearing. The ICT classification member will ensure that the team results are entered in OBIS.

(h) The SCO will review the recommendations of the ICT, the Close Management Referral Assessment, Form DC6-128, and other pertinent information before making the final decision regarding close management placement. This review will be on site and the SCO may interview the inmate, except in situations requiring more immediate action. In these cases, the SCO will review the documentation in OBIS. The SCO will approve, disapprove, or modify the ICT's recommendation or obtain further information from the team before reaching a final decision. If the team's recommendation is disapproved or modified by the SCO, the inmate will be informed of the decision in writing by the SCO. Inmate notification will not be required when the SCO has approved the ICT's recommendation. After the review is complete, the SCO will document its decision in OBIS. A copy of Form DC6-233C will be kept in the inmate record file.

(4) Transfers From a Non-CM Institution.

(a) Once a CM recommendation is made, the ICT will also enter a transfer recommendation in OBIS.

(b) The inmate will remain in administrative or current confinement status pending review and final decision of the SCO. If the inmate's release date from disciplinary confinement expires, the inmate shall be placed in administrative confinement until the review and decision is made by the SCO.

(c) If placement in CM is approved, the SCO will document its decision in OBIS and notify Population Management for future transfer of the inmate to an appropriate CM facility.

(d) If the CM recommendation is disapproved, the SCO will determine if a transfer for other management reasons should be approved. The SCO will document its decision in OBIS. If a transfer is approved, the SCO will notify Population Management for future transfer of the inmate to an appropriate non-CM facility.

(5) Transfers While Inmate is in CM Status.

(a) If an inmate in close management is reassigned to another level of close management which requires transfer to another institution, the time spent awaiting transfer will be taken into consideration when setting the schedule of reviews by the ICT at the receiving institution.

(b) To transfer an inmate in close management status to another close management facility, the following will occur:

1. The ICT from the sending institution will recommend the appropriate level of close management based

upon the criteria and facts for placement prior to the transfer.

2. Transfers will be limited to those inmates in close management:

a. Who are being recommended for a close management level that the sending institution is not capable of providing, based on institutional mission or close management stratification issues, or

b. Situations that involve special reviews. Inmates with protection or threat reviews involving inmates housed at the same CM facility will be handled within the CM unit and, unless exceptional circumstances exist, will not be transferred from one CM institution to another based solely on these reviews, or

c. Situations that require an inmate to be moved to a higher level facility.

(c) The recommendation by the ICT to transfer a close management inmate will be decided by the SCO. If approved, the SCO will submit notification to Population Management for transfer of the inmate. The receiving institution shall then place the inmate directly into the approved close management status without completing an additional evaluation.

(d) If the transfer recommendation is disapproved, the SCO will provide written notification to the ICT of the requesting institution of its decision not to transfer.

(e) After the review is complete, the SCO will document its decision in OBIS.

(6) Close Management Facilities.

(a) The number of inmates housed in a close management cell will not exceed the number of bunks in the cell.

(b) The only exception to paragraph (6)(a) is during an emergency situation as declared by the warden or duty warden. The emergency will be made known to the regional director and to the emergency action center in the central office. If the exception exists in excess of 24 hours, the warden or duty warden must get specific authorization from the regional director to continue to house inmates beyond the 24 hour period in such conditions.

(c) Prior to placing inmates in the same cell, the inmate will be interviewed by the housing supervisor and a review will be initiated to determine if any of the inmates in the close management unit are a threat to the inmate being placed, or if the inmate being placed is a threat to other inmates in the unit.

(d) If the inmate cannot be placed for these reasons, the housing supervisor will place or maintain the inmate in administrative confinement until the issue can be expeditiously resolved. The case will be immediately forwarded to the ICT for review. The ICT will review the case, interview the inmate, and forward recommendations to the SCO. The SCO will review the case and may interview the inmate and make a final decision on the inmate's placement.

(e) Water Supply to CM Units. All close management cells will be equipped with toilet facilities and running water for drinking and other sanitary purposes. Water in the cell can be turned off when necessary due to misbehavior. Misbehavior is defined as any activity exhibited by an inmate which causes an interruption in the water system and its proper function, such as intentionally clogging a toilet bowl or sink with paper in order to then flood the housing area. It also includes the intentional misuse of the water for such purposes as throwing it on staff or other inmates, or mixing it with another substance for an unauthorized purpose (inmate mixes water with soap or shampoo and applies to the floor or himself or herself to hinder cell extraction). In such event, the inmate will be furnished with an adequate supply of drinking water by other means to prevent dehydration. This action can be taken in addition to formal disciplinary action being taken against the inmate pursuant to established procedures regarding disciplinary action. Any misbehavior from an inmate and subsequent action by security staff will be documented on the Daily Record of Special Housing, Form DC6-229. Form DC6-229 is hereby incorporated by reference. Copies of this form are available from the Forms Control Administrator, 501 S. Calhoun St., Tallahassee, FL 32399, <https://www.flrules.org/Gateway/reference.asp?No=Ref-00220>. The effective date of the form is 4-6-11.

(f) Prior to placement of an inmate in a close management cell, the cell will be thoroughly inspected by the

housing officer to ensure that it is in proper order. The housing officer shall document the cell's condition on Form DC6-221, Cell Inspection. After such time, the inmate housed in that cell will be responsible for the condition of the cell. Form DC6-221 is hereby incorporated by reference. Copies of this form are available from the Forms Control Administrator, 501 S. Calhoun St., Tallahassee, FL 32399, <http://www.flrules.org/Gateway/reference.asp?No=Ref-01968>. The effective date of the form is 12-16-01.

(g) The close management cells will be physically separate from other confinement cells whenever possible given the physical design of the facility and the number of inmates housed in a close management cell shall not exceed the number of bunks in the cell. Whenever such location is not possible, physical barriers shall be placed to preclude the cross association of those in close management with those in other statuses. Close management cells shall be built to permit verbal communication and unobstructed observation by the staff.

(h) Inmates shall be weighed upon entering close management, at least once a week while in close management, and upon leaving close management. The weight of the inmate shall be documented on Form DC6-229, Daily Record of Special Housing.

(7) Individualized Service Plan (ISP).

(a) The multi-disciplinary services team will develop an ISP, Form DC4-643A, when deemed necessary by mental health staff. Form DC4-643A is hereby incorporated by reference. Copies of this form are available from the Forms Control Administrator, 501 S. Calhoun St., Tallahassee, FL 32399, <http://www.flrules.org/Gateway/reference.asp?No=Ref-01964>. The effective date of the form is 12-12.

(b) The ISP will be developed based on the inmate's needs assessment and will take into consideration the inmate's behavioral risk, as determined by the MDST in accordance with subsection (8) of this rule.

(c) The ISP will incorporate mental health, programs, and other services required to address identified problems and to prevent the development or exacerbation of mental and other adjustment problems.

(d) An ISP shall be established within 14 days of CM placement of each inmate who suffers from mental impairment, or who is at significant risk for developing such impairment, as determined by mental health staff.

(e) If an ISP exists at the time of CM placement, it shall be updated within 14 days of CM placement to reflect current problems, goals, services, and providers. The ISP shall also be updated within 14 days of an inmate's transfer between CM institutions.

(f) The MDST shall review, and if indicated, revise the ISP as needed, but not less frequently than the following:

1. Within three working days of the inmate's involvement in a critical event.
2. Within 30 days of establishing or updating an ISP.
3. 120 days after the initial (30) day review.
4. Every 180 days after the 120 day review, until mental health staff determines that ongoing mental health care is no longer necessary, at which time the ISP will be closed.

(g) The ISP shall be signed by each member of the MDST.

(8) Behavioral Risk Assessment.

(a) The MDST shall determine behavioral risk of each CM team decision inmate by completing the Behavioral Risk Assessment (BRA), Form DC4-729. Form DC4-729 is hereby incorporated by reference. Copies of this form are available from the Forms Control Administrator, 501 S. Calhoun St., Tallahassee, FL 32399, <http://www.flrules.org/Gateway/reference.asp?No=Ref-01965>. The effective date of the form is 4-8-04.

(b) Behavioral risk shall be determined as follows:

1. Within three working days of the inmate's involvement in a critical event.
2. Within 14 days of CM placement.
3. Within 120 days of the initial (14 day) assessment; and every 180 days thereafter.

(c) The BRA shall be completed at the above intervals regardless of S-grade or housing assignment, including, for example, when the CM inmate is housed outside the CM unit in order to access necessary medical or mental health care.

(d) Security shall consider results from the behavioral risk assessment and other information relevant to staff and inmate safety and institutional security in determining the level of restraints required during out-of-cell activities such as individual or group counseling.

(e) The ICT shall consider results from the behavioral risk assessment and other information relevant to institutional adjustment, staff and inmate safety, and institutional security when making recommendations for modification of the inmate's CM status.

(f) The SCO shall consider results from all behavioral risk assessments and all results from mental health evaluations that have been completed since the inmate's last formal assessment and evaluation, and other information relevant to institutional adjustment, staff and inmate safety, and institutional security in its review of ICT recommendations made after CM placement.

(9) Mental Health Services.

(a) Chapter 33-404, F.A.C., Mental Health Services, shall apply to CM inmates except where otherwise specified herein.

(b) CM inmates shall be allowed out of their cells to receive mental health services as specified in an ISP unless, within the past 4 hours, the inmate has displayed hostile, threatening, or other behavior that could present a danger to others. Security staff shall determine the level of restraint required while CM inmates access services outside their cells.

(10) Conditions and Privileges in CM Units.

(a) Clothing – Inmates in close management shall be provided the same clothing and clothing exchange as the general inmate population unless there are facts to suggest that on an individual basis exceptions are necessary for the welfare of the inmate or the security of the institution. In such cases, the exceptions shall be documented on Form DC6-229 and approved by the chief of security. Shower slides may be substituted for regulation shoes. Any item may be removed from the cell in order to prevent the inmate from inflicting injury to him or herself or others or to prevent the destruction of property or equipment. If an inmate's clothing is removed, a modesty garment shall be immediately obtained and given to the inmate. If the inmate chooses not to wear the garment, the garment shall be left in the cell and this action shall be documented on Form DC6-229, Daily Record of Special Housing. Under no circumstances shall an inmate be left without a means to cover him or herself.

(b) Bedding and linen – Bedding and linen for inmates in close management shall be issued and exchanged the same as is provided to the general inmate population. Any exceptions shall be based on potential harm to individuals or a threat to the security of the institution. The shift supervisor or the senior correctional officer must approve the action initially. Such exceptions shall be documented on Form DC6-229 and the chief of security shall make the final decision in regard to action no later than the next working day following the action.

(c) Personal Property – Inmates shall be allowed to retain personal property including stamps, watches, rings, writing paper, envelopes and health and comfort items unless there is an indication of a security problem. Close management inmates at all levels shall be allowed to possess a "walkman" type radio with approved headphones as is allowed for general population inmates. Exceptions or removal of any item will be documented on the Form DC6-229. An Inmate Impounded Personal Property List, Form DC6-220, will be completed by security staff and signed by the inmate designating what personal items were removed. The original will then be placed in the inmate's property file and a copy of the form will be given to the inmate for his or her records. If items of clothing, bedding or personal property are removed in order to prevent the inmate from inflicting injury to him or herself or others, to prevent the destruction of property or equipment,

or to prevent the inmate from impeding security staff from accomplishing functions essential to the unit and institutional security, staff shall re-assess the need for continued restriction every 72 hours thereafter. The warden, based on this assessment, will make the final determination on the continued denial or return of the items. The items will be returned to the inmate when no further behavior or threat of behavior of the type leading to the restriction has occurred. Form DC6-220 is incorporated by reference in Rule 33-602.220, F.A.C.

