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<b>Restrictive/Extended Restrictive Housing</b>	<b>ACA Standards: 5-ACI-3C-10, 5-ACI-4A-01, 5-ACI-4A-02, 5-ACI-4A-04 through 5-ACI-4A-27, 5-ACI-4B-01 through 5-ACI-4B-04, 5-ACI-4B-07 through 5-ACI-4B-27, 5-ACI-4B-28M, 5-ACI-4B-29 through 5-ACI-4B-34</b>		
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## Restrictive/Extended Restrictive Housing

### I. Purpose

The following procedures will be utilized to provide appropriate housing for inmates who threaten the physical safety of other inmates, staff, or the orderly operations of the facility; who pose the risk of escape; or who have requested protection. Housing may include, separation from the general population and housed in the facility Restrictive/Extended Restrictive Housing Unit. (5-ACI-4A-04, 5-ACI-4B-03)

Placement of an inmate in Restrictive/Extended Restrictive Housing shall be limited to those circumstances that pose a direct threat to the safety of persons or a clear threat to the safe and secure operation of the facility this procedure includes: (5-ACI-4B-01)

- A. The relationship between; the threat the inmate poses and the behaviors articulated in this procedure;
- B. The impact that Restrictive/Extended Restrictive Housing may have on medical and mental health conditions exhibited by the inmate and the possible alternatives that may be available to compensate for such conditions; and
- C. A description of alternatives that may be available to safely manage the threat posed by the inmate other than Restrictive/Extended Restrictive Housing.

### II. Definitions

- A. Administrative Status – A form of non-punitive separation from the general population administered by the Classification Committee or other authorized group or individual when the continued presence of the inmate in the general population poses a serious threat to life, property, self, staff, or other inmates or to the security or orderly operation of the facility. This form of separation may also be used for inmates pending investigation for trial on a criminal act or pending transfer. Inmates assigned to maximum security are not defined as in administrative status but may be placed on administrative status if pending investigation for trial on a criminal act, disciplinary action, or pending transfer.
- B. Alternative Meal Service – Foods provided to comply with the medical, religious, or security requirements. Alternative meals will be designed to ensure basic health needs are met and are provided in strict compliance with the policies signed by the chief executive officer, the chief medical officer, and for the religious diets, by the appropriate religious leader.
- C. Classification Review Committee – A committee consisting of the Restrictive/Extended Restrictive Housing Supervisor, a member of the

programs unit staff, a mental health professional, and a member of security. The purpose of the committee will be to review the status of inmates confined to Extended Restrictive Housing and provide the facility head with recommendations regarding the status of those inmates.

- D. Extended Restrictive Housing – Housing that separates the inmate from contact with general population while restricting an inmate to his/her cell for at least 22 hours per day and for more than 30 days for the safe and secure operation of the facility.
- E. HIPAA – Health Insurance Portability and Accountability Act.
- F. Inmate – Any person remanded to the custody of the ODOC and confined in an ODOC or contract facility.
- G. Mental Health Appraisal – The process of identifying inmates with psychological needs through the review of information obtained in the mental health screening along with any other information regarding the individual's mental health needs. This review may include a mental status exam, mental health evaluation, records review, and gathering of collateral information. The review of this information will be completed by a Qualified Mental Health Professional (QMHP).
- H. Mental Health Practitioner/Provider/Professional – Mental Health staff who are qualified to diagnose and treat patients with mental illness, (for example, physicians, physician extenders, psychologists, licensed professional counselors, and social workers) in accordance with each health care professional's scope of training and applicable licensing, registration, certification, and regulatory requirements.
- I. Qualified Mental Health Professional (QMHP) – Includes psychiatrists, psychologists, psychiatric social workers, psychiatric nurses and others whom by virtue of their education, credentials and experience are permitted by law to evaluate and care for the mental health needs of patients.
- J. Multidisciplinary Treatment Team – Provides an integrated team approach to inmate care and treatment. The members meet together to develop and provide necessary health and behavioral care services and individualized treatment for inmates with particular emphasis on addressing needs during confinement in Extended Restrictive Housing and step-down programs. The team may include psychologists, psychiatric practitioners, licensed social workers, licensed mental health counselors, registered nurses, activity therapists, and correctional staff.
- K. Protective Measures/Protective Custody – Specialized housing/confinement to protect an inmate from harm in accordance with [OP-060106](#) entitled “Non-Associations and Protective Measures.”

