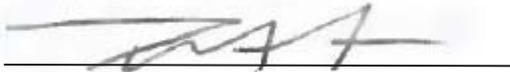


<b>POLICY TITLE: DISCIPLINARY RESTRICTION SPECIAL MANAGEMENT HOUSING</b>		<b>PAGE 1 OF 18</b>
<b>POLICY NUMBER: 15.4</b>		
<b>CHAPTER 15: SPECIAL HOUSING</b>		
	<b>STATE of MAINE</b> <b>DEPARTMENT OF CORRECTIONS</b>  <b>Approved by Commissioner:</b> 	<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VIII</b>
<b>EFFECTIVE DATE:</b> July 1, 2020	<b>LATEST REVISION:</b>	<b>CHECK ONLY IF</b> APA [ ]

**I. AUTHORITY**

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

**II. APPLICABILITY**

All Departmental Adult Facilities

**III. POLICY**

The Department of Corrections recognizes that some prisoners in its adult facilities who have been given a disposition of disciplinary restriction may need to be housed separately when their continued presence in general population may pose a threat to safety, security, or orderly management of the facility. Alternately, prisoners on disciplinary segregation may have that disposition modified to disciplinary restriction and be moved to special management housing after displaying good behavior and positive adjustment in disciplinary segregation. The purpose of this policy is to provide governance for the supervision of prisoners in disciplinary restriction special management housing. *5-ACI-4A-04*

This policy does not govern prisoners on disciplinary restriction in cells in general population, on disciplinary segregation status, administrative status, or protective custody status, or in the Administrative Control Unit or the Intensive Mental Health Unit (IMHU).

**IV. DEFINITIONS:**

1. Disciplinary restriction – For purposes of this policy, it is the confinement of a prisoner in a cell for less than twenty-two (22) hours per day in a special management housing unit as a result of a disposition of disciplinary restriction or a modification of a disciplinary segregation disposition to a disciplinary restriction disposition (which must be for the same number of days as the disciplinary segregation disposition).

2. Licensed clinician – A psychiatrist, psychologist, psychiatric nurse practitioner, licensed clinical social worker, licensed clinical professional counselor, or licensed marriage and family therapist.
3. Special management housing – Housing that separates a prisoner from the general population and restricts the prisoner to his or her cell for the safe and secure operation of the facility, but for fewer than twenty-two (22) hours per day.

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## VI. ATTACHMENTS

- Attachment A: [Special Management Housing Placement form](#)

## VII. PROCEDURES

### **Procedure A: Placement in Disciplinary Restriction Special Management Housing from General Population**

1. Placement in a special management housing unit may occur when a prisoner placed on disciplinary restriction after having been found guilty of a violation of a prisoner disciplinary rule in accordance with Department Policy (AF) 20.1, Prisoner Discipline and who is in general population may pose a threat to safety, security or orderly management of the facility if he or she remains in general population. *5-ACI-4A-06*
2. A prisoner may be placed in a special management housing unit by the Unit Manager of the prisoner's general population housing unit, Shift Commander, or higher supervisory staff. (In a case where one of the above supervisory staff is not immediately available, lower level security staff may, if one of the criteria for administrative status is met, make a placement under Department Policy (AF) 15.1, Administrative Status.)

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3. The supervisor making the placement shall document the rationale for placement on the Special Management Housing Placement form (Attachment A) and in CORIS to include:
  - a. type of placement (disciplinary restriction in special management housing);
  - b. criteria and behavior on which the placement is based;
  - c. written incident report, if applicable;
  - d. a description of alternatives considered before placing the prisoner in special management housing, e.g., de-escalation intervention, informal or formal disciplinary process, etc., and why they were not used; and
  - e. name of the supervisor making the placement.
4. The supervisor making the placement shall provide the original of the form to the Unit Manager, or designee, of the special management housing unit, who shall provide a copy of the form to the prisoner. The original shall be maintained in the prisoner's unit file.