(d) Comfort Items – Inmates in close management shall be permitted personal hygiene items and other medically needed or prescribed items such as eye glasses or hearing aids, except when security requirements dictate otherwise. Inmates in close management shall not possess any products that contain baby oil, mineral oil, cocoa butter, or alcohol. In the event certain items that inmates in close management are not normally prohibited from possessing are removed, the senior correctional officer shall be notified and must approve the action taken, or the item must be returned to the inmate. Action taken shall be recorded on the Daily Record of Special Housing, Form DC6-229, which must be reviewed by the chief of security. When any personal property is removed, an Inmate Impounded Personal Property List, Form DC6-220, designating what personal items were removed, shall be completed by security staff and signed by the inmate. The following comfort items shall be provided as a minimum: toothbrush, toothpaste, bar of soap, towel or paper towels, and feminine hygiene products for women, and toilet tissue.

(e) Personal Hygiene – Inmates in close management shall meet the same standards in regard to personal hygiene as required of the general inmate population.

1. At a minimum each inmate in close management shall shower three times per week and on days that the inmate works.

2. Male inmates shall be required to shave at least three times per week. The possession and use of shaving powder in close management is prohibited. An inmate housed in close management who is medically exempt from using shaving razors will be clipper-shaved at least three times per week.

3. Hair care shall be the same as that provided to and required of the general population inmates.

(f) Diet and Meals – All inmates in close management shall receive normal institutional meals as are available to the general inmate population except that if any item on the regular menu might create a security problem in the close management area, then another item of comparable quality shall be substituted. An alternative meal (special management meal) may be provided for any inmate in close management who uses food or food service equipment in a manner that is hazardous to him or herself, staff, or other inmates. The issuance of a special management meal will be in strict accordance with Rule 33-602.223, F.A.C. Any deviation from established meal service is to be documented by security staff on the Daily Record of Special Housing, Form DC6-229.

(g) Canteen Items.

1. Inmates in CMI and II, following 30 days in close management status and having no major rule violations during this period, will be allowed to make canteen purchases through canteen order once per week unless restricted by disciplinary action. Inmates in CMI and II will be allowed to purchase up to five non-food items and five food items. In making this determination, with the exception of stamps and notebook paper, it is the number of items that is counted not the type of item. For example, three security pens counts as three items, not one item. Twenty-five stamps or fewer will count as one item and two packages or less of notebook paper will count as one item.

2. Inmates in CMIII, following 30 days in close management status and having no major rule violations during this period, will be allowed to make canteen purchases through canteen order once each week unless restricted by disciplinary action. Inmates in CMIII will be allowed to purchase up to five non-food items and ten food items. In making the determination, with the exception of stamps and notebook paper, it is the number of items that is counted not the type of item. For example, three packages of cookies count as three items, not one item.

3. Any disciplinary reports received by an inmate in which there is a guilty finding and placement in disciplinary confinement or suspension of canteen privileges between the time that he or she requests canteen food items and the delivery of those items will result in disapproval of the requested items.

4. CM inmates who submit an order for canteen items and then refuse delivery shall be subject to disciplinary action and loss of canteen privileges.

(h) Religious Accommodations – Inmates in close management status shall be allowed to participate in religious ceremonies that can be accomplished at cell-side (for example, communion). Additionally, close management inmates shall be allowed to possess religious publications as defined in Rule 33-503.001, F.A.C., and have access to a spiritual advisor or clergy visit with citizen clergy persons at a time and location approved by the warden. Religious publications shall not count toward the limit on personal book possession set forth in paragraph (10)(l) but do fall under the storage space provisions of Rule 33-602.201, F.A.C.

(i) Legal Access – An inmate in close management will have access to his or her personal legal papers and law books and have correspondence access with the law library. Access to the law library will be obtained through delivery of research materials to an inmate's cell, and access to visits with certified inmate law clerks. Although the inmate may not be represented by an attorney at any administrative hearing under this rule, access to an attorney or aide to that attorney will be granted for legal visits at any reasonable time during normal business hours. Indigent inmates will be provided paper and writing utensils in order to prepare legal papers. Inmates who are not indigent will be allowed to purchase paper and envelopes from the canteen for this purpose, within the stated time frames. Inmates with disabilities that hinder the preparation of legal correspondence will be allowed the use of auxiliary aids (writer/ reader). An inmate who is provided an auxiliary aid shall also be allowed access to certified inmate law clerk for the purpose of preparing legal documents, legal mail, and filing grievances.

(j) Correspondence – Inmates in close management shall have the same opportunities for correspondence that are available to the general inmate population.

(k) Writing utensils – Inmates in close management shall possess only security pens. Other types of pens or pencils shall be confiscated and stored until the inmate is released from close management status. If a security pen is not available, the inmate shall be allowed to sign out a regular pen from the confinement unit officer. All care shall be taken to ensure that an inmate who requests access to a pen in order to prepare legal documents or legal mail or to file a grievance with the department has access to a pen for a time period sufficient to prepare the legal mail, documents, or grievances. Inmates shall be allowed to purchase security pens within the specified time frames. An inmate who has been provided a "writer/reader" will be allowed access to such for the purpose of reading and preparing correspondence.

(l) Reading materials – Reading materials are allowed in close management units unless there is an indication of a threat to the safety, security, or sanitation of the institution. An inmate shall be limited to possession of three personal soft cover books. If it is determined that there is a safety, security or sanitation risk, the items will be removed. Such removal of reading materials will be documented on Form DC6-229, Daily Record of Special Housing. If items are removed in order to prevent the inmate from inflicting injury to him or herself or others or to prevent the destruction of property or equipment, staff shall re-assess the need for continued restriction every 72 hours thereafter. The warden, based on this assessment, will make the final determination on the continued denial or return of the items. The items will be returned to the inmate when no further behavior or threat of behavior of the type leading to the restriction has occurred. An inmate who receives services from the Bureau of Braille and Talking Book library will be allowed to have his tape player, devotional or scriptural material tapes, and other books on tape which are in compliance with Rule 33-501.401, F.A.C.

(m) Exercise – Those inmates confined on a 24-hour basis excluding showers and clinic trips may exercise in their cells. If the inmate requests a physical fitness program handout, the wellness specialist or the close

management officer shall provide the inmate with an in-cell exercise guide and document such on the Daily Record of Special Housing, Form DC6-229. However, an exercise schedule shall be implemented to ensure a minimum of six hours per week (two hours three days per week) of exercise out of doors. The assignment and participation of an inmate on the restricted labor squad or other outside work squad required to work outside at least one day per week will satisfy the minimum exercise requirements for the week. Such exercise periods shall be documented on Form DC6-229. The ICT is authorized to restrict exercise for an individual inmate only when the inmate is found guilty of a major rule violation as defined in this rule, or if the inmate has pending a disciplinary hearing for a major rule violation as defined in this rule. Inmates shall be notified in writing of this decision and may appeal through the grievance procedure. The denial of exercise shall be for no more than 15 days per incident and for no longer than 30 days in cumulative length. Medical restrictions determined by health services staff can also place limitations on the amount and type of exercise permitted. Such restrictions of exercise periods will be documented on the Daily Record of Special Housing, Form DC6-229. A disabled inmate who is unable to participate in the normal exercise program will have an exercise program developed for him that will accomplish the need for exercise and take into account the particular inmate's limitations. Close management inmates shall be allowed equal access to outdoor exercise areas with exercise stations.

(n) At a minimum, wellness services for close management inmates at all levels shall be provided through cell-front tutoring, wellness puzzles, and the wellness education course.

(11) Programs and Privileges in Close Management Units.

(a) While in a close management unit, an inmate's movement within the institution and contacts with other individuals will be restricted. Privileges will also be limited depending on the specific close management level. If an inmate transfers to a less restrictive level due to satisfactory adjustment, the adjustment period required for any privilege shall be waived. Upon placement in CM, inmates shall receive a copy of the Close Management Housing Unit Instructions, Form NI1-046. Form NI1-046 is hereby incorporated by reference. Copies of this form are available from the Forms Control Administrator, 501 S. Calhoun St., Tallahassee, FL 32399, <http://www.flrules.org/Gateway/reference.asp?No=Ref-01973>. The effective date of the form is 3-10-05.

(b) CMI. Privileges for an inmate assigned to CMI are as follows:

1. Participation in available approved programs, including in-cell educational opportunities, that the inmate can perform within the cell unless precluded by safety or security concerns;

2. Check out three soft-back books from the library at least once per week and possess no more than three soft back library books at any given time. An inmate who receives services from the Bureau of Braille and Talking Book Library will be allowed to check out three books in braille or on tape per week and possess no more than three books at any given time, even though the actual number of tapes may be more than three per book. Books checked out from the library shall not count toward the limit on personal book possession set forth in paragraph (10)(1);

3. Conduct routine inmate bank transactions;

4. Inmates may subscribe to, purchase, or receive no more than one periodical which is printed and distributed more frequently than weekly and four other periodicals which are printed and distributed weekly or less frequently than weekly; an inmate who receives services from the Bureau of Braille and Talking Book Library will be allowed to receive up to four issues of a periodical;

5. Make one telephone call of the length allowed by Rule 33-602.205, F.A.C., every 30 days after 30 days in close management status and having no major rule violations during this period as well as emergency telephone calls and telephone calls to an attorney as explained in Rule 33-602.205, F.A.C.;

6. Unless restricted pursuant to Rule 33-601.731, F.A.C., CMI inmates shall be eligible to receive one two-hour non-contact personal visit by appointment:

a. After completing 30 days in close management status and having no major rule violations during this period.

b. If found guilty of any major rule violations while assigned to CMI, the inmate is eligible to be considered for visits 30 days following release from disciplinary confinement or the disciplinary hearing, if a penalty other than disciplinary confinement was imposed.

c. The inmate is eligible to receive one two-hour non-contact personal visit by appointment after each subsequent 30 day period with no major rule violations while in the status unless security or safety concerns would preclude a visit.

d. All visits for CMI inmates will be non-contact visits.

(c) CMII. In addition to the programs provided for CMI inmates and those privileges outlined in subparagraphs (11)(b)1.-4. of this rule, the following privileges are authorized:

1. Unless restricted pursuant to Rule 33-601.731, F.A.C., CMII inmates will be eligible to receive one two-hour non-contact personal visit by appointment:

a. After completing 30 days in close management status and having no major rule violations during this period.

b. If found guilty of any major rule violations while assigned to CMII, the inmate is eligible to be considered for a visit 30 days following release from disciplinary status or the disciplinary hearing if a penalty other than disciplinary confinement was imposed.

c. The inmate is eligible to receive personal visits by appointment after each subsequent 14 day period with no major rule violations while in the status unless security and safety concerns would preclude a visit.

d. All visits for inmates in CMII will be non-contact visits.