- L. Qualified Health Care Professional (QHCP) – Includes all health care providers as well as registered nurses (RN), licensed practical nurses (LPN), certified medication aides (CMA) and others who, by virtue of their education, training, credentials, and experience, are permitted by law within the scope of their professional practice statutes to perform clinical duties for inmates.
- M. Restrictive Housing – A placement that requires an inmate to be confined to a cell at least 22 hours per day, less than 30-day confinement, for the safe and secure operation of the facility.
- N. Serious Mental Illness – Psychotic disorders, bipolar disorders, and major depressive disorder; any diagnosed mental disorder (excluding substance use disorders) currently associated with serious impairment in psychological, cognitive, or behavioral functioning that substantially interferes with the person's ability to meet the ordinary demands of living and requires an individualized treatment plan by a qualified mental health professional(s).
- O. OSP Step-Down Program – A program for inmates housed in extended restrictive housing that includes a system of review and establishes criteria to prepare an inmate for transition to lower security or the community in accordance with [OP-090601](#) entitled “Step-Down Program.”
- P. Treatment Plan – A written assessment of individualized needs, required services and interventions, including short-term and long-term goals, measurable outcomes, and the roles of health care personnel for the purpose of providing necessary treatment and services in accordance with a patient's identified needs and problem areas.

### III. Restrictive/Extended Restrictive Housing

#### A. General Practice

1. Staff operating Extended Restrictive Housing units maintain a permanent log.
2. Documentation of Participation/Refusal
  - a. Participation/refusal of all activities and services will be documented on the “Individual Special Management/Restrictive/Extended Restrictive Housing Log” ([OP-040204](#), [Attachment A](#)).
  - b. The employee who supervises and or conducts the activity, or witnesses' refusal of an activity, will document the activity/refusal on the “Individual Special Management/Restrictive/Extended Restrictive Housing Log” ([OP-040204](#), [Attachment A](#)).

- c. The employee will mark an "X" for received and an "R" for refused.
3. New inmates assigned directly to Extended Restrictive Housing receive written orientation materials and/or translations in their own language. When a literacy problem exists, a staff member assists the inmate in understanding the material. Completion of orientation is documented by a statement signed and dated by the inmate. (5-ACI-4B-27)
4. An inmate will not be placed in Extended Restrictive Housing on the basis of gender identity alone. (5-ACI-4B-34)

B. Placement

1. Placement of an inmate in Extended Restrictive Housing shall be limited to those circumstances that pose a direct threat to the safety of persons or a clear threat to the safe and secure operations of the facility. (5-ACI-4B-01)
2. The facility head, authorized designee or shift supervisor can order immediate removal from the general population when it is necessary to protect the inmate or others. (5-ACI-4B-02)
  - a. The action will be approved, denied, or modified within 24 hours by an appropriate and higher authority who is not involved in the initial placement. (5-ACI-4B-02)

3. Placement Documentation

Upon placement into Extended Restrictive Housing, the "Special Management/Restrictive Housing Order" ([OP-040204](#), [Attachment B](#)) will be completed, and contain, at a minimum:

- a. Name;
- b. Number;
- c. Housing location;
- d. Date admitted;
- e. Type of infraction/reason for admission;
- f. Tentative release date;
- g. Special medical or psychiatric problems or needs; and

- h. Any abnormal, aggressive, violent or unusual behavior. (5-ACI-4A-14)

C. Health Services

1. Screening

- a. When an inmate is transferred to Extended Restrictive Housing, health care personnel will be informed immediately and will provide a screening and review as indicated by the protocols established by the health authority. Screening will be in accordance with [OP-140117](#) entitled "Access to Health Care." (5-ACI-4B-28M)
- b. If the results of the inmate screening indicate the inmate is at risk for serious self-harm, suicide, exhibits debilitating symptoms of a Serious Mental Illness (SMI), or requires emergency medical care, a health care professional shall be contacted for appropriate assessment and treatment. (5-ACI-4B-28M)
- c. The chief of security/unit manager will be notified of any special needs.

2. Unless medical attention is needed more frequently, each inmate in Extended Restrictive Housing receives a daily visit from health care personnel to ensure access to the health care system. (5-ACI-4B-28M)
3. The presence of health care personnel in Extended Restrictive Housing is announced and recorded. (5-ACI-4B-28M)
4. The health authority determines the frequency of physician visits to Extended Restrictive Housing units. (5-ACI-4B-28M)
5. All inmates in Extended Restrictive Housing are provided medication as prescribed. (5-ACI-4B-14)
6. Inmates will have access to regularly scheduled sick call regardless of housing assignment.
7. Any action taken will be documented in the medical record, and the medical visit will be recorded on the "Individual Special Management/Restrictive/Extended Restrictive Housing Log" ([OP-040204](#), [Attachment A](#)).