**Procedure B: Placement in Disciplinary Restriction Special Management Housing from Disciplinary Segregation Restrictive Housing**

1. In addition, placement in special management housing may occur when a prisoner placed on disciplinary segregation status after having been found guilty of a violation of a prisoner disciplinary rule in accordance with Department Policy (AF) 20.1, Prisoner Discipline has the disciplinary segregation disposition modified to a disciplinary restriction disposition as authorized by the facility Chief Administrative Officer, or designee, for transition purposes from a restrictive housing unit for one or more of the following reasons: *5-ACI-4A-06*
  - a. the prisoner has demonstrated an extended period of good behavior;
  - b. the prisoner has signed a written contract agreeing to demonstrate good behavior and satisfactory program participation;
  - c. to address a medical or mental health need after consultation with appropriate medical or behavioral health staff; or
  - d. for any other reason the Chief Administrative Officer, or designee, deems appropriate.
2. Before making this modification and determining that the disciplinary restriction is to be served in a special management housing unit as opposed to general population, the Chief Administrative Officer, or designee, may request the restrictive housing unit team and/or the special management housing unit team to review and make recommendations.
3. The Chief Administrative Officer, or designee, shall document the rationale for placement on the Special Management Housing Placement form (Attachment A) and in CORIS to include:
  - a. type of placement (disciplinary restriction in special management housing);

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- b. reason for placement, including, as applicable, the behavior or need;
  - c. reason for not serving disciplinary restriction in general population; and
  - d. name of the Chief Administrative Officer, or designee, authorizing the placement.
5. The Chief Administrative Officer, or designee, authorizing the placement shall provide the original of the form to the Unit Manager, or designee, of the special management housing unit, who shall provide a copy of the form to the prisoner. The original shall be maintained in the prisoner's unit file.

**Procedure C: Health Care Services**

1. When a prisoner is placed in special management housing, the Unit Manager, or designee, of the special management housing unit shall immediately notify the facility health care staff, who shall provide a screening and review as set out in Department Policy (AF) 18.5, Health Care Services. The notification shall be recorded in CORIS. *5-ACI-4A-01*
2. If there is any medical or mental health condition that might contraindicate the placement, the Unit Manager, or designee, of the special management housing unit shall consult with the facility Health Services Administrator, or designee, to determine whether the identified problem(s) can be resolved. If not, the Unit Manager, or designee, shall notify the Chief Administrative Officer, or designee, who shall notify the Commissioner, or designee, for a decision regarding how to proceed. Any consultation, decision(s), and notification shall be documented in CORIS.
3. Prisoners placed in special management housing shall receive the same medical and behavioral health services as provided to general population prisoners. An exception may be made by a security supervisor, provided the staff making the exception obtains the approval of the Unit Manager or, if the Unit Manager is not on duty, the Shift Commander, prior to or immediately after the exception. The exception may be made, on a case-by-case basis, when a prisoner's behavior indicates a threat to medical, behavioral health, or other staff. In such a case, if possible, the provision of medical or behavioral health services shall be modified to ensure the safety of staff.
4. Approval for a prisoner to receive modified medical or behavioral health services or for another exception to medical or behavioral health services shall be recorded in the unit log. In addition to recording the information in the unit log, the staff person making the request shall complete an Incident Report in CORIS, which shall be reviewed by the Unit Manager as soon as practicable. The exception shall last only as long as necessary, and the approval for the exception and the duration of the exception shall be recorded in CORIS. Any exception shall also be posted on the prisoner's cell door.
5. A prisoner in special management housing shall be provided medication as prescribed by facility health care staff. *5-ACI-4A-15*

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6. The facility physician shall visit prisoners in special management housing as determined necessary by the Department's contracted health care services provider. *5-ACI-4A-01*
7. A licensed clinician shall meet with a prisoner in special management housing and shall complete: *5-ACI-4A-10*
  - a. A mental health appraisal if the prisoner remains in special management housing for more than thirty (30) days;
  - b. A behavioral health assessment at least every thirty (30) days thereafter for a prisoner with a diagnosed behavioral health disorder and more frequently if clinically indicated; or
  - c. a behavioral health assessment at least every three (3) months thereafter for all other prisoners and more frequently if clinically indicated.

The licensed clinician staff shall record the meetings in the housing log and the prisoner's electronic health care record and shall include reports of the appraisal and assessments in the prisoner's electronic health care record.

8. The above reports or summaries of the reports shall be made available to the Unit Manager, or designee, and the Chief Administrative Officer, or designee, as applicable, so that this information can be taken into consideration prior to the prisoner's next special management housing review.