2. CMII inmates shall be allowed to make one telephone call of the length allowed by Rule 33-602.205, F.A.C., every 14 days after 30 days in close management status and having no major rule violations during this period as well as emergency telephone calls and calls to attorneys as provided in Rule 33-602.205, F.A.C.

3. CMII inmates, following 30 days in close management status and having no major rule violations during this period, shall be allowed access to the day room area for social purposes to include watching television programs for up to two days per week, not to exceed 4 hours per occasion or to extend beyond 10:00 p.m. This is allowed only when it does not conflict with organized program activities. The number of participants at any one time will be determined by the senior correctional officer in consultation with the duty warden. This determination will be based on considerations such as day room size, availability of seating, and safety and security issues associated with the availability of supervising staff as well as staff available for response should a problem develop. CMII inmates will be restrained during the above-described dayroom access unless determined by the senior correctional officer that the inmate can safely participate without restraints.

4. Participation in educational and program opportunities shall be in-cell or out of cell as determined by security and programs staff.

(d) CMIII. In addition to the programs provided above for CMI inmates, and those privileges outlined in subparagraphs (11)(b)1.-4. of this rule, the following privileges are authorized:

1. CMIII inmates will be entitled to:

a. Unless restricted pursuant to Rule 33-601.731, F.A.C., CMIII inmates shall be eligible to receive one two-hour contact personal visit by appointment after completing 30 days in close management status and having no major rule violations during this period.

b. CMIII inmates shall be subject to placement on non-contact status as outlined in Rule 33-601.735, F.A.C.

c. If found guilty of a major rule violation while assigned to CMIII, the inmate is eligible to be considered for visits 14 days following release from disciplinary status or the disciplinary hearing if a penalty other than disciplinary confinement was imposed.

d. The inmate is eligible to receive one two-hour contact personal visit by appointment after each subsequent 14 day period with no major rule violations during this period unless security or safety concern would preclude a visit. The warden will determine the level of supervision and restraint required.

2. CMIII inmates, following 30 days in close management status and having no major rule violations during this period shall be allowed access to the day room area for social purposes to include watching television programs for up to five days per week, not to exceed 4 hours per occasion or to extend beyond 10:00 p.m. This is allowed only when it does not conflict with organized program activities. The number of participants at any one time will be determined by the senior correctional officer in consultation with the duty warden. This determination will be based on considerations such as day room size, availability of seating, and safety and security issues associated with the availability of supervising staff as well as staff available for response should a problem develop. CMIII inmates shall not be restrained for dayroom activities unless security or safety concerns require otherwise.

3. CMIII inmates shall be allowed to make one telephone call of the length allowed by Rule 33-602.205, F.A.C., every seven days after 30 days in close management status and having no major rule violations during this period as well as emergency telephone calls and calls to attorneys as provided in Rule 33-602.205, F.A.C.

4. CMIII inmates shall be provided with at least the same opportunities for educational and program participation as provided to CMII inmates.

(12) Suspension of Privileges. The ICT shall suspend an inmate's privileges if security and safety concerns would preclude an inmate from receiving certain privileges. Any action taken by the ICT regarding the suspension or limiting of privileges will be documented on the Daily Record of Special Housing, Form DC6-229. Privileges suspended by the ICT in excess of 30 days will require the review and approval of the SCO.

(13) Work Assignments.

(a) The decision to make work assignments and the type of assignments made will be determined by the ICT. Inmates shall be provided the opportunity for work assignment consideration as determined by the ICT except when precluded by doctor's orders for medical reasons.

(b) CMI inmates are restricted from all outside cell work activities. CMII inmates are only eligible for work assignments on restricted labor squads or in CMI, II, or death row housing units. CMIII inmates are eligible for work assignments either inside or outside the close management unit, including restricted labor squads, work assignments within other close management units, and work assignments usually designated for open population inmates.

(c) Outside work assignments shall be performed during day light hours.

(14) Restraint and Escort Requirements.

(a) CMI.

1. Prior to opening a cell for any purpose, including exercise, health care or disciplinary call-outs, telephone calls, recreation, and visiting, the inmate shall be handcuffed behind his or her back. If documented medical conditions require that the inmate be handcuffed in front, waist chains will be used in addition to the handcuffs and the escort officers shall be particularly vigilant.

2. A minimum of two officers shall be physically present at the cell whenever the cell door is opened.

3. Prior to escorting an inmate from a cell the inmate shall be thoroughly searched. If the inmate is being taken outside the immediate housing unit or designated adjacent exercise area, leg irons and other restraint devices shall be applied.

(b) CMII. The same restraints and escort requirements as provided for CMI inmates above apply to CMII inmates with the exception that the senior correctional officer shall be authorized to approve unrestrained participation in group and individual counseling, dayroom access, and inside work assignments.

(c) CMIII. Unless precluded by specific safety and security concerns, CMIII inmates shall be escorted within the unit and to exercise areas attached to the unit as well as to all program and privilege activity

participation without restraints. The warden shall base any determination to require restraints on the security and safety needs of his or her individual institution and CM unit.

(d) Due to the unique mission of close management units, it is understood that more than one inmate may be out of his or her cell within the unit at any one time. However, whenever inmates are being escorted in restraints, there shall be one officer with each inmate and the inmates shall be kept at a distance from each other which would preclude any unauthorized physical contact. Extreme care shall be exercised when escorting restrained inmates in areas where unrestrained inmates are present. When possible, unrestrained inmates will be returned to their cells, removed from the wing or, at a minimum, closely supervised by additional staff until the escort of restrained inmates is completed.

(15) Contact by Staff. The following staff members shall be required to officially inspect and tour the close management unit. All visits by staff shall be documented on the Inspection of Special Housing Record, Form DC6-228. Form DC6-228 is hereby incorporated by reference. Copies of this form are available from the Forms Control Administrator, 501 S. Calhoun St., Tallahassee, FL 32399, <http://www.flrules.org/Gateway/reference.asp?No=Ref-01969>. The effective date of the form is 2-12-01. The staff member shall also document his or her visit on the Daily Record of Special Housing, Form DC6-229, if there is any discussion of significance, action or behavior of the inmate, or any other important evidential information which may have an influence or effect on the status of confinement. These visits shall be conducted at a minimum of:

- (a) At least every 30 minutes by a correctional officer, but on an irregular schedule.
- (b) Daily by the housing supervisor.
- (c) Daily by the officer-in-charge on duty for all shifts except in case of riot or other institutional emergency.
- (d) Daily by medical staff.
- (e) Weekly by the chief of security (when on duty at the facility) except in case of riot or other institutional emergency.
- (f) Weekly by the chaplain. More frequent visits shall be made upon request of the inmate if the chaplain's schedule permits.
- (g) Weekly by mental health staff.
- (h) Weekly by the warden and assistant wardens.
- (i) At least once a week by a classification officer.

(16) Review of Close Management.

(a) An ICT member shall review inmates in close management at least once every week for the first 60 days and once every 30 days thereafter. For the purposes of this review the ICT member shall be the warden, assistant warden for operations or programs, a chief of security, or classification supervisor. The purpose of this review shall be toward reducing the inmate's status to the lowest management level or returning the inmate to general population as soon as the facts of the case indicate that this can be done safely, and, if applicable, review the inmate's disciplinary confinement status as outlined in subsection 33-602.222(8), F.A.C. If, upon completion of the ICT member's weekly or 30 day review, an ICT review for modification of the close management team decision, release to general population, or release from disciplinary confinement status is indicated, the ICT member shall notify the classification supervisor. The classification supervisor shall ensure that the case is placed on the docket for ICT review. During the review, the ICT shall consider the results of the behavioral risk assessments and mental health evaluations that have been completed prior to the review, and other information relevant to institutional adjustment, staff and inmate safety, and institutional security.

(b) All services provided by any mental health or program staff member shall be recorded on the Daily Record of Special Housing, Form DC6-229, which shall be kept in the CM unit.

(c) When an inmate has not been released to general population and is in any close management status for six months, the classification officer shall interview the inmate and shall prepare a formal assessment and evaluation on the Report of Close Management. Such reports shall include a brief paragraph detailing the basis for the CM team decision, what has transpired during the six-month period, and whether the inmate should be released, maintained at the current level, or modified to another level of management. The case shall be forwarded to the classification supervisor who shall docket the case for ICT review.

(d) The ICT shall review the report of close management prepared by the classification officer, consider the results of behavioral risk assessments and mental health evaluations and other information relevant to institutional adjustment, staff and inmate safety, and institutional security, and insert any other information regarding the inmate's status. If applicable, the ICT shall review the inmate's disciplinary confinement status in accordance with subsection 33-602.222(8), F.A.C. The inmate shall be present for an interview unless he or she demonstrates disruptive behavior, either before or during the hearing, that impedes the process, or the inmate waives his or her right to be present at the close management hearing, the Close Management Waiver, Form DC6-265, shall be completed. In such cases, the review will be completed without the inmate. The absence, removal or presence of the inmate will be documented on Form DC6-233C. The ICT's CM and, if applicable. Disciplinary confinement status recommendations shall be documented in OBIS and the Report of Close Management, Form DC6-233C. If it is determined that no justifiable safety and security issues exists for the inmate to remain in close management the ICT shall forward their recommendation for release to the SCO for review. For an inmate to remain in close management the ICT shall justify the safety and security issues or circumstances that can only be met by maintaining the inmate at the current level or modifying the inmate to another level of management.

(e) The SCO shall conduct an onsite interview with each inmate at least once every six months or as often as necessary to determine if continuation, modification, or removal from close management status is appropriate. The SCO shall review all reports prepared by the ICT concerning an inmate's close management and, if applicable, disciplinary confinement status, consider the results of behavioral risk assessments and mental health evaluations and other information relevant to institutional adjustment, staff and inmate safety, and institutional security. The SCO shall interview the inmate unless exceptional circumstances exist or the inmate is approved for release to general population. If it is determined that no justifiable safety and security issues exist for the inmate to remain in close management the SCO shall cause the inmate to be immediately released. For an inmate to remain in close management, the SCO shall determine based on the reports and documentation that there are safety and security issues or circumstances for maintaining the inmate at the current level or at a modified level of management. If applicable and in accordance with subsection 33-602.222(8), F.A.C., the SCO shall determine whether the inmate is to continue or be removed from disciplinary confinement status. The SCO's decisions shall be documented in OBIS and the Report of Close Management, Form DC6-233C. The SCO shall advise the inmate of its decision.

(f) Reviews required by this section shall be completed regardless of the inmate's housing assignment, including when a CM inmate is housed outside the CM unit in order to access medical or mental health care.

(g) Before an inmate is released from CM, written authorization must be obtained by the SCO from the regional director if any of the following apply;

1. The inmate has been convicted, regardless of whether adjudication is withheld, of any assault or battery, or any attempted assault or battery that occurred during the inmate's current period of incarceration, that constitutes a felony on a staff member;

2. The inmate has an active detainer as a result of any assault or battery, or any attempted assault or battery, that occurred during the inmate's current period of incarceration, that constitutes a felony on a staff member; or

3. The inmate is confined in Florida under the Interstate Corrections Compact and has been convicted,

regardless of whether adjudication is withheld, of any assault or battery, or any attempted assault or battery, that occurred during the inmate's current period of incarceration, that constitutes a felony on a staff member in the state from which he transferred.

