

Special Management Units	2
I. Definitions.....	2
II. Special Management.....	4
A. General Practice	4
B. Placement.....	5
C. Placement Documentation	6
III. Health Services	7
A. Health Services (5-ACI-4A-01M).....	7
B. Mental Health.....	7
IV. Placement Status	8
A. Reviews	8
B. Supervision (5-ACI-4A-11)	9
C. Staff Visits	9
D. Staffing (5-ACI-4A-13).....	10
E. Conditions of Confinement.....	11
F. Meals	12
G. Hygiene/Grooming	12
H. Visitation	12
I. Telephone	13
J. Correspondence.....	14
K. Services	14
L. Recreation.....	14
M. Reading Materials	15
N. Access to Courts	15
O. Canteen (5-ACI-4A-27)	15
P. Religious Services and Programs	16
Q. Release.....	16
V. Property	17
VI. Sexual Assault Considerations.....	17
VII. Special Handling	18
VIII. Searches (5-ACI-3A-21).....	19
A. Strip Searches.....	19
B. Pat Search	20
C. Areas.....	20
D. Institutional Services (Meals/Maintenance/Etc.).....	21
IX. Restraint and Movement	22
A. General Restraint Procedures.....	22
B. Opening a Cell Door.....	22
C. Movement	23
X. Inmate Workers.....	24
XI. References.....	24
XII. Action	25
Referenced Forms	26
Attachments.....	26

Section-04 Security	OP-040204	Page: 1	Effective Date: 11/01/2022
Special Management Units	ACA Standards: 5-ACI-2E-02, 5-ACI-3C-10, 5-ACI-4A-01, 5-ACI-4A-02, 5-ACI-4A-04 through 5-ACI-4A-27		
Justin Farris, Acting Director Oklahoma Department of Corrections		Signature on File	

Special Management Units

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. Special Management includes, separation from the general population and housed in the facility Special Management unit. (5-ACI-4A-04)

For purposes of this procedure, placement of an inmate into Special Management shall be in designated housing and confinement shall not normally exceed 30 days of continuous duration. Confinement criteria shall be based on and determined by the out of cell time as outlined in the procedure.

I. Definitions

A. Special Management (SM) – Inmates placed in a Special Management unit are separated from the general population. Status may be for administrative segregation, disciplinary detention, and protective measures/custody. Factors for SM confinement:

1. Less than 22 hours per day in cell.
2. Is a temporary status and not normally exceeding 30 continuous days of confinement.
 - 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, disciplinary action, 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. (5-ACI-4A-04)
 - b. Disciplinary Status – A form of separation from the general population in which inmates are confined by the disciplinary hearing officer/committee for a sanctioned amount of time. Placement in disciplinary status may occur ***only*** after a finding of guilt by the disciplinary hearing officer/committee of a violation of rules or regulations. (5-ACI-4A-04, 5-ACI-4A-06)
 - c. Protective Custody/Protective Measures Status – A form of administrative status that provides for the separation, from the general population, of inmates requiring protection from other

inmates for reasons of personal safety in accordance with [OP-060106](#) entitled “Non-Associations and Protective Measures.” Protective Custody – Specialized housing/confinement to protect an inmate from harm in accordance with [OP-060106](#) entitled “Non-Associations and Protective Measures.” (5(5-ACI-4A-04, 5-ACI-4A-05)

- 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 [OP-070202](#) entitled “Food Preparation, Service and Delivery,” and approved by the facility head or designee, administrator of Food Service Operations, chief Medical Officer (CMO), or authorized to receive religious diets, by the affected chaplain. (5-ACI-4A-18)
- C. Classification Review Committee - A committee consisting of staff from unit management, programs, mental health professional, and security. The purpose of the committee will be to review the status of inmates confined to the Special Management unit and provide the facility head with recommendations regarding the status of those inmates. (5-ACI-4A-07)
- D. HIPAA – Health Insurance Portability and Accountability Act.
- E. Inmate – Any person remanded to the custody of the ODOC and confined in an ODOC or contract facility.
- F. 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 in accordance with [OP-140201](#) entitled “Mental Health Services Duties and Responsibilities.” 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).
- G. Mental Health Practitioner/Provider/Professional – Mental Health staff who are qualified to diagnose and treat patients with mental illness, (for example, physicians, psychologists, licensed professionals as authorized by the CMO/chief Mental Health Officer (CMHO)) in accordance with each health care professional's scope of training and applicable licensing, registration, certification, and regulatory requirements.
- H. 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 step-down programs. The team may include psychologists, behavioral health clinicians, , licensed clinical social workers, registered nurses, and correctional staff.