**Procedure D: Disciplinary Restriction Special Management Housing Reviews**

1. The special management housing unit team (consisting of at least three (3) members, one of whom shall be the Unit Manager, or designee), in collaboration with the prisoner's assigned Unit Management Team, if applicable, shall conduct a disciplinary restriction special management housing review after consultation with appropriate facility staff (e.g., Special Investigations and Intelligence (SII), behavioral health staff, etc.) to determine if continued placement in special management housing is appropriate based on whether one or more of the criteria set out in Procedure A or B, as applicable, above is met: *5-ACI-4A-07*
  - a. at least every seven (7) days, for the first sixty (60) days after placement, which must include, but not necessarily be limited to, a review of the initial placement of the prisoner in special management housing and a determination of the need for continued placement in special management housing; and
  - b. after the first sixty (60) days, at least every thirty (30) days, which must include, but not necessarily be limited to, a determination of the need for continued placement in special management housing.

Note: In some facilities, the special management housing unit team, the restrictive housing unit team, and the assigned Unit Management Team may be the same team.

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2. Unless the prisoner's behavior warrants denying the prisoner's presence, the prisoner shall be allowed to attend the fourth seven (7) day review, the eighth seven (7) day review, and every review thereafter. The team may allow the prisoner to attend any other review at its discretion. At least one day prior to each review the prisoner is allowed to attend, the Unit Manager, or designee, shall notify the prisoner of the review and the prisoner's ability to attend and to submit a written statement for the review, and the Unit Manager, or designee, shall document the notification in CORIS. All other reviews shall take place in the prisoner's absence.
3. If the prisoner's behavior warrants denying the prisoner's presence at one of the reviews the prisoner would otherwise be allowed to attend, documentation of the denial and the behavior shall be made in CORIS and the review shall proceed in the prisoner's absence.
4. If a prisoner refuses to attend one of the reviews the prisoner is allowed to attend, the refusal shall be documented in CORIS and the review shall proceed in the prisoner's absence. The prisoner shall be given the opportunity to submit a written statement prior to the review and any written statement shall be summarized in CORIS.
5. If present at the review, the prisoner may respond orally or submit a statement in writing. A summary of the prisoner's oral or written statement, if any, shall be documented in CORIS.
6. The special management housing unit team shall recommend to the Chief Administrative Officer, or designee, that the prisoner:
  - a. remains in disciplinary restriction special management housing, at least until the next review; or
  - b. be moved to general population to serve the disciplinary restriction.
7. In addition, the team may recommend the Chief Administrative Officer, or designee, suspend some or all of the disciplinary restriction disposition as set out in Department Policy (AF) 20.1, Prisoner Discipline, if:
  - a. the prisoner has demonstrated an extended period of good behavior;
  - b. the prisoner signs a written contract agreeing to demonstrate good behavior and satisfactory program participation; or
  - c. to address a medical or mental health need after consultation with appropriate medical or behavioral health staff.
8. The Unit Manager, or designee, shall ensure that the recommendation(s) and the reason(s) for the recommendation(s) are documented in CORIS.
9. If the prisoner was moved from general population housing and the unit team recommends that that prisoner remains in disciplinary restriction special management housing, the reason(s) shall include an explanation as to why the

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team believes the prisoner may pose a threat to safety, security or orderly management of the facility based on facts known and circumstances in existence at the time of the review. If the prisoner does not continue to pose such a threat, then the team shall recommend that the prisoner be moved to general population to serve the current disciplinary restriction, as well as any other disciplinary restriction disposition that the prisoner is required to serve, whether as the result of a revocation of a suspended disposition or for any other reason.

10. If the prisoner was moved from disciplinary segregation restrictive housing, the modification of the disciplinary segregation disposition to the disciplinary restriction disposition is final and may not be revoked, regardless of the prisoner's subsequent conduct. This does not preclude the prisoner from being placed in disciplinary segregation restrictive housing due to receiving a disciplinary segregation disposition for a different violation. Nor does it preclude the prisoner being placed on administrative status if one of the criteria for that status is met.
11. When conducting a review of a prisoner who the team is recommending remain in disciplinary restriction special management housing, the team shall consider opportunities to increase a prisoner's time out of cell for program opportunities, prosocial activity, and/or an attempt to target the behaviors that led to the placement. The Unit Manager, or designee, shall document this consideration in CORIS.
12. The facility Chief Administrative Officer, or designee, shall make a determination whether to accept the team's recommendation(s) and shall ensure his or her decision is documented in CORIS
13. A prisoner shall not remain on disciplinary restriction in special management housing for more than thirty (30) days unless that is approved by the Chief Administrative Officer, or designee, as a result of the fourth seven (7) day review.  
*5-ACI-4A-09*
14. The facility Chief Administrative Officer, or designee, may, at any time, suspend a disposition of disciplinary restriction as set out in Department Policy (AF) 20.1, Prisoner Discipline, or require a disposition of disciplinary restriction to be served in general population and shall ensure any such action is documented in CORIS.