(17) Close Management Records.

(a) A Report of Close Management, Form DC6-233C, shall be kept for each inmate placed in close management.

(b) A Daily Record of Special Housing, Form DC6-229, shall be maintained for each inmate as long as he is in close management. Form DC6-229 shall be utilized to document any activities, including cell searches, items removed, showers, outdoor exercise, haircuts and shaves. If items that inmates in close management are not prohibited from possessing are denied or removed from the inmate, the shift supervisor or the senior correctional officer must approve the action initially. The Central Office ADA coordinator shall be contacted within 24 hours if any item is removed that would be considered an auxiliary aid or device that ensures a disabled inmate an equal opportunity as a non-disabled inmate. The items denied or removed shall be documented on Form DC6-229 and the chief of security shall make the final decision in regard to the action no later than the next working day following the action. Staff shall re-assess the need for continued restriction every 72 hours thereafter as outlined in subsection (10) of this rule. The close management unit officer shall make a notation of any unusual occurrences or changes in the inmate's behavior and any action taken. Changes in housing location or any other special action shall also be noted. Form DC6-229 shall be maintained in the housing area for 30 days. After each 30 day review of the inmate by a member of the ICT, Form DC6-229 shall be forwarded to classification to be filed in the institutional inmate record.

(c) A Daily Record of Special Housing – Supplemental, Form DC6-229B, shall be completed and attached to the current Form DC6-229 whenever additional written documentation is required concerning an event or incident related to the specific inmate. Form DC6-229B is hereby incorporated by reference. Copies of this form are available from the Forms Control Administrator, 501 S. Calhoun St., Tallahassee, FL 32399, <http://www.flrules.org/Gateway/reference.asp?No=Ref-01970>. The effective date of the form is 4-27-08.

(d) An Inspection of Special Housing Record, Form DC6-228, shall be maintained in each close management unit. Each staff person shall sign the record when entering and leaving the close management unit. Prior to leaving the close management unit, each staff member shall indicate any specific problems. No other unit activities will be recorded on Form DC6-228. Upon completion, Form DC6-228 shall be maintained in the housing area and forwarded to the chief of security on a weekly basis where it shall be maintained on file pursuant to the current retention schedule.

(e) A Housing Unit Log, Form DC6-209, shall be maintained in each close management unit. Form DC6-209 is hereby incorporated by reference. Copies of this form are available from the Forms Control Administrator, 501 S. Calhoun St., Tallahassee, FL 32399, <http://www.flrules.org/Gateway/reference.asp?No=Ref-03419>. The effective date of the form is 12/13. Officers shall record all daily unit activities on Form DC6-209, to include any special problems or discrepancies noted. The completed Form DC6-209 shall be forwarded daily to the chief of security for review.

(18) Staffing Issues.

(a) Officers assigned to a close management unit shall be reviewed every 18 months by the chief of security to determine whether a rotation is necessary. The chief of security shall review personnel records, to include performance appraisals, incident reports, uses of force, and any other documentation relevant to the officer's assignment and job performance; interview the officer and the officer's supervisors for the period of review; and shall make a recommendation to the warden as to the necessity of a rotation. The warden shall review the recommendation, request additional information, if necessary, and make the final determination as to whether the officer continues in the current assignment or is rotated to another assignment. Any officer

assigned to a close management post shall be authorized a minimum period of five days annual leave or a five day assignment to a less stressful post every six months.

(b) The Inspector General shall notify the warden and regional director of any officer involved in eight or more use of force incidents in an 18 month period. The regional director shall review the circumstances for possible reassignment.

Rulemaking Authority 944.09 FS. Law Implemented 944.09 FS. History—New 2-1-01, Amended 12-16-01, 4-8-04, 3-10-05, 4-9-06, 8-23-07, 4-27-08, 6-28-10, 4-6-11, 7-31-11, 1-4-12, 12-9-12, 12-24-13, 3-6-14.

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Authority/References	Subject	
<p>KRS 196.035, 197.020 ACA Standards 4-4249 through 4-4273, 4-4320, 4-4400 CPP 9.1, 13.12, 13.13, 15.2, 15.6, 18.1, 18.2, 18.15 <i>Hewitt v. Helms</i>, 459 US 460 (1983) 28 CFR §115.43</p>	<p>10.2</p> <p>17</p> <p>June 9, 2015</p> <p>July 31, 2015</p> <p>SPECIAL MANAGEMENT INMATES</p>	

I. DEFINITIONS

"Administrative control status" means an alternate, maximum security housing status for an inmate who repeatedly violates the rules of the institution or for any inmate who poses a serious threat to the safety and security of the institution, the staff, the inmate population, or himself.

"Administrative segregation" means segregation from the general population or special management population for a relatively short period of time, consisting of confinement to a cell, room, or highly controlled area to ensure the safety and security of the institution, the staff, or the inmate population or pending investigation of an incident if the inmate is a suspect.

"Classification Committee" means the group of Kentucky Department of Corrections personnel who meet to review classification actions as outlined in CPP 18.1 and 18.2.

"Death row" means a maximum security housing situation to control the inmate serving a sentence of death.

"Disciplinary segregation" means the segregation or confinement of an inmate from the general population or special management population in an individual cell for a specific period of time consistent with the provisions of CPP 15.2 (Rule Violations and Penalties).

"Protective custody" means a special management program designed to provide for the safety and security of an inmate who is in danger of being harmed by any other inmate or who, for various reasons other than a rule violation, is unable to adjust to living in the general inmate population.

"Security staff" means any employee of the Department of Corrections whose primary job tasks include the safety and security of the institution, inmates, and staff and includes correctional officers, sergeants, lieutenants, and captains.

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"Temporary holding" means an administrative segregation program where temporary holding rooms are designated as controlled housing for ensuring the safety and security of the institution, staff, or the inmate population for the purpose of pending transport or review for transport to another institution or pending investigation of an incident if the inmate is a suspect.

II. POLICY and PROCEDURE

- A. These procedures shall be limited to temporary holding, disciplinary segregation, administrative segregation, administrative control status, protective custody, and death row.
- B. Any inmate requiring special management for administrative, disciplinary, behavioral, or other reason shall be grouped within each institution for management and program purposes.
- C. Special management programs shall be fair and humane.
- D. If an inmate is transferred to segregation, health care personnel shall be informed immediately. If the inmate was involved in a use of force or physical altercation, or has any suspected injury, a medical examination shall be conducted immediately. If there is no suspected injury, health care personnel shall conduct an assessment and review as indicated by medical protocol within two (2) hours of admission into the Special Management Unit.
- E. With the exception of specific privileges which may be denied to anyone assigned to disciplinary segregation, special management programs shall provide living conditions similar to those provided the general population as physical facilities and resources allow, but which maintain the degree of security and control the program and inmates concerned require as provided by section J Restriction or Denial of Privileges.
- F. All special management inmates shall be personally observed by a correctional officer at least every thirty (30) minutes on an irregular schedule. Any inmate who is violent or mentally disordered or who demonstrates unusual or bizarre behavior shall receive more frequent observation consistent with CPP 13.12.
- G. Criteria for Assignment
 - 1. Criteria for Assignment to Disciplinary Segregation

Assignment to disciplinary segregation shall be made by the Adjustment Committee or Adjustment Officer in accordance with the provisions of CPP 15.2 and CPP 15.6.
 - 2. Criteria for Assignment to Administrative Segregation

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An inmate may be placed in administrative segregation for one (1) or more of the following:

- a. Pending investigation of any violation of:
 - (1) a policy or procedure or other regulation;
 - (2) state or federal statute; or
 - (3) a situation which poses a risk to the safety and security of another inmate, staff, or institution;
 - b. Pending transfer to another institution;
 - c. Pending an evaluation of any inmate demonstrating an emotional disorder by a professional psychiatrist, psychologist, or person trained in recognition of behavioral disorders. This temporary assignment shall only occur if the assessment cannot be completed immediately. In such cases, the assessment shall be completed within 24 hours. The Warden or designee and the Mental Health Authority or designee shall consult prior to making housing, program, transfer and disciplinary actions for diagnosed mentally ill or intellectually disabled inmates;
 - d. Assignment from another special management program if conditions warrant;
 - e. Pending orientation and classification for an inmate received on transfer, if necessary;
 - f. Pending orientation and classification of an inmate received under sentence of death, if necessary;
 - g. Pending investigation of an inmate's request for protective custody; or
 - h. Pending an alternative housing assessment for an inmate who is presently at high risk to be a sexual victim and may need separation from likely abusers. This temporary assignment shall only occur if the assessment cannot be immediately completed. In such cases, the assessment shall be completed within 24 hours and in accordance with 28 CFR §115.43.
3. Criteria for Assignment to the Administrative Control Status
- a. An inmate may be classified to administrative control status for one (1) of the following:

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- (1) A demonstrated inability or unwillingness to adjust to housing or work assignment;
 - (2) Demonstrated assaultive behavior towards staff, another inmate, or visitor;
 - (3) Possession of dangerous contraband;
 - (4) Demonstrated escape risk;
 - (5) Participation in an institutional disorder or disturbance;
 - (6) Posing a threat to himself or the safety or security of another or the institution, including extensive involvement in security threat group activities. (See CPP 9.3.);
 - (7) Repeated violations of institutional rules or policies and procedures; or
 - (8) Repeated substance abuse.
- b. If an inmate with mental illness or intellectual disability presents as a danger to himself or others due to his mental illness, procedures outlined in CPP 13.13 shall be followed.
4. Criteria for Assignment to Protective Custody
- Assignment to protective custody shall be made in accordance with the provisions of CPP 18.15.
5. Criteria for Assignment to Temporary Holding
- An inmate may be assigned to temporary holding for one (1) of the following:
- a. Pending investigation of any violation of state or federal statute or any situation which poses a serious risk to the safety and security of another inmate, staff, or institution;
 - b. Pending transfer to another institution; or
 - c. Pending evaluation of an inmate demonstrating an emotional disorder by a professional psychiatrist, psychologist, or person trained in recognition of behavioral disorders. This temporary assignment shall only occur if the assessment cannot be completed

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immediately. In such cases, the assessment shall be completed within twenty-four (24) hours.

- d. The Warden or designee and the Mental Health Authority or designee shall consult prior to making housing, program, transfer and disciplinary actions for diagnosed mentally ill or intellectually disabled inmates.

H. Procedural Requirements

1. Disciplinary Segregation

An inmate shall be placed in disciplinary segregation in accordance with the requirements of CPP 15.6.

2. Administrative Segregation

- a. Placement of an inmate in administrative segregation shall be ordered in writing by the shift supervisor or other appropriate supervisor, by completion of a detention order.

- b. After the detention order is written:

- (1) the order, or copy, shall be presented to the inmate to provide notice of the reason for detention;
- (2) Upon receiving notice, the inmate shall be given an opportunity to respond. The response shall be recorded by the appropriate staff on the detention order and signed by the inmate; and
- (3) Upon completion of the above, a copy of the detention order shall be given to the inmate.

- c. The detention order shall be reviewed for approval or disapproval by the Warden or his designee within seventy-two (72) hours from the time detention is ordered.

- d. The Warden or his designee, upon receipt of the completed detention form, shall consider both the detention order and the inmate response to determine whether:

- (1) detention is warranted and approve it; or
- (2) detention is not warranted and return the inmate to his previous status.