D. Mental Health

1. A mental health practitioner/provider completes a mental health appraisal within seven days of placement. This may include a mental health screening that has been completed by health care personnel at the time the inmate is placed in Extended Restrictive Housing. (5-ACI-4B-10)
  - a. If confinement continues beyond 30 days, a behavioral health assessment by a mental health practitioner/provider is completed at least every 30 days for an inmate with a diagnosed behavioral health disorder and more frequently if clinically indicated. (5-ACI-4B-10)
  - b. For inmates without a behavioral health disorder, an assessment is completed every 90 days and more frequently if clinically indicated. (5-ACI-4B-10)
2. The behavioral health assessment will be conducted in a manner that ensures confidentiality. (5-ACI-4B-10)
3. Unless mental health attention is needed more frequently, each inmate in Extended Restrictive Housing shall receive a weekly visit from mental health staff to ensure access to the behavioral health care system. (5-ACI-4B-28M)
4. The presence of mental health staff in Extended Restrictive Housing is announced and recorded. (5-ACI-4B-28M)
5. The mental health authority determines the frequency of mental health professionals to Extended Restrictive Housing. (5-ACI-4B-28M)

E. Reviews

1. When immediate removal from the general population occurs, the action will be approved, denied, or modified within 24 hours by an appropriate or higher authority who is not involved in the initial placement. (5-ACI-4B-02)
2. Pre-Hearing Detention (5-ACI-3C-10)

Within the disciplinary procedures document there is provision for pre-hearing detention of inmates who are charged with a rule violation. The inmate's re-hearing status is reviewed by the facility head or designee within 72 hours including weekends and holidays. Any time served in pre-hearing detention is to be credited to the determinant sanction. (5-ACI-4B-07)
3. A review of the status of inmates in Extended Restrictive Housing by the classification committee or other authorized staff will be

conducted every seven days for the first 60 days and at least every 30 days thereafter. (5-ACI-4B-08)

- a. The Classification Review Committee/designee is authorized to conduct these reviews.
  - b. The Classification Review Committee/designee will utilize the “Special Management/Restrictive/Extended Restrictive Housing Review” ([OP-040204](#), [Attachment C](#)) to document the routine reviews and send it to the facility head for review and approval. In addition, dates of all routine reviews conducted will be documented on the “Special Management/Restrictive/Extended Restrictive Housing Review” ([OP-040204](#), [Attachment C](#)).
4. The reviewer(s) may recommend early release, or suspension or modification of sanctions, upon finding that Disciplinary Status is no longer necessary to regulate the inmate's behavior, or upon the recommendation of QMHP or QHCP staff due to mental deterioration or other care needs. Early release, suspension or modification of sanctions, and/or return to general population requires approval of the facility head.
  5. If an inmate's status has changed, a new “Special Management/Restrictive Housing Order” ([OP-040204](#), [Attachment B](#)) and/or “Special Management/Restrictive/Extended Restrictive Housing Review” ([OP-040204](#), [Attachment C](#)) will be implemented. The previous form(s) will be filed in the inmate's Extended Restrictive Housing file.

F. Supervision (5-ACI-4B-11)

Extended Restrictive Housing inmates are personally observed by a correctional officer twice per hour, but no more than 40 minutes apart, on an irregular schedule.

1. Inmates who are violent or mentally disordered or who demonstrate unusual or bizarre behavior or self-harm receive more frequent observation; suicidal inmates are under continuous observation.
  - a. A qualified mental health professional will determine the type of observation (minimal to constant).
  - b. Observation shall be documented on a log.

G. Staff Visits

1. Inmates in Extended Restrictive Housing receive daily visits from the senior correctional supervisor in charge, daily health care rounds



from a qualified health care professional (unless medical attention is needed more frequently), and visits from members of the program staff at least weekly. (5-ACI-4B-12)

2. All staff visits to Extended Restrictive Housing units will be documented regardless of the purpose of the visit (i.e. inspecting the unit, counseling an inmate's behavior, escorting for release, delivery of meals, reading materials, etc.).
  - a. Staff listed on the "Individual Special Management/Restrictive/Extended Restrictive Housing Log" ([OP-040204](#), [Attachment A](#)) and will also document the visit on the applicable facility form.
  - b. All other visitors will sign and record the time and date of their visit and purpose of the visit in the Extended Restrictive Housing unit post logbook.
3. In addition to those visits outlined above in Section B. item 3. for health services staff, at a minimum the frequency of visits by other employees will be as follows:
  - a. Daily
    - (1) Shift supervisor (on each shift); and
    - (2) Qualified health care official (unless medical attention is needed more frequently).
  - b. Weekly
    - (1) Facility head;
    - (2) Assistant facility head(s);
    - (3) Chief of security;
    - (4) Unit manager;
    - (5) Mental health;
    - (6) Chaplain;
    - (7) Librarian (law and leisure);
    - (8) Duty Officer (DO); and
    - (9) Unit team member.