**Procedure E: Appeals**

1. Any appeal of the disposition of disciplinary restriction shall be made in accordance with Department Policy (AF) 20.1, Prisoner Discipline.
2. Appeals are not allowed of any decision made under this policy.

**Procedure F: Conditions for Disciplinary Restriction Prisoners in Special Management Housing**

1. The Unit Manager, or designee, shall ensure prisoners receive an orientation to disciplinary restriction and special management housing within twenty-four (24)

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hours of placement and that the orientation is documented in CORIS. The orientation shall include written information regarding schedules and access to programs and services, as well as verbal explanation of this and other relevant information.

2. A prisoner on disciplinary restriction in special management housing whose conduct is satisfactory is eligible to earn deductions (good time) for conduct on the same basis as prisoners in general population, as set out in Department Policy (AF) 11.5, Calculation of Prisoner Release Date, but is not eligible to earn deductions (good time) for work, education, or other programs.
3. Posted on each cell door shall be the prisoner’s photograph, MDOC number, status (disciplinary restriction), any exceptions to the conditions below, any suicide and self-injury watch, and any other pertinent information.
4. Prisoners on disciplinary restriction in special management housing shall be provided living conditions that approximate those of general population prisoners regarding cell size, lighting, heat, and ventilation, and *5-ACI-4A-02*
  - a. cell design shall permit the prisoners assigned to the cells to converse with and be observed by staff; and *5-ACI-4A-02*
  - b. prisoners on disciplinary restriction in special management housing shall be single-celled.
5. Space is available either inside the housing unit or external to the unit for behavioral health staff consultation with prisoners.
6. There shall be no commissary purchases or deliveries allowed, except items needed for correspondence and, if not provided by the facility, personal hygiene items.
7. Unless an exception is made in accordance with this policy, the following shall apply to prisoners on disciplinary restriction in special management housing:
  - a. Mail: *5-ACI-4A-20*
    - 1) Incoming and outgoing mail shall be permitted as per Department Policy (AF) 21.2, Prisoner Mail.
    - 2) The prisoner shall be provided envelopes, paper, and writing instruments as necessary for outgoing correspondence, if not purchased through the commissary.
  - b. Phone calls: *5-ACI-4A-26*
    - 1) The prisoner may make privileged phone calls in accordance with Department Policy 21.3 (AF), Prisoner Telephone System.
    - 2) Unless further restrictions have been imposed on other phone calls pursuant to applicable Department policies, the prisoner shall be allowed:
      - a) one (1) telephone call per week; and

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- b) emergency phone calls as determined by the Unit Manager, or designee.
- c. Visits: **5-ACI-4A-21**
  - 1) The prisoner shall be allowed professional visits in accordance with Department Policy 21.4 (AF), Prisoner Visitation.
  - 2) Unless further restrictions have been imposed on regular visits pursuant to applicable Department policies, the prisoner shall be allowed one (1) regular visit per week.
  - 3) All regular and professional visits may be non-contact, which may include video visitation.
- d. Legal Materials: **5-ACI-4A-22**
  - 1) Prisoners shall be permitted to access legal materials using electronic legal research service terminal(s) in the special management housing unit, if available, or by requesting access to legal materials from the law library in accordance with Department Policy 24.4 (AF), Library Services and facility practices.
  - 2) Access to the legal research terminals in the unit may be scheduled for up to one (1) hour per day, five (5) days per week.
  - 3) Additional access may be permitted by the Unit Management Team as determined necessary in connection with an active case.
- e. Out-of-cell time of more than two (2) hours daily shall be offered:
  - 1) to leave the cell for core programs (programs identified by the unit management team as necessary to address high risk areas specific to the prisoner, e.g., substance use treatment, domestic violence program, cognitive-behavior therapy, etc.) and educational programs;
  - 2) to leave the cell for group religious ceremonies for the prisoner's faith group;
  - 3) to leave the cell or the housing unit for meals or law library services if allowed by facility practice; and
  - 4) for out-of-cell exercise for two (2) hours per day, seven (7) days per week, outdoors (weather permitting). If weather does not permit exercise outdoors, out-of-cell exercise shall be offered indoors. **5-ACI-4A-24**
- f. Health care items shall be permitted as determined necessary by the facility health care provider. If an item might create a risk to safety or security, the Unit Manager, or designee, shall consult with the health care provider about other alternatives.
- g. Reading materials may be accessed on a weekly basis from the library in accordance with facility practices. A prisoner may not have hard cover books and may only have only three (3) soft cover books at a time. **5-ACI-4A-23**