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- e. If detention is based upon confidential information, the disclosure of which could constitute a security risk to the inmate, another inmate, or staff, then:
 - (1) the information shall not be disclosed to the inmate on the detention form; and
 - (2) the confidential information shall be kept separately for the review of the detention order.

- 3. Administrative Control Status
 - a. The inmate shall be given forty-eight (48) hour notice of the initial hearing and the ninety (90) day review hearing.
 - b. The inmate shall be permitted to call witnesses.
 - (1) The inmate shall present a list of witnesses to the hearing committee or designated person at least twenty-four (24) hours in advance of the hearing. Failure to do so shall constitute a waiver of witnesses.
 - (2) If witnesses are denied, the reasons for denial shall be stated in writing.
 - c. The inmate may request an assigned inmate legal aide.
 - (1) The inmate shall notify the hearing committee or designated person at least twenty-four (24) hours in advance of the hearing which assigned legal aide he has requested. Failure to do so shall constitute a waiver of a legal aide.
 - (2) If a legal aide is denied, the reason for the denial shall be stated in writing.
 - d. The inmate shall be given an opportunity to make a statement and present documentary evidence.
 - e. At the conclusion of the hearing, the committee shall prepare a written record which shall include:
 - (1) the committee decision;
 - (2) a summary of the evidence upon which the decision is based;

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- (3) a list of all witnesses;
- (4) the date and time of the hearing;
- (5) the signatures of the committee members; and
- (6) notification of the opportunity to appeal the decision.

f. The classification decision shall be subject to review and final approval by the Warden.

4. Temporary Holding

- a. An inmate may be placed in temporary holding pending an investigation, orientation and classification if a transfer, or a hearing before the Classification Committee or Adjustment Committee or Hearing Officer if it has been determined that the inmate constitutes a threat to another inmate, any staff member, himself, or the security of the institution.
- b. In these cases, detentions shall be ordered in writing by the shift supervisor.
- c. After the detention order has been written:
 - (1) The order or copy shall be presented to the inmate to provide notice of the reason for detention;
 - (2) When the detention order is delivered to the inmate, he shall be given an opportunity to respond. The response shall be recorded by the appropriate staff on the detention order and signed by the inmate; and
 - (3) A copy shall be given to the inmate.
- d. The detention order shall be reviewed for approval or disapproval by the Warden or his designee within seventy-two (72) hours from the time detention is ordered.
- e. Placement in a temporary holding room shall not exceed seventy-two (72) hours unless an extension is verbally approved by the Central Office Classification Branch.

I. General Living Conditions

An inmate assigned to any special management program shall be provided with the following:

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1. Housing that permits some conversation with other special management inmates in the same unit.
2. Visual observation by staff.
3. Linen and institutional clothing.
 - a. Clothing and linen may be exchanged on a frequent basis in lieu of arranging laundry privileges.
 - b. Clothing and linen exchanges, if used, shall be made as often as required for the general population.
 - c. Removal of clothing and linen, if necessary to protect the life of the inmate or as a special precaution or restriction, shall be justified in writing by security staff and psychology staff shall be consulted as soon as possible.
4. Items permitted for personal use and hygiene.
 - a. An inmate assigned to disciplinary segregation for sixty (60) days or less shall be permitted a maximum of twenty dollars (\$20) to purchase only those canteen items necessary for correspondence and personal hygiene, as set forth in CPP 14.2, Personal Hygiene Items.
 - b. Additional canteen item purchases may be allowed at the Warden's discretion.
 - c. Removal, restriction, or substitution of any item shall be justified in writing.
5. Meal Service

All special management inmates shall have the same food or food as nutritionally adequate as the food provided to the general inmate population.

 - a. If an inmate uses food or food service equipment in a manner that is hazardous to himself, staff, or another inmate, an alternative meal service may be provided on an individual basis.
 - b. The provision of an alternative meal service shall be based on health or safety considerations.

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- c. An alternative meal service shall: (1) meet basic nutritional requirements; and (2) have the written approval of the Warden and institutional health authority.
 - d. Alternative meal service may be discontinued by the Segregation Unit Supervisor, health authority, or Warden.
 - e. The substitution period shall not exceed seven (7) days.
 - (1) If the inmate, after resuming normal meal services, continues to use food or food service equipment in a manner that is hazardous to himself, staff, or another inmate, alternative meals may be initiated again as outlined above.
 - (2) The substitution period shall continue as outlined in this section.
6. Visitation shall be provided unless a documented reason for withholding visitation exists. Visitation for an inmate assigned to temporary holding may be denied due to the short holding period.
7. Telephone Privileges
- A special management inmate shall have telephone privileges in accordance with security necessary for the unit.
- a. Telephone privileges shall be denied any inmate housed in disciplinary segregation for less than sixty (60) days. He shall be afforded an opportunity to use the telephone for calls relating specifically to access to the judicial process or as authorized by the Warden or his designee.
 - b. An inmate assigned to temporary holding may be denied telephone privileges due to the short period of time held in that status. The Warden or his designee may authorize a telephone call for specific access to the inmate's attorney or for a legitimate family emergency.
8. The same opportunity to write and receive letters available to the general population.
9. Access to legal materials and legal assistance.
10. An opportunity to shave and shower not less than three (3) times weekly. An inmate in a temporary holding room may not be provided shower opportunities due to the short period of time in this status. If the seventy-

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two (72) hour time period is extended, the inmate shall be provided the opportunity to shower and shave.

11. Access to barber and hair care services on the same basis as the general population shall be provided if consistent with the security of the institution. Due to the short period of time in a temporary holding cell, access to barber and hair care service may be denied.
12. Access to reading and writing materials.
13. A living area or cell shall be furnished with a small table or desk, shelf, and chair or stool if the existing physical plant permits. Denial of any item shall be justified in writing.
14. An opportunity to exercise outside the cell for at least one (1) hour per day five (5) days a week. At least one (1) of these hours of exercise shall be, weather permitting, outside in the open air unless documented security or safety considerations dictate otherwise.

J. Restriction or Denial of Privileges

1. If necessary to restrict or deny an inmate in a special management unit any usual item or activity, a report shall be made to the appropriate Deputy Warden listing the item or activity denied and the reason. All restrictions shall be reviewed by the Warden or his designee.
2. In case of a unit emergency or serious disorder, the Warden shall immediately notify the Deputy Commissioner for Adult Institutions of his actions and the reasons.

K. Special Management Unit Recreation

1. An institution housing a special management unit shall develop recreation programs for the unit.
2. It shall be the responsibility of the institutional recreation director to devise and provide recreational opportunities consistent with the housing and security requirements and operating procedures of the institution.

L. Maximum Assaultive Status

1. Criteria for Assignment
 - a. An inmate assigned to any special management program who has assaulted an employee, inmate, or other person may be placed in a maximum assaultive status, to reduce the chance of injury to staff and other inmates.

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- b. If an immediate need exists, an inmate may be placed on maximum assaultive status by the Warden or his designee for a period up to ninety-six (96) hours. Placement in maximum assaultive status beyond ninety-six (96) hours shall require review and approval by the Classification or Adjustment Committee or adjustment officer.
 - c. An inmate placed in maximum assaultive status shall be reviewed on the same schedule as the special management assignment dictates.
 - d. Placement in maximum assaultive status and the justification for placement shall be included in the Committee report and in the inmate special management log or file.
2. Security Procedures for Movement of Inmates in Maximum Assaultive Status
- a. A minimum of two (2) correctional officers shall be present outside the cell housing a maximum assaultive status inmate before the cell door is opened.
 - b. The inmate shall pass his clothing outside the cell to be searched.
 - c. The inmate shall remain locked in the cell until a strip search is completed by the officers outside the cell.
 - d. The inmate, if he complies with the strip search, shall put his searched clothing back on without any other clothing replacement. He shall then:
 - (1) Be placed in necessary restraints while still in his cell; and
 - (2) Remain in necessary restraints until returned to his cell with the restraints being removed by the officer outside his cell after the cell has been locked.
 - e. If an inmate does not comply with a strip search, injures himself, or abnormal conditions arise and movement remains necessary:
 - (1) The shift supervisor shall be immediately notified of the situation; and
 - (2) The inmate shall be removed from the cell using the Use of Force Procedures outlined in CPP 9.1.

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M. Length of Assignment, Inmate Assessment, and Criteria for Release from Special Management Units

1. Disciplinary Segregation

a. An inmate shall be subject to disciplinary segregation as provided for in CPP 15.2.

b. An inmate assigned to disciplinary segregation shall have a psychiatric or psychological assessment, including a personal interview, at the end of the first thirty (30) days and every ninety (90) days thereafter. An assessment shall be conducted more frequently if prescribed by the chief medical authority or if a referral is made to mental health.

c. In addition, an inmate assigned to disciplinary segregation shall be administratively reviewed every thirty (30) days by members of the appropriate Classification Committee to determine the adjustment of the inmate. The inmate shall not be present at the review.

d. Criteria for Release from Disciplinary Segregation

An inmate shall be released from disciplinary segregation if:

(1) His assigned length of stay has ended;

(2) His behavior or conditions of the unit warrant a reduction in the assigned length of stay of no more than fifty (50) percent as recommended by the Classification Committee and as approved by the Warden or his designee; or

(3) The mental health assessment by the appropriate mental health professional indicates that continued assignment to the unit may have a serious adverse psychological impact on the inmate and alternate treatment modalities are indicated and available as recommended to and approved by the Warden.

2. Administrative Segregation

a. An inmate may initially be assigned to administrative segregation for a maximum period of sixty (60) days.

b. An inmate assigned to administrative segregation shall wear a yellow uniform.

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- c. An inmate assigned to administrative segregation shall be administratively reviewed every seven (7) days by the appropriate Classification Committee. The inmate shall not be present at the review.
- d. At each review the committee may:
 - (1) Release the inmate to the general population;
 - (2) Assign the inmate to an appropriate special management unit; or
 - (3) Retain the inmate in administrative segregation.
- e. An inmate may be released to the general population prior to the seven (7) day review if circumstances warrant.
- f. An inmate assigned to administrative segregation shall have a psychiatric or psychological assessment including a personal interview at the end of the first thirty (30) days.
- g. At the end of a total of sixty (60) days in administrative segregation, the inmate may be:
 - (1) Released to the general population;
 - (2) Assigned to another special management unit; or
 - (3) Reassigned to administrative segregation by the appropriate classification committee if special circumstances are documented.

If an inmate is reassigned to administrative segregation, he shall receive a psychological assessment and continue the established seven (7) day review pattern.

h. **Criteria for Release from Administrative Segregation**

An inmate shall be released from administrative segregation if:

- (1) Circumstances requiring the assignment are no longer valid;
- (2) An investigation, which required the assignment, has been completed and indicates that continued assignment serves no valid purpose; or

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- (3) The inmate is assigned to another special management unit.

3. Administrative Control Status

- a. Assignment to administrative control status shall initially be for a period not to exceed ninety (90) days.