- c. Random (monthly)
  - (1) Procedures officer (process compliance);
  - (2) Warden's assistant (as assigned by the facility head); and
  - (3) Safety consultant.
- d. Upon Request
  - (1) Program staff.

#### H. Staffing

1. Staff assigned to work directly with inmates in Extended Restrictive Housing units are selected based on criteria that includes completion of training academy, experience, specialized training, and suitability for the population. (5-ACI-4B-13)
2. Staff are closely supervised and their performance is evaluated at least annually. (5-ACI-4A-13)
  - a. Staff determined to be ineffective in the operation of the Extended Restrictive Housing unit will be promptly removed from the assignment.
3. There are provisions for rotation to other duties for staff who work directly with inmates in Extended Restrictive Housing on a regular and daily basis and have articulated a need to be reassigned, based on a variety of factors to include the intensity of the assignment. (5-ACI-4B-13)

#### I. Conditions of Confinement

1. Extended Restrictive Housing units provide living conditions that approximate those of the general inmate population; all exceptions are clearly documented. Extended Restrictive Housing cells permit the inmates assigned to them to converse with and be observed by staff members. Space is available either inside the Extended Restrictive Housing unit or external to the unit for treatment staff consultation with Extended Restrictive Housing inmates. (5-ACI-4B-04)
2. All inmates in Extended Restrictive Housing are provided medication as prescribed. (5-ACI-4B-14)
3. All inmates in Extended Restrictive Housing are provided suitable clothing, 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-4B-15)

4. Inmates in Extended Restrictive Housing receive laundry and hair care services and are issued and exchange clothing, bedding and linen on the same bases 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-4B-17)
5. Activities/services will only be restricted based on sound correctional practices. Restrictions may be imposed by the duty officer or when circumstances require immediate action, by the shift supervisor on a temporary basis, pending final approval of a DO.
  - a. Whenever an inmate in Extended Restrictive 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 of security. (5-ACI-4B-19)
  - b. The action will be documented in the unit log and the "Individual Special Management/Restrictive/Extended Restrictive Housing Log" ([OP-040204, Attachment A](#))
  - c. This does not apply to instances where the activity/service restriction is a result of a disciplinary sanction.

#### J. Meals

1. Inmates in Extended Restrictive Housing will receive the same portions and types of meals served to the general population.
2. Alternative Meal Service (5-ACI-4B-18)
  - a. Alternative meal service may be provided to an inmate in Extended Restrictive Housing who uses food or food service equipment in a manner that is hazardous to self, staff, or other inmates.
  - b. 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 facility head, or designee, and facility health care authority or designee.
  - c. The substitution period shall not exceed seven days unless it is extended with the review of the authorizing individual and the approval of the health care practitioner.

K. Hygiene/Grooming

Inmates in Extended Restrictive Housing have the opportunity to shave and shower at least three times per week. (5-ACI-4B-16)

1. In instances where inmates are not allowed to shave or shower, these instances will be documented and reviewed by the senior correctional supervisor in charge. (5-ACI-4B-16)

L. Visitation

Inmates in Extended Restrictive Housing have opportunities for visitation unless there are substantial reasons for withholding such privileges. (5-ACI-4B-21)

M. Telephone

Inmates in Extended Restrictive Housing are allowed minimum telephone privileges to access the judicial process and family emergencies as determined by the facility head or designee unless security or safety considerations dictate otherwise. (5-ACI-4B-25)

N. Correspondence

Inmates in Extended Restrictive Housing can write and receive letters on the same basis as inmates in the general population. (5-ACI-4B-20)

O. Recreation

Inmates in Extended Restrictive Housing receive a minimum of one hour of exercise per day outside their cells, five days per week, unless security or safety considerations dictate otherwise. (5-ACI-4B-24)

P. Reading Materials

1. Inmates in Extended Restrictive Housing have access to reading materials. (5-ACI-4B-23)
2. Inmates will be provided library services a minimum of one day per week for the circulation of books to include religious materials and for requests for legal materials. (5-ACI-4B-12)

Q. Access to Courts

1. Inmates in Extended Restrictive Housing are allowed access to the court the same as the general population.
2. Inmates in Extended Restrictive Housing have access to legal materials. (5-ACI-4B-22)

3. Legal material requests will be processed expeditiously. Law library access and materials will be available in accordance with [OP-030115](#) entitled "Access to Courts/Law Libraries."