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- h. Except for any personal electronic entertainment items or musical instruments, the prisoner may retain allowable personal property items, including, but not limited to:
  - 1) personal legal materials, written religious materials, correspondence and writing materials that can be contained in the approved storage box/container. Any additional legal materials shall be stored and made available within a reasonable period of time, upon written request, on an even exchange basis;
  - 2) personal religious items that prisoners in general population are permitted to keep in their cells;
  - 3) personal hygiene items listed below;
  - 4) personal photos that prisoners in general population are permitted to keep in their cells;
  - 5) personal reading materials that prisoners in general population are permitted to keep in their cells; and
  - 6) a wedding ring, if applicable.
- i. The prisoners shall receive the following services on the same basis as prisoners in general population: *5-ACI-4A-17*
  - 1) laundry;
  - 2) barbering and hair care services;
  - 3) at least three (3) clothing exchanges per week;
  - 4) issuance and exchange of bedding and linen; and
  - 5) opportunity to shower and shave at least three (3) times per week.

*5-ACI-4A-16*
- j. The prisoners shall be provided the following: *5-ACI-4A-15*
  - 1) toilet, sink and running water;
  - 2) personal hygiene items:
    - a) toothbrush
    - b) toothpaste
    - c) comb or brush
    - d) soap
    - e) deodorant
    - f) feminine hygiene items, as gender-appropriate
    - g) toilet paper
    - h) access to shaving implements
    - i) drinking cup
  - 3) linens and bedding:
    - a) 1 towel

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- b) 1 washcloth
  - c) 2 bed sheets
  - d) 1 pillowcase
  - e) 2 blankets
  - f) 1 pillow
  - g) 1 mattress
- 4) clothing, which shall be similar to that provided to general population prisoners: *5-ACI-4A-15*
- a) pants and shirt or one-piece suit
  - b) 1 complete set of underwear, appropriate by gender
  - c) 1 pair of socks
  - d) 1 pair of footwear
  - e) access to a jacket or coat, hat, and gloves for outdoor exercise or transport, when seasonally necessary.
8. An exception to any of the above may be made by a security supervisor, provided the staff making the exception obtains the approval of the Unit Manager or, if the Unit Manager is not on duty, the Shift Commander, prior to or immediately after the exception. The exception may be made, on a case-by-case basis, when it is necessary to prevent suicide or other self-injurious behavior, injury to others, damage to property of others, or risk to security.
9. Approval for an exception to any of the above shall be recorded in the housing unit log. In addition to recording the information in the unit log, the staff making the request shall complete an Incident Report in CORIS, which shall be reviewed by the Unit Manager as soon as practicable. The exception shall last only as long as necessary, and the approval for and duration of the exception shall be recorded in CORIS. Any exception shall also be posted on the prisoner's cell door. *5-ACI-4A-19*
10. If a prisoner is on a suicide and self-injury watch, the applicable provisions of Department Policy 18.6.2 (AF), Suicide and Self-Injury Prevention Plan shall be followed.
11. The prisoners may be served meals with trays and utensils consistent with reasonable precautions designed to protect safety, security, and orderly management of the facility.
12. The prisoners shall receive the same meals as provided to general population prisoners. An exception may be made when a prisoner is throwing food or otherwise using food or a food service implement in a manner that is hazardous to self, staff, or other prisoners. Alternative meal service shall be on a case-by-case basis, based only on safety or security considerations, shall meet basic nutritional requirements, and shall only occur if an exception is made by a security supervisor, provided the staff making the exception obtains the written approval of the Chief Administrative Officer, or designee, and the facility

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physician, physician assistant, or nurse practitioner, prior to the exception. In such a case, the prisoner may be given the same meal in a different form or a different meal of similar nutritional value up to seven (7) days.