- (1) Any additional assignment, not to exceed ninety (90) days each, may be made provided the inmate remains a threat to the safety or the security of the institution, staff, another inmate, or himself.
- (2) The inmate shall meet with the Classification Committee each time for assignment or release.
- (3) A psychiatric or psychological assessment, including a personal interview and review by the Classification Committee, shall be made at the end of the first thirty (30) days and each ninety (90) days thereafter.
- (4) Any inmate assigned to administrative control status shall be administratively reviewed every seven (7) days for the first sixty (60) days following initial assignment.
- (5) At the end of the ninety (90) day assignment, the inmate shall meet the appropriate Classification Committee to determine if continued assignment is warranted.

- b. The inmate shall not be entitled to the procedures set out in Section II.H.3.a-f if reassignment to administrative control status takes place.

- (1) If continued assignment occurs, the inmate shall be administratively reviewed every thirty (30) days.
- (2) Inmate presence for the administrative review is not required.

- c. Criteria for Release from Administrative Control Status

An inmate may be released from administrative control status if the circumstance requiring the assignment no longer exists.

4. Protective Custody

An inmate assigned to protective custody shall have:

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- a. a psychiatric or psychological assessment, including a personal interview, at the end of the first thirty (30) days and each ninety (90) days thereafter; and
- b. an administrative review conducted by the appropriate Classification Committee every seven (7) days for the first sixty (60) days and each thirty (30) days thereafter. The inmate shall not be present at an administrative review.

5. Temporary Holding

- a. Assignment to temporary holding shall not exceed seventy-two (72) hours unless an extension is verbally approved by the Central Office Classification Branch.
- b. At the end of the seventy-two (72) hours or approved extension, the inmate shall be released back into general population or transferred to another institution.

N. Release from Special Management Programs and Transfer Between Units

- 1. Except for any inmate assigned to disciplinary segregation and death row, an inmate shall be released from a special management program only by the Classification Committee or at the expiration of his term of assignment.
- 2. An inmate assigned to any special management program may be reassigned from that unit to disciplinary segregation for a rule violation in accordance with CPP 15.2 and CPP 15.6.

O. Scheduled Visits

The following staff shall visit special management program areas at least as often as indicated:

	Person to Visit	Frequency of Visits
1.	Warden and all Deputy Wardens	Weekly
2.	Shift Captain or Shift Supervisor	Once each shift
3.	Unit Manager	Daily on normal work days
4.	Medical Personnel	Daily sick call

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- | | | |
|----|---------------------------------|---------------------------|
| 5. | Physician or Nurse Practitioner | Weekly |
| 6. | Caseworker | Daily on normal work days |
| 7. | Psychologist or Psychiatrist | Monthly |
| 8. | Chaplain | Weekly |
| 9. | Program Staff | Schedule upon request |

The schedule shall not apply if the employee is on sick leave, vacation, training, or any other authorized leave, but the person acting on behalf of the staff member shall visit instead.

P. Documentation Procedures

1. Property

Upon assignment to a special management unit, an inventory of all personal property not authorized in the unit shall be made. The officer making this inventory and the individual inmate shall sign the inventory. Distribution of the signed inventory shall be as follows:

- a. Copy to the property officer who shall maintain on file for twelve (12) months or for the period the personal property is withheld from the inmate, whichever is longer;
- b. Copy to the inmate; and
- c. Copy with the property of the inmate.

2. All personal property not authorized on the unit shall be stored in a specific place designated for property storage.

3. Administration

- a. A separate log book shall be maintained for each unit, noting all staff visits to the unit and signed by the person making the visit, including the date, time, and general comments.
- b. Documentation shall be made by all units outlining any movement, recreation time, shower time, medication, food, and any other significant item reflecting the inmate adjustment.

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c. The admission of an inmate to the units shall be recorded with information on:

- (1) name;
- (2) number;
- (3) housing;
- (4) location;
- (5) date admitted;
- (6) type infraction or reason for admission;
- (7) tentative release date; and
- (8) special medical or psychiatric problems, conflicts, or needs.

Q. Unit Staffing

1. Each special management unit shall have, at a minimum, a Unit Supervisor and an Assistant Unit Supervisor if population exceeds one hundred.
2. If possible, staff assigned to the special management unit shall have a minimum of twelve (12) months experience in a correctional institution.
3. Each supervisor of a Special Management Unit shall periodically consider the need for rotation of employees under his supervision.

CC: 1227
Revised: 9/2004

CPP 10.2
Attachment I

DETENTION ORDER

ALL INFORMATION CONTAINED ON THIS DOCUMENT SHALL BE PRINTED OR TYPED

INMATE NAME AND NUMBER: _____

DATE AND TIME OF DETENTION: _____

The above-named and numbered inmate is being detained for the following reasons: _____

SHIFT SUPERVISOR

DATE AND TIME

INMATE'S RESPONSE TO DETENTION ORDER

The following is _____'s response to the Detention Order issued on _____, 20____, at _____, .m.:

I have received a copy of this Detention Order. The above accurately reflects my response to the Order.

WITNESS SIGNATURE

INMATE SIGNATURE

DATE AND TIME

WARDEN'S PROCEDURAL REVIEW

Mark One: Approve _____ Disapprove _____

WARDEN OR DESIGNEE

DATE AND TIME

White Copy to Institutional Central File
Yellow Copy to Segregation Unit
Pink Copy to Central Office Central File
Gold Copy to Resident

KENTUCKY CORRECTIONS Policies and Procedures	Policy Number	10.3	Total Pages	2
	Date Filed	September 15, 2004	Effective Date	January 4, 2005
Authority/References KRS 196.035, 197.020, 441.540 , 441.550 and 196.030(2)	Subject SAFEKEEPERS AND CONTRACT PRISONERS			

I. APPLICABILITY

This policy is applicable only to Corrections level 3 and above facilities.

II. DEFINITIONS

"Safekeeper" means a person charged with a crime who is housed in one of Corrections' institutions under circumstances provided in KRS 441.540 and 441.550.

"Contract prisoner" means a person charged with a crime who is housed in one of Corrections' institutions under the provisions of KRS 196.030(2).

III. POLICY and PROCEDURE

- A. A safekeeper shall be accepted and housed in accordance with KRS 441.540 and 441.550.
- B. A contract prisoner shall be accepted and housed in accordance with KRS 196.030 (2).
- C. Safekeepers and contract prisoners shall be taken to a level 3 or above institution of Corrections as directed by the Commissioner or his designee.
- D. Safekeepers shall be housed in a segregated area separate from the general population of the institution up to 60 days for administrative purposes including assessing their medical history, personal background, criminal history, and orientation.
 1. The Classification Committee shall classify the safekeeper no later than 60 days after his receipt at the institution.
 2. After the initial administrative segregation, a safekeeper may request consideration by the Classification Committee to be placed in any population category as defined in CPP 18.13.
- E. A safekeeper or contract prisoner shall be subject to the rules of the institution governing visitation, mail, disciplinary actions, and other daily activities

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governed by the particular institution and unit where the safekeeper or contract prisoner is confined.

- F. A contract prisoner shall be housed in accordance to the agreement entered into between the Department of Corrections and the contracting agency.

 <p style="text-align: center;">KCIW Policies and Procedures</p>	Policy Number	Total Pages
	KCIW 10-01-04	6
	Date Filed	Effective Date
	February 14, 2013	July 5, 2013
Authority/References ACA Standards 4-4256, 4-4261, 4-4271, 4-4295 CPP 17.1 KCIW IPP 10-01-01 KRS 196.035, 197.020	Subject DEATH ROW	

I. DEFINITION

“Death Row” is defined in CPP 10.2.

II. POLICY and PROCEDURE

A. Reception

1. The admitting staff shall notify the following staff of Kentucky Correctional Institution for Women of the admission of a Death Row inmate:
 - a. Warden;
 - b. Deputy Wardens;
 - c. Operations;
 - d. Offender Information;
 - e. Assessment Center Staff;
 - f. Health Services; and
 - g. Mental Health Services.
2. A Death Row inmate shall be processed into the institution in the Special Management Unit (SMU).

B. Orientation of Death Row Inmates

1. The Assessment and Classification Center Unit Administrator or designee shall inform the inmate of institutional regulations, operations, and programs through formal orientation and in conjunction with established time frames.
2. All orientation for new commitments shall be completed within fourteen (14) days.

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C. Classification

1. During the first two (2) weeks following admission, a Death Row inmate shall be interviewed by classification staff to prepare a classification document.
2. The status of a Death Row inmate shall be reviewed every six (6) months or more often as deemed necessary by the unit supervisor. At that time job and program assignments shall be reviewed.
3. Contact with the unit supervisor or other staff shall be made by informing the SMU Unit staff of the request or by written request through institutional mail.
4. After one (1) year in the institution, depending upon the inmate's conduct and the absence of conflicts with staff or other inmates, a work assignment may be considered.
5. A job assignment, if made, shall be consistent with maintaining the order and security of the institution and shall be approved by the Deputy Warden of Security and the Warden.

D. All Death Row inmates shall be housed in the SMU.

E. See KCIW 10-01-01 for meals for Death Row inmates.

F. Under normal operating conditions, a Death Row inmate shall be given the opportunity to shower seven (7) days a week.

G. See KCIW 10-01-01 for hair care services.

H. A Death Row inmate shall have weekly laundry services. A Unit Officer shall inspect the laundry before sending it to be laundered and upon return from the unit laundry.

I. Death Row Inmate Property

1. Personal clothing of a Death Row inmate shall follow the guidelines for the general population in accordance with CPP 17.1.
2. A Death Row inmate shall wear a red uniform as issued by the institution. No clothing except undergarments shall be worn under the red institutional clothing.

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3. With the exception of a coat or jacket, no clothing shall be worn over the red institutional clothing.
4. A Death Row inmate may be authorized four (4) personal appliances from the approved property list in accordance with CPP 17.1.
5. A television and VCR or DVD player shall be available for a Death Row inmate to view tapes and CDs of the inmate's trial or hearing.
6. Items kept in the cell shall be on the approved institutional property list and authorized by the Warden and Deputy Warden of Security in accordance with CPP 17.1.

J. Security

1. A Death Row inmate shall be strip searched when entering or leaving the Special Management Unit.
2. If a Death Row inmate exits the SMU for a destination within the institution, she shall be placed in full restraints.
3. Two (2) staff members shall escort a Death Row inmate to and from a destination outside the SMU.
4. Unit Officers shall conduct random cell inspections.
5. Counts of Death Row inmates shall be conducted at designated times and in accordance with institutional counts.
6. A Death Row inmate may have minimal interaction with other inmates under staff supervision.
7. A minimum of two (2) officers and one (1) supervisor shall be required during all transportation of a Death Row inmate. More staff may be assigned at the discretion of the Warden. The Warden shall be consulted prior to any movement of a Death Row inmate.
8. Full restraints including a "Black Box" shall be used during all transportation of a Death Row inmate.
9. During emergency evacuations a Death Row inmate shall follow the procedures for SMU.

K. Health Services

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1. Qualified medical personnel shall conduct the medical and dental screening on a Death Row inmate upon admission.
2. A detailed health appraisal and periodic health examinations shall be conducted by qualified medical personnel.
3. Institutional nursing personnel shall visit the SMU daily to see inmates and dispense medications. The primary care provider shall tour the SMU each week.
4. Dental services shall be made available to a Death Row inmate.