R. Commissary

1. Inmates in Extended Restrictive Housing will normally have access to commissary services on the same schedule/frequency as the general population.
2. Inmates may only purchase authorized items listed on the "Special Management/Restrictive Housing Unit Allowable Property" ([DOC 040204A](#)). The facility may modify the "Special Management/Restrictive Housing Unit Allowable Property" ([DOC 040204A](#)), to meet population needs/restrictions, etc.

S. Religious Services Programming

Inmates will have access to religious services programming upon request and normally with the same frequency as the general population.

T. Extended Restrictive Housing

1. Extended Restricted Housing is a status that separates the inmate from contact with general population while restricting the inmate to their cell for at least 22 hours per day and for more than 30 days for the safe and secure operation of the facility.
2. Inmates in Extended Restrictive Housing have access to programs and services that include, but are not limited to, the following: educational services, commissary services, library services, social services, behavioral health and treatment services, religious guidance, and recreational programs. (5-ACI-4B-26)
3. Every attempt will be made to ensure inmates are not released directly into the community from Extended Restrictive Housing. (5-ACI-4B-29)
  - a. In the event that the release of an inmate from Extended Restrictive Housing into the community is imminent, the facility will document the justification and receive agency level or designee approval (does not apply to immediate court ordered release). (5-ACI-4B-29)
  - b. In addition to procedures outlined in the facility release procedure [OP-060901](#) entitled "Pre-Release Planning", the following will apply to inmates released directly into the

community from Extended Restrictive Housing: (5-ACI-4B-29, 5-ACI-5F-05)

- (1) Development of a release plan that is tailored to specific needs of the inmate (does not apply to immediate court order release);
  - (2) Notification of release to state and local law enforcement;
  - (3) Notify releasing inmate of applicable community resources; and
  - (4) Victim notification (if applicable/there is a victim).
4. An individual diagnosed with a serious mental illness or who has harmed themselves will not be placed in Extended Restrictive Housing unless the multidisciplinary service team determines there is an immediate and present danger to others or the safety of the institution. (5-ACI-4B-30)
- a. There will be an active individualized treatment plan that includes weekly monitoring by mental health staff, treatment as necessary, and steps to facilitate the transition of the inmate back into the general population. (5-ACI-4B-30)
5. Female inmates determined to be pregnant will not be housed in Extended Restrictive Housing. (5-ACI-4B-32)
6. Confinement of inmates under the age of 18 years of age in Extended Restrictive Housing is prohibited. (5-ACI-4B-33)
7. Step-Down Programs (5-ACI-4B-31)

Step-Down programs, in accordance with [OP-090601](#) entitled "Management of Step-Down Programs" are offered to Extended Restrictive Housing inmates to facilitate the reintegration of the inmate into the general population or the community. These programs shall include, at a minimum, the following:

- a. Pre-screening evaluation;
- b. Monthly evaluations using a multidisciplinary approach to determine the inmate's compliance with program requirements;
- c. Subject to monthly evaluations; to gradually increasing out-of-cell time to gradually increasing group interaction to

gradually increasing education and programming opportunities to gradually increasing privileges;

- d. A step-down transition compliance review;
- e. Post-screening evaluation;
- f. Notification of release to state and local law enforcement; and
- g. Notify releasing inmate of applicable community resources.

U. Release from Extended Restrictive Housing (5-ACI-4B-09)

- 1. Inmates may be released from Extended Restrictive Housing based on recommendation of the Classification Review Committee/designee with approval of the facility head or an individual authorized to serve as the duty officer.
- 2. Release of an inmate from Extended Restrictive Housing will be documented on the "Special Management/Restrictive/Extended Restrictive Housing Review" ([OP-040204](#), [Attachment C](#)) and forwarded to the chief of security/unit manager.