13. The approvals for a prisoner to receive alternative meal service shall be recorded in the unit log. In addition to recording the information in the unit log, the staff person making the request shall complete an Incident Report in CORIS, which shall be reviewed by the Unit Manager as soon as practicable. The exception shall last only as long as necessary, and the approvals for and duration of the exception shall be recorded in CORIS. The alternative meal service shall also be posted on the prisoner's cell door. The alternative meal service shall not exceed seven (7) days at any one time. *5-ACI-4A-18*
14. A prisoner on disciplinary restriction status is not eligible for participation in a privilege level system.

**Procedure G: Case Plans, Programs, and Services for Disciplinary Restriction Prisoners in Special Management Housing**

1. If, after the first seven (7) day review, the prisoner is approved for continued placement in special management housing, the case manager shall update the individualized case plan with the prisoner and update it after subsequent reviews as necessary.
2. The case plan shall include action steps and activities for the prisoner to engage in on a daily basis and for completion in the housing unit, preferably in cell. The case plan shall include steps to transition to less restrictive housing.
3. When updating the case plan, the case manager shall consider that prisoners on disciplinary restriction in special management housing are to have access to programs and services that include, but are not limited to, the following: educational programs, commissary services (as set out above), library services, social services, behavioral health services, religious guidance, and recreational programs. *5-ACI-4A-09*
4. If programs and services are permitted to be provided by volunteers, they shall be provided on a non-contact basis only.
5. Prisoners may have access to programs and services using tablets if allowed by Department Policy 24.10.1 (AF), Computer Tablets, and facility practice.

**Procedure H: Security Procedures**

1. At a minimum, all disciplinary restriction prisoners in special management housing shall be observed in person by a correctional officer at least every twice per hour, but no more than thirty (30) minutes apart, on an irregular schedule. *5-ACI-4A-11*

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2. Prisoners who are violent or mentally ill or who demonstrate unusual or bizarre behavior shall receive more frequent observation. The rationale for more frequent observation shall be documented in the unit log book and CORIS. *5-ACI-4A-11*
3. The use of restraints on female prisoners determined to be pregnant is governed by Department Policy (AF) 18.19.1 and (JF) 13.19.1, Use of Mechanical restraints on a Pregnant Prisoner or a Pregnant Resident.
4. Except for female prisoners determined to be pregnant, disciplinary restriction prisoners in special management housing:
  - a. shall be in restraints and controlled by security staff when transported outside of the facility;
  - b. may be in restraints and controlled by security staff when escorted out of the housing unit; and
  - c. may otherwise be in restraints only when necessary for safety, security, or orderly management of the facility.
5. A prisoner may be temporarily restrained using stationary restraints (restraints attached to the floor, a wall or an immovable object) provided the use of stationary restraints is approved by the Commissioner, or designee, for disciplinary restriction prisoners in special management housing during a particular type of activity (e.g., while making a phone call, during group therapy, etc.) and provided the stationary restraints are used only under the conditions approved by the Commissioner, or designee, and only for the duration of the activity.
6. Staff may utilize shields or other barriers in front of cells to prevent or reduce the throwing of body fluids, food, drinks, or other items. Use of these barriers shall be approved by the Unit Manager, Shift Commander, or higher authority. They shall only be used as long as necessary to preserve safety, security, and sanitation. The barriers shall not impair staff view into the cell.

**Procedure I: Additional Requirements for Staff** *5-ACI-4A-12*

1. The assigned Correctional Sergeant shall visit the special management housing unit at least twice daily.
2. The Shift Commander shall visit the housing unit at least daily.
3. The Unit Manager, or designee, shall visit the housing unit at least daily.
4. The Chief Administrative Officer, or designee, shall visit the housing unit at least weekly.
5. At a minimum, visits to a prisoner in special management housing shall be made by facility health care staff daily (unless medical attention is needed more frequently) to ensure the prisoner has access to appropriate health care.