L. Psychological and Psychiatric Services

1. A psychological or psychiatric evaluation shall be completed on a Death Row inmate within seven (7) working days of admission. A qualified institutional psychologist shall conduct the examination.
2. Subsequent evaluations shall take place every thirty (30) to ninety (90) days thereafter by the psychologist with psychiatric services provided as needed or requested.

M. Legal Aide and Grievance

1. Institutionally approved Legal Aides shall provide services to all inmates in the SMU.
2. A Legal Aide shall conduct research, obtain legal books, and perform copy work as needed.
3. Legal supplies may be requested through the Legal Aide and reviewed for approval by the Legal Aide Staff Supervisor.
4. A Death Row inmate living in the SMU shall have the opportunity to use the Legal Aide resources with direct staff supervision.
5. The established inmate Grievance Committee and Adjustment Committee which serves the general population shall provide services to a Death Row inmate.

N. Library Services: The institutional Librarian shall distribute, collect, and exchange library materials for Death Row inmates housed in the SMU. Refer to KCIW 21-01-01.

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- O. Mail and Packages: A Death Row inmate shall have the same mail privileges as the general population. Refer to KCIW 16-01-01.

- P. All telephone calls, except verified attorney calls, shall be subject to monitoring by the staff.
 - 1. A Death Row inmate shall be allowed to make personal telephone calls.
 - 2. Telephone calls shall not exceed fifteen (15) minutes in length.
 - 3. A Death Row inmate may be allowed other phone calls which shall be arranged through her Classification and Treatment Officer (CTO) or Unit Administrator.

- Q. Visiting
 - 1. Visiting hours shall be Saturday, Sunday and state holidays 8:30 a.m. to 3:00 p.m. for a Death Row inmate.
 - 2. Visits for Death Row shall be held in the SMU visiting areas.
 - 3. Attorney visits shall be scheduled at least forty-eight (48) hours in advance through the CTO or Unit Administrator. The Shift Supervisor shall be notified of the scheduled visit.
 - 4. Attorney visits shall be held in the SMU. A Death Row inmate may have contact visits with attorneys in the unit if requested and approved by the Warden or designee.

- R. Recreation in the Special Management Unit

A Death Row inmate shall receive exercise a minimum of seven (7) hours per week, for a maximum of two (2) hours per day, weather permitting.

- S. Education
 - 1. The academic staff shall interview and assess the educational needs of a Death Row inmate.
 - 2. The academic staff may provide educational materials as requested by a Death Row inmate with approval of the Warden or designee.
 - 3. Academic staff may visit the SMU as needed to review and score educational materials and to provide assistance to a Death Row inmate who is doing school work.

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4. A Death Row inmate may enroll in correspondence courses.

T. Canteen

1. Canteen orders shall be submitted in writing to the unit officer in the SMU. The days of the orders shall be the same as that of other inmates in the SMU.
2. The Canteen staff shall have the responsibility of posting the Canteen's current itemized list in the SMU.

U. Religious Services

1. A Death Row inmate housed in the SMU may request religious services from the institutional Chaplain.
2. The institutional Chaplain or assistants shall tour the SMU weekly. Church services may be provided in the SMU upon request.

V. This procedure shall be reviewed annually and revised as needed.

 <p style="text-align: center;">KCIW Policies and Procedures</p>	Policy Number	Total Pages
	KCIW 10-01-02	3
	Date Filed	Effective Date
	February 14, 2013	July 5, 2013
Authority/References ACA Standards 4-4249, 4-4250, 4-4251, 4-4252, 4-4253, 4-4254, , 4-4281M KRS 196.035, 197.020 CPP 10.2, 15.6, 18.15	Subject SPECIAL MANAGEMENT UNIT STATUS PLACEMENT AND REVIEW	

POLICY and PROCEDURE

It shall be policy of the Kentucky Correctional Institution for Women for inmates to be placed in the Special Management Unit (SMU) in accordance with set procedures. Inmates shall be given an opportunity for due process hearings with proper notification and regular reviews for possible change of status. The purpose of these procedures shall be to ensure the safety and security of the inmate, the unit, and the institution.

A. Placement in SMU

1. Detention Order

- a. If an inmate poses a threat to herself, staff, other inmates, or the security of the institution, the Warden or the Shift Supervisor shall order immediate detention of the inmate. The situation shall be documented in writing immediately after placement of the inmate.
- b. An occurrence report shall be written by the end of the shift during which the incident occurred.
- c. An inmate assigned to Detention Status shall have a due process hearing within a reasonable amount of time. Normally these hearings shall be held within seven (7) working days of the detention in accordance with CPP 10.2.

2. Administrative Segregation and Protective Custody

- a. An inmate requesting Protective Custody shall be offered the appropriate documentation to sign. If the situation is justified per CPP 18.15, the inmate shall be placed in Administrative Segregation until she meets the Classification Committee for a due process hearing on her request.

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- b. She shall be given forty-eight (48) hours notice of the time and date of the hearing. The hearing shall be held within seven (7) working days of the placement.
- c. An inmate who appears to be in immediate danger shall be placed in Administrative Segregation after a hearing or pending a hearing before the Classification Committee. The hearing shall be held within seven (7) working days with the same procedures used for Protective Custody.
- d. An inmate placed in the SMU by medical or psychiatric authority for observation shall be under Administrative Segregation guidelines and shall have a due process hearing before Classification within seven (7) working days.
- e. An inmate shall be placed in Administrative Segregation during the course of an investigation for a felony or other serious charge. A due process hearing shall be held within seven (7) days.
- f. After a due process hearing, an inmate may either be assigned to Protective Custody for ninety (90) days or to Administrative Segregation for seven (7) days.

3. Administrative Control

Before an inmate may be assigned to the Administrative Control Unit, she shall be afforded a due process hearing before the Classification Committee in accordance with CPP 15.6.

4. Disciplinary Segregation - Refer to CPP 10.2 and CPP 15.6

5. Death Row

An inmate serving a sentence of death shall automatically be assigned to Death Row Status.

B. Reviews

- 1. The inmate shall be reviewed every six (6) months by the Classification Committee.
- 2. The appropriate documentation of all reviews shall be placed in the inmate's permanent file in the Kentucky Offender Management System (KOMS).

C. Release from the SMU

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1. Detention: A hearing shall occur no later than seven (7) working days after detention for Protective Custody. The inmate shall be referred to the Classification Committee, released or assigned to Disciplinary Segregation.
 2. Administrative Segregation: A hearing shall be held within seven (7) working days. The inmate may be released at the weekly review or at a special hearing of the Classification Committee.
 3. Protective Custody: The inmate shall have the option to request release at any time. The request shall be heard by the Classification Committee as soon as possible. The inmate shall be released unless there is substantial evidence of danger to the inmate. The release shall be documented on the inmate's original request for Protective Custody and on the appropriate review form.
 4. Administrative Control: An inmate on Administrative Control Status may be released at the weekly review or at a special hearing of the Classification Committee.
 5. Disciplinary Segregation: The inmate may be released by a time cut or suspension by the Warden, by the Correctional Unit Administrator, or at the completion of her segregation time.
 6. Death Row: The inmate shall not be released from this status unless the sentence of death is overturned or commuted.
- D. This policy shall be reviewed annually and revised as needed.

 <p style="text-align: center;">KCIW Policies and Procedures</p>	Policy Number	Total Pages
	KCIW 10-01-01	10
	Date Filed	Effective Date
	March 9, 2015	May 1, 2015
Authority/References ACA Standards 4-4249, 4-4250, 4-4251, 4-4252, 4-4253, 4-4254, 4-4255, 4-4256, 4-4257, 4-4258, 4-4259, 4-4260, 4-4261, 4-4262, 4-4263, 4-4264, 4-4265, 4-4266, 4-4267, 4-4268, 4-4269, 4-4270, 4-4271, 4-4272, 4-4273, 4-4346 KRS 196.035, 197.020, 503.090 CPP 9.1, 10.2, 14.6, 15.2, 15.6, 16.2 KCIW 13-09-02, 16-03-01	Subject <p style="text-align: center;">SPECIAL MANAGEMENT UNIT GENERAL OPERATIONS AND REGULATIONS</p>	

I. DEFINITIONS

“Administrative Control Status” is defined by CPP 10.2.

“Administrative Segregation” is defined by CPP 10.2.

“Death Row” is defined by CPP 10.2

“Disciplinary Segregation” is defined by CPP 10.2.

“Inmate Observer” means a trained inmate to monitor another inmate on watch status. Refer to KCIW 13-09-02.

“Protective Custody” is defined by CPP 10.2.

“Seg loaf” means a baked loaf of blended ingredients which provides nutrition and can be eaten without utensils.

II. POLICY and PROCEDURE

The Kentucky Correctional Institution for Women shall maintain a Special Management Unit (SMU) to house inmates assigned to Disciplinary Segregation, Administrative Segregation, Protective Custody, Administrative Control Status, Death Row, and Maximum Assaultive Status (MAS) as referenced in CPP 10.2. Contract prisoners may be held in the SMU if they are a threat to the security and operation of the institution.

A. Criteria for Inmate Assignment

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1. A Detention Order shall be completed in the Kentucky Offender Management System (KOMS) in accordance with CPP 10.2 prior to placing an inmate in the SMU under Administrative Segregation Status, Administrative Control Status, or due to request for Protective Custody.
2. A detention order shall require approval of the Shift Supervisor. The inmate shall be given an opportunity to respond. The inmate response shall be recorded on the Detention Order.
3. It shall be the responsibility of the Shift Supervisor to ensure the Detention Order and any other required documentation are correct and complete.
4. Assignment to Disciplinary Segregation status by the Adjustment Officer shall not require a Detention Order.

B. Unit Security

1. Staff Observation and Rounds
 - a. Security staff shall tour all walks of SMU at a minimum of once every thirty (30) minutes at irregular intervals. All inmates shall be visually observed on tours. Security staff shall document all tours.
 - b. More frequent or constant observation of an inmate may be ordered by the Shift Supervisor, Correctional Unit Administrator, the Medical Department or Mental Health Services.
 - c. Any inmate who is violent or who demonstrates unusual or bizarre behavior shall receive more frequent observation. A suicidal inmate shall be placed under continual observation through placement in an observation cell with constant camera observation, one-on-one staff supervision or one-on-one observation by an Inmate Observer.
2. Any inmate on MAS status, Death Row, or with a Maximum Custody level shall be escorted by a minimum of two (2) staff and shall be placed in handcuffs behind her back and leg shackles if leaving her cell. Other inmates housed in SMU shall be escorted by a minimum of one (1) staff and shall be placed in handcuffs if leaving their cell.
3. Only staff assigned to the SMU shall access the Unit Control Center unless authorized by the Correctional Unit Administrator, Shift Supervisor, or higher-ranking staff member.

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4. Each visitor to SMU shall be required to sign the appropriate visitor log upon entering the Unit. Supervisors shall sign all logs in red.
5. An inmate entering and exiting the SMU shall be strip-searched. All inmate property brought into the unit shall be searched.
6. A general population inmate entering the unit may be strip-searched at the discretion of the Correctional Unit Administrator. Any item in her possession shall be searched.

C. Inmate Uniform

1. An inmate assigned to the SMU shall wear state issued clothing and shoes, except the inmate shall be allowed to wear her personal underclothing.
2. All clothing items shall be subject to approval by the Correctional Unit Administrator, Shift Supervisor, or higher authority if sufficient security or safety reasons exist. Any denial of property items otherwise normally allowed shall be documented.
3. A SMU inmate shall be required to wear a uniform of a color and type determined by the institution if she is outside her cell. Green uniforms shall be used for segregation, yellow for Contract and Protective Custody, and red for Death Row.