IV. Property

- A. Upon placement in Extended Restrictive Housing, the inmate's property will be retrieved from their previous housing location, inventoried and documented on the "Inmate Property Inventory Form" ([DOC 030120A](#)).
- B. The inmate will be allowed to maintain those authorized items listed on the "Special Management/Restrictive Housing Unit Allowable Property" ([DOC 040204A](#)).
- C. No property will be issued to the inmate until it has been searched by the officer assigned to the unit.
  - 1. A maximum amount of one cubic square feet of personal legal material may be maintained, provided it does not create a safety, security, or sanitation hazard.
- D. Non-allowable property will be inventoried and placed in secured in a designated location with a property inventory slip accompanying the property.
  - 1. Prior to storage, clothing/linens will be laundered.
  - 2. Non-allowable property will remain in storage until the inmate is released back into the general population and/or transferred.

V. Housing Assignments

Housing assignments will be in accordance with [OP-030102](#) entitled "Inmate Housing."

VI. Sexual Assault Considerations

- A. Inmates identified with a history of perpetration of rape or sexual assault or sexual abuse in an institutional setting, documented by prior convictions and/or prior institutional records, shall be placed into Extended Restrictive Housing until the initial classification has been completed and the inmate can be housed in the most appropriate available setting.
- B. Inmates at high risk for sexual victimization shall not be placed in involuntary segregated housing unless an assessment of all available alternatives has been made, and a determination has been made that there is no available alternative means of separation from likely abusers.
1. If a facility cannot conduct such an assessment immediately, the facility may hold the inmate in involuntary segregated housing for less than 24 hours while completing the assessment.
- C. Segregated housing shall be used only until an alternative means of separation from likely abusers can be arranged, and such an assignment shall not ordinarily exceed a period of 30 days.
- D. If involuntary segregated housing is warranted following a PREA allegation, as outlined above, the following information shall be clearly documented on the "Special Management/Restrictive Housing Order" ([OP-040204, Attachment B](#)):
1. The basis for the facility's concern for the inmate's safety; and
  2. The reason why no alternative means of separation can be arranged.
- E. Every 30 days, a review of each inmate's status will be conducted to determine whether there is a continuing need for separation from the general population. (5-ACI-4B-10)
- F. Inmates placed in segregated housing for this purpose shall have access to programs, privileges, education, and work opportunities to the extent possible. (5-ACI-4B-26) If access to programs, privileges, education, or work opportunities is restricted, the facility shall document the following:
1. The opportunities that have been limited;
  2. The duration of the limitation; and
  3. The reasons for such limitations.



## VII. Special Handling

- A. The shift supervisor, or higher authority, may impose special handling requirements as necessary on a case-by-case basis based on individual assessment of an inmate. The factors to be considered prior to implementing special handling requirements include, but are not limited to:
1. Security level of the inmate;
  2. Past disciplinary history (e.g. staff assaults, escape history, history of defeating restraints, etc.);
  3. Continued disruptive behavior;
  4. Medical health conditions as advised by Health Services (note any special medical conditions such as asthma, physical disabilities, etc.); and
  5. Mental health conditions as advised by Health Services (note any mental health problems, potential suicide risk, mental disability, etc.).
- B. The shift supervisor/unit manager or designee will identify and record all known special handling requirements related to the treatment of the inmate on the "Individual Special Management/Restrictive/Extended Restrictive Housing Log" ([OP-040204](#), [Attachment A](#)). Such conditions include:
1. Recreation/exercise requirements;
  2. Restrictions on personal property (imposed by the placing authority for cause);
  3. Modified restraint (includes addition, reduction, repositioning) or escort procedures;
  4. Special diet (medical order or religious preference) or alternative meal;
  5. Medication requirements as advised by Health Services (current prescriptions);
  6. Additional search requirements; and/or
  7. Any other special circumstances related to the inmate.
  8. Any medical/mental health information provided will be in compliance with all HIPAA laws and follow the minimum necessary standard.

## VIII. Searches

### A. Strip Searches

1. Inmates assigned to Extended Restrictive Housing will be strip searched by a trained staff member of the same gender, upon initial placement and any time they exit/enter the Extended Restrictive Housing units.
2. Additional strip searches may be required when indicated by special handling procedures.
3. In addition to routine strip searches, reasonable suspicion strip searches will be conducted as necessary and documented on an "Incident/Staff Report" form ([OP-050109](#), [Attachment A](#)) and in the appropriate log.
4. Inmates assigned to work in the Extended Restrictive Housing units, but not assigned to the unit (i.e. maintenance workers, food service workers, etc.) are to be strip searched (by an officer of the same gender), upon entering and exiting the Extended Restrictive Housing unit.
5. Cross-gender inmate strip searches and any cross-gender body cavity searches, in accordance with [OP-040110](#) "Search and Seizure Standards," shall be documented as described in [OP-050109](#) entitled "Reporting of Incidents." Any cross-gender pat searches of inmates will be documented (i.e., search logbook, etc.).
6. Strip searches will be conducted in an area that provides adequate privacy. Except in emergency situations, searches will be conducted in the assigned cell or locations where the inmate cannot be viewed by persons not participating in the strip search process.