- I. Protective Custody/Measures (5-ACI-4A-04, 5-ACI-4A-05)
 - 1. Protective Custody – Specialized housing/confinement to protect an inmate from harm in accordance with [OP-060106](#) entitled “Non-Associations and Protective Measures.”
 - 2. Protective Measures – A form of administrative status that provides for the separation, from the general population, of inmates requiring protection from other inmates for reasons of personal safety in accordance with [OP-060106](#) entitled “Non-Associations and Protective Measures.”
 - J. 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, credentials, and experience are permitted by law within the scope of their professional practice statutes to perform clinical duties on inmates.
 - K. Qualified Mental Health Professional (QMHP) – Includes psychiatrists, psychologists, advanced practice nurse specializing in psychiatry, behavioral health clinicians, licensed clinical social workers, 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.
 - L. Restrictive Housing (RH) - For the purpose of this procedure, RH status criteria shall apply for those housed in the Special Management unit and confined to a cell for more than 22 hours per day but less than 30-day confinement.
 - M. 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).
 - N. Extended Restrictive Housing (ERH) - Housing that separates the inmate from contact with the general population while restricting/confining an inmate to a cell for more than 22 hours per day and more than 30 days of consecutive confinement.
- II. Special Management
 - A. General Practice

1. Staff operating Special Management housing units maintain a permanent log as outlined in [OP-040103](#) entitled "Standards for Maintaining Logs." (5-ACI-4A-14)
2. Documentation of Participation/Refusal Activities/Services
 - a. Participation/refusal of all activities and services will be documented on the "Individual Special Management/Restrictive/Extended Restrictive Housing Log" ([Attachment A](#), attached).
 - b. The staff member 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" ([Attachment A](#), attached).
 - c. The staff member will clearly initial each activity in the appropriate column on the "Individual Special Management/Restrictive/Extended Restrictive Housing Log" ([Attachment A](#), attached).

B. Placement

1. 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. This action will be reviewed within 24 hours by the reviewing/appointing authority. (5-ACI-4A-01M)
2. Disciplinary status inmates are placed in disciplinary detention for a rule violation only after a hearing by the disciplinary committee or hearing examiner. (5-ACI-4A-06)
3. Protective Custody/Protective Measures Status
 - a. Inmates are admitted to the Special Management housing unit for protective measures only when there is documentation that protective measures is warranted and no reasonable alternatives are available. (5-ACI-4A-05)
 - b. When immediate protection is required and/or protective measures is requested by an inmate, an investigation will be initiated within 24 hours to determine if protective custody placement is warranted in accordance with [OP-060106](#) entitled "Non-Associations and Protective Measures."
4. Administrative Status

The classification review committee or, in an emergency, the facility head (or designee, not to be delegated below the level of shift supervisor/unit manager) may place in administrative status an inmate whose continued presence in the general population poses a serious threat to life, property, self, staff, or other inmates, or to the security or orderly running of the facility.

Circumstances that may warrant placement in administrative status include but are not limited to:

- a. Substantiated behavioral history;
- b. Escape or attempted escape;
- c. Homicide, assault, or other violent behavior or an attempt to threaten or to cause others harm;
- d. Criminal record, past behavior at other facilities or while in custody, to include detention;
- e. Placement based on behavioral history requires supporting documentation be attached to the "Special Management/Restrictive Housing Order" (SMRHO) ([Attachment B](#), attached);
- f. The inmate's activity gives a staff member reason to believe that continued presence in the general population will result in a riot or a disturbance;
- g. The inmate has been identified as a leader in an insurrection or planning a riot, work stoppage, food strike, security threat group, etc. This may be based on an internal investigative report where reasonable suspicion exists either from staff or confidential sources; and/or
- h. It is necessary to maintain the integrity of an investigation, i.e. to preserve the integrity of information either in the inmate's possession or in another person's possession.

C. Placement Documentation

1. Upon placement into Special Management, the "Special Management/Restrictive Housing Order" (SMRHO) ([Attachment B](#), attached) and a notation in the permanent activity log will be completed, and contain, at a minimum:
 - a. Inmate's name;
 - b. ODOC number;

- c. Housing location;
- d. Date admitted;
- e. Type of infraction/reason for admission;
- f. Tentative release date; and
- g. Any abnormal, aggressive, violent or unusual behavior.