D. Meal Service

1. Meal service in the SMU shall be in accordance with CPP 10.2.
2. Meal service shall be transported from the kitchen to the SMU on individual trays.
 - a. All trays shall be inspected by unit staff for contraband and tampering.
 - b. Staff delivering the meal to the inmate shall wear plastic gloves.
 - c. Staff shall document the delivery of each meal on the designated log and note any exception or refusal of a meal or claim of a hunger strike.
 - d. The following information shall be logged into the general log and appropriate individual log if necessary:
 1. Time food served;
 2. Time food was removed from the unit;

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3. Inmate receiving alternative menu;
4. Any inmate refusing to eat; and
5. Any inmate misuse of food or serving utensils.

e. Refusal to take any meal shall be reported to the Correctional Unit Administrator or Supervisor. Any inmate claiming to be engaging in a hunger strike shall be reported to the Correctional Unit Administrator, the Medical Department and Mental Health Services. The occurrence shall be documented.

f. An inmate shall have thirty (30) minutes to consume her meal.

g. After the meal, staff shall collect and account for the trays and utensils. Leftovers, utensils, and trash shall be returned to the kitchen.

h. An inmate shall not be allowed to keep any food item from her tray in her cell.

i. An inmate shall not be involved in any way in the food serving process.

j. An inmate requiring an alternative diet for religious or health reasons shall make this request through the SMU Supervisor and the completion of the appropriate form.

k. Food shall not be used as a reward or disciplinary measure.

l. Paper serving products or a seg loaf may be used for reasons of health or safety according to the provisions of CPP 10.2.

m. If the behavior of an inmate warrants the use of paper serving products or a seg loaf, the Warden shall be notified prior to the change. The warden may grant or deny approval for the use of an alternative meal service according to CPP 10.2.

E. Visitation

1. Visitation shall be conducted in the non-contact visitation booths in the SMU or visiting room in accordance with KCIW 16-03-01.

2. Visits for an inmate in SMU shall be one (1) hour in length.

3. An inmate in SMU shall request a visit in writing at least seven (7) days prior to the visit. The visit may be approved and scheduled by the Correctional Unit Administrator.

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4. Legal Aides, Grievance Aides, and other visitors to the unit may visit with the inmate in the non-contact visiting booth in the SMU with the approval of the Correctional Unit Administrator or designee.

F. Telephone Privileges

1. Within the first two (2) days of assignment to SMU, an inmate shall be allowed one (1) call.
2. An inmate housed in the SMU on Administrative Segregation or Protective Custody status shall be allowed to make one (1) phone call per month at times designated by the Correctional Unit Administrator.
3. An inmate housed in the SMU on Disciplinary Segregation or Administrative Control status shall be allowed to make one (1) phone call per month, after serving sixty (60) days, at times designated by the Correctional Unit Administrator.
4. Telephone privileges may be denied or suspended by the Correctional Unit Administrator or the Adjustment Officer due to poor behavior or misuse of phone privileges.
5. The SMU staff shall supervise the call. A phone call shall be limited to fifteen (15) minutes.
6. Each call shall be logged on the appropriate log sheet.

G. Recreation

1. Each inmate shall be encouraged to take her exercise period outdoors in the unit recreation yard, weather permitting.
2. The Correctional Unit Administrator or designee shall decide if recreation time will be taken indoors or outdoors based upon staffing and weather conditions.
3. If an inmate refuses to accept recreation time as the Correctional Unit Administrator or designee has designated, the opportunity for that day shall be forfeited.
4. The number of inmates that may take recreation together at one (1) time shall normally not exceed eleven (11), but shall be determined by the Correctional Unit Administrator or designee.

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5. An inmate may receive recreation alone or recreation privileges may be denied or suspended by the Correctional Unit Administrator or designee based on security or safety concerns.
6. Any variation in the regular recreation schedule shall be documented for other shifts.

H. Access to Legal Aides, Legal Services, and Adjustment Committee

1. An inmate Legal Aide assigned to provide services to the unit shall be reviewed and approved by the Legal Aide Staff Supervisor. The Legal Aide Staff Supervisor shall periodically rotate services for the unit.
2. The inmate Legal Aide assigned to the SMU shall be required to visit the unit a minimum of two (2) days per week as determined by the Correctional Unit Administrator.
3. Inmate Legal Aides shall be, at a minimum, frisk searched and all materials brought to the Unit shall be searched to ensure the materials are legal work and no contraband is present. Legal work shall not be read. An inmate and Legal Aide wishing to exchange legal paperwork in the SMU shall receive permission from unit staff prior to the exchange.
4. In order to receive legal services, the inmate shall coordinate her request for forms, supplies, copies, legal telephone calls, reviews of policies and access to legal property through the Correctional Unit Administrator or designee.
5. The Inmate Legal Aide shall meet with an inmate in the unit in the non-contact visitation booth, or speak to an inmate through the glass of the observation cell if the inmate's behavior prohibits her leaving her cell.
6. An inmate housed in SMU shall utilize the Legal Aide assigned to the unit for representation at Adjustment Committee or other institutional hearings in which an inmate is entitled to have a legal representative.
7. Adjustment Committee for an inmate housed in SMU shall be conducted in accordance with CPP 15.2 and CPP 15.6.
8. Adjustment Committee hearings involving an inmate with a disciplinary report housed in the SMU shall be conducted in the unit in an area designated by the Correctional Unit Administrator.

I. Inmate Grievances

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1. An inmate housed in the SMU shall have access to the Inmate Grievance mechanism in accordance with CPP 14.6.
2. The Inmate Grievance Coordinator shall assign an Inmate Grievance Aide to visit the SMU at a minimum of two (2) days per week to provide services to any inmate housed in the unit.
3. The Inmate Grievance Aide visiting the unit shall, at a minimum, be frisk searched and any material shall be thoroughly searched by staff. Staff shall not read any material relating to a grievance.
4. The Inmate Grievance Aide shall meet with an inmate in the unit in the non-contact visitation booth or through the glass of the observation cell if the behavior of the inmate prohibits her leaving her cell.
5. Any paperwork being passed between the inmate and the Inmate Grievance Aid shall be searched and scanned by staff for contraband and to ensure it is grievance related materials.
6. Inmate Grievance Committee shall be held in the SMU if an inmate has a grievance scheduled for hearing. The committee shall be held in an area of the unit determined by the Correctional Unit Administrator.

J. Library Services

1. Library services for the unit shall be coordinated by the institutional Librarian and satellite library services shall be provided.
2. Each inmate shall be provided the opportunity to receive and exchange reading materials weekly.

K. Inmate Property

1. Upon admission to the SMU inmates shall be escorted to the unit. Inmates shall be required to pack their property unless security or safety reasons dictate otherwise.
2. Two (2) staff members shall be required to pack inmate property if the inmate is not present during the time her property is packed. The property shall be placed in the SMU Property Room.
3. SMU staff shall strictly control the unit property room. An inmate shall not be allowed to enter the property room without staff escort.
4. An inmate shall not be allowed to obtain any additional allowable items from her personal property. The only exception to this rule shall be an

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inmate requesting legal paperwork. The inmate shall provide proof that the items requested are active and time sensitive. An exception shall require approval of the Correctional Unit Administrator II or designee.

5. A list of property allowed in the SMU shall be made available to the inmate upon entry into the unit.

L. Hair Care Services

1. An inmate housed in the SMU shall be allowed access to hair care services after she has been housed in the unit a minimum of forty-five (45) days. She may request services once every six (6) weeks thereafter.
2. An inmate shall make a written request to the Correctional Unit Administrator if she desires to receive hair care services.
3. The Correctional Unit Administrator may allow an exception to the time guidelines for services if a legitimate reason exists.
4. An inmate hair care service worker from the general population may perform hair care services in the unit if approved by the Corrections Unit Administrator.
5. All hygiene supplies with the exception of shampoo and conditioner shall be provided by the SMU. Shampoo and conditioner shall be provided to indigent inmates.

M. Tours

Designated staff shall visit the SMU and tour the unit as required in CPP 10.2. More frequent visits shall be conducted as necessary.

N. Canteen

1. An inmate housed in the SMU shall have the opportunity for Canteen purchases once per week as scheduled by the Canteen Operator and Correctional Unit Supervisory staff. SMU inmates may spend up to \$15.00 per week at the Inmate Canteen, unless limited to a lower amount by CPP 10.2. They may order by using the designated form for the SMU.
2. Canteen items allowed for purchase in the SMU shall be limited to selected hygiene items, reading and writing materials and stamps. Each inmate shall be informed of allowable Canteen purchase limits upon entry into the SMU. Any special orders shall be approved by the Correctional Unit Administrator or designee.

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O. Mail Services

1. An inmate housed in the SMU shall have access to mail services in accordance with CPP 16.2
2. Outgoing mail shall be collected by staff on the 12:00 a.m. - 8:00 a.m. shift and dropped in the unit mailbox.
3. Incoming mail shall be distributed by the 4:00 p.m. - 12:00 a.m. shift.
4. No inmate shall handle or process the mail of another inmate.
5. An inmate shall not accumulate mail in her cell to a point that it becomes a sanitation or safety problem.
6. Legal mail shall be signed for and opened by the inmate in the presence of staff.

P. Health Services

1. An inmate housed in the SMU shall be provided access to medical services comparable to an inmate in the general population.
2. A primary care provider shall tour the SMU at least one (1) time per week.
3. Sick call shall be conducted in the SMU by qualified medical staff daily.
4. Each inmate shall be informed of the sick call sign-up procedures and the pill call schedule upon being transferred into the SMU. Medication, both prescription and over-the-counter, shall be dispensed by medical staff during scheduled pill calls in the SMU.
5. An inmate may be allowed to retain some prescription medications in her cell. This shall include an inhaler and a reasonable amount of medicated skin cream, with the approval of the Correctional Unit Administrator or designee and medical staff.
6. Dental services shall be provided to inmates housed in the SMU.

Q. Showers

1. An inmate assigned to the SMU shall be afforded an opportunity to shower three (3) times weekly unless the inmate's behavior or security or safety considerations dictate otherwise.
2. Only one (1) inmate per wing shall be allowed out to shower at a time.

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3. An inmate may request to use a razor during her shower time. An inmate on Maximum Assaultive Status or on a watch shall not be given a razor or fingernail clippers. An inmate shall return any razor provided after use and a staff member shall closely inspect it for tampering.
4. An extra shower shall be permitted, if requested and approved by the Correctional Unit Administrator, prior to a Parole Board hearing, court appearance, or for other similar reasons.

R. Linen and Laundry

1. An inmate shall be required to exchange uniforms at least three (3) times per week, and normally during shower time. She shall be offered a clean uniform daily.
2. Blankets shall be exchanged once per month. Sheets and pillow cases shall be washed with personal laundry.
3. Towels and washcloths shall be exchanged three (3) times per week.
4. All SMU clothing, linens, and towels shall be laundered in the unit as scheduled and supervised by unit staff.

- S. This policy shall be reviewed annually and revised as needed.