### B. Pat Search

1. All inmates will be pat searched and scanned with a hand-held metal detector when leaving their cell if a strip search is not warranted as outlined in this procedure.
2. Cross-gender inmate frisk/pat searches of female inmates by male employees is prohibited except in exigent circumstances (that is, temporary unforeseen circumstances that require immediate action in order to combat a threat to security or institutional order) in accordance with [OP-040110](#) entitled "Search and Seizure Standards."

### C. Areas

1. Cells

Cell searches will include a search for contraband, cleanliness of the cell, and working condition of the lavatory, commode, plumbing, drains, lighting, ventilation, and locking devices.

a. Cells will be searched and inspected and will be documented on the unit log and the "Cell Search Report" ([DOC 040110B](#)):

- (1) Prior to placement;
- (2) On a random basis as cells are vacated for activities (e.g. showers, recreation, visitation, etc.);
- (3) Permanent relocation/cell re-assignment; and
- (4) Upon release from the unit.

b. At a minimum, all cells will be searched once every seven-day period.

2. Common areas will be searched daily.

3. Showers, recreation areas, and other areas used by inmates will be searched prior to and after each use.

4. When searching areas, if evidence exists that the inmate(s) assigned to an area (i.e. cell, shower, recreation, etc.) have defaced that area with graffiti or intentionally broken any furniture, fixture, or plumbing, ensure a misconduct report is written in accordance with [OP-060125](#) entitled "Inmate/Offender Disciplinary Procedures."

D. Institutional/Personal Property

1. Items allowed to enter the Extended Restrictive Housing area will be kept to an absolute minimum to prevent the introduction of contraband.

2. All items (e.g. meal carts/trays, toolboxes, cleaning carts, commissary, laundry, personal property, etc.) will be searched upon entry and exit.

a. Any time tools are brought into the unit, special precautions will be taken.

- (1) All tools will be accounted for by the officer assigned to the unit upon entering.

- (2) Tools will be identified and checked against the inventory upon departing to ensure that no tools, hazardous objects, or materials are left in the unit.
    - (3) The inventory of items will be annotated in the post logbook.
  3. Any items to be delivered to inmates will be delivered by employees only.
- E. Completion of all searches will be recorded in the post log book. If contraband is discovered, it will be confiscated, turned over to the shift supervisor, and an "Incident/Staff Report" ([OP-050109](#), [Attachment A](#)) and/or a "Department of Corrections Offense Report" ([DOC 060125A](#)) is completed. In the event contraband is discovered that may be used as criminal evidence, a "Contraband/Evidence Tag" ([OP-040109](#), [Attachment A](#)) will be completed to ensure chain of custody is established.
- F. All shift supervisors shall ensure searches of the Extended Restrictive Housing units are conducted.

## IX. Restraint and Movement

### A. General Restraint Procedures

1. All restraints (hand and/or leg) will be double locked. Hand restraints will be applied with the key slots facing down the arm in the direction of the hands and the inmates palm facing out and thumbs pointed up. Leg restraints will be applied with the key slots facing down the leg.
2. Handcuffs will be applied through the food passageway and will be applied in a manner to ensure that the handcuffs are behind the inmate's back unless otherwise approved by the facility head, in writing.
3. Leg restraints will be applied any time the inmate will be escorted outside of the Extended Restrictive Housing unit.
4. Additional restraints may be used as determined by special handling requirements.
5. With the exception of handcuffs, all restraints will be removed prior to placing an inmate back into the assigned cell or in a secure recreational area. Once the cell door or recreational door is secure, the inmate will be directed to place their arms through the food tray slot to have the handcuffs removed.

- a. In the event that an inmate refuses the removal of the handcuffs, the shift supervisor will be notified immediately. Efforts to remove handcuffs/restraints shall be limited to the minimum degree necessary to resolve the situation, beginning with verbal commands in accordance with [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents."
6. Additional procedures regarding restraint usage and application will be in accordance with [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents."
7. Requests to modify restraints by health services, for medical conditions will be documented on the electronic health record (EHR)/post log and immediate notification to the chief of security/unit manager or higher authority.

#### B. Opening a Cell Door

The inmate(s) will be restrained before Extended Restrictive Housing cell doors are opened.