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- a. the presence of the health care staff shall be announced to the prisoners in the unit and recorded in the housing unit log by security staff; and
  - b. the health care staff shall observe each prisoner and inquire of each prisoner as to the prisoner's well-being. *5-ACI-4A-01*
6. Staff from all programs available to prisoners in special management housing shall visit the housing unit at least weekly.
7. Case managers assigned to prisoners in special management housing shall personally visit each prisoner on his or her caseload a minimum of once per week.
8. Prisoners in special management housing shall be provided the opportunity to receive weekly visits from the facility chaplain to provide religious guidance. Prisoners may request further religious counseling through the chaplain.
9. Security staff shall inspect the cell of each prisoner in special management housing at least daily.
10. Staff who supervise or work with prisoners in special management housing on a regular basis shall be appropriately trained to perform duties relating to prisoners in that unit. The Chief Administrative Officer, or designee, shall establish practices to supervise and evaluate the performance of all staff who supervise or work with prisoners in special management housing on a regular basis and develop criteria for rotation of staff as necessary. *5-ACI-4A-13*

**Procedure J: Release from Special Management Housing**

1. Once a prisoner's disciplinary restriction disposition as determined by the disciplinary process has been completed; or the disposition has been ended through suspension by the Chief Administrative Officer, or designee; or the Chief Administrative Officer, or designee, has determined special management housing is no longer necessary, as set out above, the special management housing Unit Management Team shall determine the appropriate housing unit for the prisoner to be placed in, after consulting with the prisoner's prior Unit Management Team at the facility, if applicable, and that placement shall occur on the same day that the disciplinary restriction disposition(s) has been completed or ended or the special management housing placement has otherwise been ended. Any disagreement about the appropriate placement shall be resolved by the Chief Administrative Officer, or designee.
2. If the prisoner refuses to move to the designated housing unit, the prisoner may be considered for placement on administrative status in restrictive housing in accordance with Department Policy 15.1 (AF), Administrative Status.
3. Every effort shall be made to not release a prisoner from special management housing directly to the community.

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4. The Unit Management Team shall meet with a prisoner who is in special management housing and is approaching three (3) months prior to his or her current release date to determine if the prisoner can return to general population or if the prisoner is to be released directly to the community from special management housing. This meeting may occur as part of one of the reviews required under Procedure C. or may be specially scheduled. In either case, the results of the meeting shall be documented in CORIS.
5. The procedures outlined in Department Policy (AF) 27.1, Release and Reentry Planning shall be followed for a prisoner who is to be released directly to the community from special management housing, as applicable.

**Procedure K: Record Keeping**

1. A log book shall be maintained within the special management housing unit and shall be reviewed by the Unit Manager, or designee, at least daily. *5-ACI-4A-14*
2. All documentation pertaining to placement and reviews shall be done on forms as set out above and in CORIS for each prisoner in special management housing.
3. All other documentation shall be made in accordance with applicable Department policies and facility practice, including, but not limited to, in the unit log book, in activity and other logs, and in CORIS, as applicable, to include, but not be limited to:
  - a. counts;
  - b. security rounds and the observations made during those rounds;
  - c. major incidents of any type;
  - d. unusual occurrences and/or behavior;
  - e. visits by staff as set out in Procedure H.
  - f. daily cell inspections by staff
  - g. sick call and medication distribution;
  - h. when showers were offered and whether they were taken and by which prisoners;
  - i. when exercise was offered and whether it was taken and by which prisoners;
  - j. regular and professional visits;
  - k. privileged and emergency telephone calls;
  - l. requests to use legal research terminals in the unit and the responses to those requests;
  - m. alternative meals;
  - n. programs and services offered (e.g., education, religious services);
  - o. contact by health care staff;

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- p. reasons for any decision to refuse a property item, program, service, or activity;
- q. any restrictions, exceptions, and special precautions; and
- r. any deviations from a schedule along with the explanation.