III. Health Services

A. Health Services (5-ACI-4A-01M)

1. When an inmate 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. Access to health care will be provided in accordance with [OP-140117](#) entitled "Access to Health Care." (5-ACI-4A-01M)
2. Health services will notify the chief of security/unit managers/duty officer and correctional health services administrator (CHSA) of any special needs.
3. Each inmate in Special Management housing will receive a daily visit from a QHCP, unless medical attention is needed more frequently. (5-ACI-4A-01M)
4. The presence of a health care provider in Special Management housing is announced and recorded on the "Individual Special Management/Restrictive/Extended Restrictive Housing Log" ([Attachment A](#), attached). (5-ACI-4A-01M)
5. The frequency of physician visits to Special Management housing is determined by the health authority. (5-ACI-4A-01M)
6. Medication will be provided as prescribed. (5-ACI-4A-15)
7. Inmates will have access to regularly scheduled sick call regardless of housing assignment. (5-ACI-4A-01M)
8. 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" ([Attachment A](#), attached).

B. Mental Health

A QMHP will personally interview and prepare 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 QMHP 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 mental health authority. (5-ACI-4A-10)

IV. Placement Status

A. Reviews

1. Disciplinary

a. 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 pre-hearing status is reviewed by the facility head or designee within 72 hours including weekends and holidays.

b. There is a sanctioning schedule for rule violations in "Acts Constituting Rule Violations ([OP-060125](#), [Attachment A](#))."

Continuous confinement for more than 30 days requires the review and approval of the facility head or designee. (5-ACI-4A-09)

2. A review of the status of inmates in Special Management by the classification review 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-4A-07)

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" ([Attachment C](#), attached) form to document 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" ([Attachment C](#), attached).

3. The reviewer(s) may recommend early release, 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 the general population requires approval of the facility head.

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

1. All Special Management inmates will be personally observed by a correctional officer twice each hour, but no more than 30 minutes apart, on an irregular schedule. (5-ACI-4A-11)
 - a. Inmates who are violent or mentally disordered or who demonstrate unusual or bizarre behavior receive more frequent observation or as determined by the QMHP. (5-ACI-4A-11)
 - b. Suicidal inmates are under continuing or continuous observation until evaluated by a QMHP (5-ACI-4A-11,)
 - c. Observation shall be documented on a log.
 - d. A QMHP will determine the type of observation (minimal to constant).
2. Cell windows will not be covered in order to allow officers the ability to visually observe and supervise inmates.

C. Staff Visits

1. Inmates in Special Management housing will 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-12)
 - a. All staff visits to Special Management 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.) in the affected log.
 - b. All other visitors will sign and record the time and date of their visit and purpose of the visit in the Special Management unit visitors logbook.
2. In addition to those visits outlined above in Section III. item A. for health services staff, at a minimum the frequency of visits by other staff members will be as follows:
 - a. Daily (includes weekends and holidays) (5-ACI-4A-12)

- (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 or when inmate participates in a program (education, etc.) (5-ACI-4A-12)
- (1) Program staff.
- D. Staffing (5-ACI-4A-13)
1. Staff assigned to work directly with inmates in Special Management units are selected based on criteria that includes completion of training academy, experience, specialized training, and suitability for the population.
 2. Staff are closely supervised and their performance is evaluated at least annually.

- a. Staff determined to be ineffective in the operation of the Special Management/Restrictive/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 Special Management 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.

E. Conditions of Confinement

1. 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-02)
2. 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-15)
3. Inmates in Special Management housing receive laundry, barbering, and hair care services and are issued and exchanged clothing, bedding and linen on the same basis as inmates in the general population. Clothing and linen exchange will be completed during showers. 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-17)
 - a. Activities/services will only be restricted based on sound correctional practices. Restrictions may be imposed by the facility head or when circumstances require immediate action, by the shift supervisor on a temporary basis, pending final approval of the facility head.
 - b. Whenever an inmate in Special Management housing is deprived of any usually authorized item or activity, an "Incident/Staff Report" ([OP-050109](#), [Attachment A](#)) of the action is filed in the inmate's case record and forwarded to the chief of security. (5-ACI-4A-19) The facility may temporarily disable utilities (i.e. water) and remove cell furnishings if the inmate is using them in a manner that presents a threat to security or property.