1. Only one cell door at a time may be opened, unless otherwise directed by the shift supervisor or higher authority.
2. Protective vests will be worn while a cell door or access port is open in accordance with [OP-040106](#) entitled "Purchase, Use, and Control of Firearms and Security Equipment."
3. Cell doors will not be opened at any time when the control room door is being accessed.
4. Two correctional officers or staff members will be present prior to opening any occupied cell door or recreational door.
5. Excluding emergency situations (i.e. medical emergency), all inmates in the cell will be restrained with handcuffs, behind the back (unless otherwise approved by the facility head, in writing), prior to the cell door or recreational door being opened for any reason (i.e. removal from cell, medication administration that cannot be conducted through the food tray slots, etc.).
  - a. Once handcuffs are applied, direct the inmate(s) who will be remaining in the cell to move away from the door in a position allowing the officer to have constant visual observation of the hand restraints.

- b. As soon as the inmate being escorted is removed from the cell and the door has been secured, remove the handcuffs from the inmate(s) remaining in the cell.
6. Once the cell door has been opened, assist the inmate in backing out of the cell (i.e. hold on to the inmate's arms). At no point will the inmate exit the cell or recreational area facing forward.

C. Movement

1. Inside the Unit
  - a. All areas will be secured prior to removing the inmate from the cell.
  - b. The inmate will be escorted by a minimum of two staff members who will maintain physical control of the inmate at all times.
2. Outside of the Unit
  - a. Central Control will be notified prior to leaving the Extended Restrictive Housing unit.
  - b. The inmate will be escorted by a minimum of two employees who will maintain physical control of the inmate at all times.
  - c. At no time will restrained inmates be in direct contact/accessible to, unrestrained inmates.
3. All inmate movement will be documented in the post log book.

X. Inmate Workers

- A. Inmate workers, whether assigned to an Extended Restrictive Housing unit or the general population, will be approved by the chief of security/unit manager or higher authority.
- B. Regarding restraint and movement of inmate workers housed in the Extended Restrictive Housing units, the following exceptions may be made:
  1. No restraints are required, while in the unit, during approved work times;
  2. No escort required during approved work times.
- C. No inmate workers may perform duties during normally scheduled movement times (i.e. recreation, showers) during which confined inmates

may be out of their cells, unless otherwise approved by the shift supervisor on a case-by-case basis.

- D. Inmate workers will not be allowed any direct contact (i.e. communication, distribution of supplies, etc.) with inmates confined to the unit.
- E. At no time will inmates be permitted to enter the unit control room (where one exists).

## XI. References

OP-030102 entitled "Inmate Housing"

OP-030115 entitled "Access to Courts/Law Libraries"

OP-040106 entitled "Purchase, Use, and Control of Firearms and Security Equipment."

OP-040110 entitled "Search and Seizure Standards"

OP-050108 entitled "Use of Force Standards and Reportable Incidents"

OP-050109 entitled "Reporting of Incidents"

OP-060106 entitled "Non-Associations and Protective Measures"

OP-060125 entitled "Inmate/Offender Disciplinary Procedures"

OP-090601 entitled "Management of Step-Down Programs"

OP-140117 entitled "Access to Health Care"

## XII. Action

The chief administrator of Institutions/chief administrator of Community Corrections and Contract Services will be responsible for compliance with this procedure.

The chief of Operations will be responsible for the annual review and revisions.

Any exception to this procedure will require prior written approval from the agency director.

This procedure will be effective as indicated.

Replaced: None. This is a new procedures

Distribution: Policy and Operations Manual  
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
<a href="#">DOC 040110B</a>	"Cell Search Report"	<a href="#">OP-040110</a>
<a href="#">DOC 040204A</a>	"Special Management/Restrictive Housing Unit Allowable Property"	<a href="#">OP-040204</a>
<a href="#">DOC 030120A</a>	"Inmate Property Inventory Form"	<a href="#">OP-030120</a>
<a href="#">DOC 060125A</a>	"Department of Corrections Offense Report"	<a href="#">OP-060125</a>
<u>Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment A</a>	"Individual Special Management/Restrictive/Extended Restrictive Housing Log"	<a href="#">OP-040204</a>
<a href="#">Attachment B</a>	"Special Management/Restrictive Housing Order"	<a href="#">OP-040204</a>
<a href="#">Attachment C</a>	"Special Management/Restrictive/Extended Restrictive Housing Review"	<a href="#">OP-040204</a>
<a href="#">Attachment A</a>	"Contraband/Evidence Tag"	<a href="#">OP-040109</a>
<a href="#">Attachment A</a>	"Incident/Staff Report"	<a href="#">OP-050109</a>