## VIII. PROFESSIONAL STANDARDS

### ACA:

- 5-ACI-4A-01** (MANDATORY) When an offender is transferred to special management housing, health care staff will be informed immediately and will provide a screening and review, as indicated by the protocols established by the health authority. Unless medical attention is needed more frequently, each offender in special management housing receives a daily visit from a qualified health care professional. The visit ensures that offenders have access to the health care system. The presence of a health care provider in special management housing is announced and recorded. The frequency of physician visits to special management housing is determined by the health authority.
- 5-ACI-4A-02** Special management units provide living conditions that approximate those of the general inmate population; all exceptions are clearly documented. Special management cells/rooms permit the inmates assigned to them to converse with and be observed by staff members.
- 5-ACI-4A-04** When special management housing units exist, written policy and procedure govern their operation for the supervision of inmates under administrative status, protective custody, and disciplinary detention.
- 5-ACI-4A-06** Written policy, procedure, and practice provide that an inmate is placed in disciplinary detention for a rule violation only after a hearing by the disciplinary committee or hearing examiner.
- 5-ACI-4A-07** Written policy, procedure, and practice provide for a review of the status of inmates in special management housing by the classification committee or other authorized staff group every seven days for the first two months and at least every 30 days thereafter.
- 5-ACI-4A-09** There is a sanctioning schedule for institutional rule violations. Continuous confinement for more than 30 days requires the review and approval of the warden/ superintendent or designee. Inmates held in disciplinary status for periods exceeding 60 days are provided the same program services and privileges as inmates in administrative status and protective custody.
- 5-ACI-4A-10** Written policy, procedure, and practice provide that a qualified mental health professional personally interviews and prepares a written report on any inmate remaining in special management housing for more than 30 days. If confinement continues beyond 30 days, a mental health assessment by a qualified mental health professional is made at least every 30 days for inmates who have an identified mental health need and every three months for all other inmates—more frequently if prescribed by the chief medical authority.

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- 5-ACI-4A-11** Written policy, procedure, and practice require that all special management inmates are personally observed by a correctional officer twice per hour, but no more than 40 minutes apart, on an irregular schedule. Inmates who are violent or mentally disordered or who demonstrate unusual or bizarre behavior receive more frequent observation; suicidal inmates are under continuing or continuous observation.
- 5-ACI-4A-12** Written policy, procedure, and practice provide that inmates in special management housing receive daily visits from the senior correctional supervisor in charge, 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.
- 5-ACI-4A-13** Written policy and procedure govern the selection criteria, supervision, and rotation of staff who work directly with inmates in special management housing on a regular and daily basis.
- 5-ACI-4A-14** Written policy, procedure, and practice provide that staff operating special management housing units maintain a permanent log.
- 5-ACI-4A-15** Written policy, procedure, and practice provide that all inmates in special management housing are provided prescribed medication, clothing that is not degrading, and access to basic personal items for use in their cells unless there is imminent danger that an inmate or any other inmate(s) will destroy an item or induce self-injury.
- 5-ACI-4A-16** Written policy, procedure, and practice provide that inmates in special management housing have the opportunity to shave and shower at least three times per week.
- 5-ACI-4A-17** Written policy, procedure, and practice provide that inmates in special management housing receive laundry, barbering, and hair care services and are issued and exchange clothing, bedding, and linen on the same basis as inmates in the general population. Exceptions are permitted only when found necessary by the senior officer on duty; any exception is recorded in the unit log and justified in writing.
- 5-ACI-4A-18** Alternative meal service may be provided to an inmate in special management housing who uses food or food service equipment in a manner that is hazardous to self, staff, or other inmates. Alternative meal service is on an individual basis, is based on health or safety considerations only, meets basic nutritional requirements, and occurs with the written approval of the warden/ superintendent, or designee and responsible health authority, or designee. The substitution period shall not exceed seven days.
- 5-ACI-4A-19** Written policy, procedure, and practice provide that whenever an inmate in special management housing is deprived of any usually authorized item or activity, a report of the action is filed in the inmate's case record and forwarded to the chief security officer.
- 5-ACI-4A-20** Written policy, procedure, and practice provide that inmates in special management housing can write and receive letters on the same basis as inmates in the general population.
- 5-ACI-4A-21** Written policy, procedure, and practice provide that inmates in special management housing have opportunities for visitation unless there are substantial reasons for withholding such privileges.

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- 5-ACI-4A-22**      **Written policy, procedure, and practice provide that inmates in special management housing have access to legal materials.**
  
- 5-ACI-4A-23**      **Written policy, procedure, and practice provide that inmates in special management housing have access to reading materials.**
  
- 5-ACI-4A-24**      **Written policy, procedure, and practice provide that inmates in special management housing receive a minimum of one hour of exercise per day outside their cells, five days per week, unless security or safety considerations dictate otherwise.**
  
- 5-ACI-4A-26**      **Written policy, procedure, and practice provide that, unless authorized by the warden/superintendent or designee, inmates in disciplinary detention are allowed limited telephone privileges except for calls related specifically to access to the attorney of the record.**

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