- c. The action will be documented in the post logbook and an "Incident/Staff Report" ([OP-050109](#), [Attachment A](#)) completed.
 - d. This does not apply to instances where the activity/service restriction is a result of a disciplinary sanction.
4. Inmates held in disciplinary status for periods exceeding 60 days (affected only by their behavior while in SMU and approved by the affected administrator of Institutions) are provided the same program services and privileges as inmates in administrative and protective custody. (5-ACI-4A-09) The inmate's status will change to extended restrictive housing (ERH).

F. Meals

1. Inmates will receive the same portions and types of meals served to the general population.
2. Alternative Meal Service (5-ACI-4A-18)
 - a. 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.
 - 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 responsible health authority or designee. The diet order from medical will be sent to facility head/designee for written approval.
 - c. The substitution period shall not exceed seven days.

G. Hygiene/Grooming

1. Inmates will be afforded the opportunity to shave and shower at a minimum of three times per week. (5-ACI-4A-16)
2. Shaving equipment will be issued upon inmate request and will be returned to staff upon completion of showering. Staff will inspect the razor for any type of tampering or alteration.
3. Inmates will be afforded the opportunity to receive haircuts the same as those inmates in the general population.

H. Visitation

1. Inmates in Special Management housing have opportunities for visitation unless there are substantial reasons for withholding such privileges. (5-ACI-4A-21)
2. Disciplinary Status
 - a. One non-contact visit each 30 days for one-hour duration, unless visitation restrictions have been invoked; after the first 30 days, the inmate's status will change to ERH.
 - b. Inmates held in disciplinary status for a period exceeding 60 days are afforded the same visiting privileges as inmates in administrative status. (5-ACI-4A-09) The inmate's status will change to ERH.
3. Administrative Status

Three non-contact visits per 30 days of one-hour duration per visit.
4. Visitors traveling from long distances may be approved for visits of longer duration as approved by the chief of security/unit manager or higher authority.
5. Legal visits will be available for inmates consistent with those allowed for the general population.
 - a. Staff will advise legal service providers and assistants of any security concerns prior to their visits.

I. Telephone

1. Disciplinary Status
 - a. Inmates in disciplinary status will be allowed limited telephone privileges unless phone restrictions have been invoked by the facility head or designee. Restrictions would not apply to calls pursuant to [OP-030119](#) entitled "Inmate Telephone Privileges." (5-ACI-4A-26)
 - b. Inmates held in disciplinary status for a period exceeding 60 days are afforded the same telephone privileges as inmates in administrative status. (5-ACI-4A-09) The inmate's status will change to ERH.
2. Administrative Status/Protective Custody
 - a. Inmates in administrative status or protective custody are allowed telephone privileges. (5-ACI-4A-25)

- b. Inmates may have access but in a manner consistent with the special security and safety requirements of inmates in these units.
- c. Collect legal calls pursuant to [OP-030119](#) entitled "Inmate Telephone Privileges" can be made with approval from the shift supervisor/unit manager or higher authority.

J. Correspondence

Inmates in Special Management housing can write and receive letters on the same basis as inmates in the general population. (5-ACI-4A-20)

K. Services

1. Inmates in administrative status and protective custody have access to programs and services that include, but are not limited to, the following: educational services, canteen services, library services, social services, counseling services, religious guidance, and recreational programs. (5-ACI-4A-27)
2. Inmates held in disciplinary status for a period exceeding 60 days are afforded the same access to educational/social/counseling services as inmates in administrative status. (5-ACI-4A-09) The inmate's status will be changed to ERH.

L. Recreation

1. 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-24) Space is made available for exercise during inclement weather. In cases where cover is not provided to mitigate the inclement weather, appropriate weather-related equipment and attire will be made available. (5-ACI-2E-02) Recreation can be included in the two hours out of cell time per day.
2. Recreation privileges will be denied or suspended only if the inmate's recreational activity would unreasonably endanger inmate safety or security even when recreating alone.
 - a. When necessary to control an immediate situation for reasons of safety and security, the shift supervisor/unit manager may approve the denial of recreation privileges. Verbal approval of the shift supervisor/unit manager will be documented in the Special Management unit permanent logbook. Further restriction requires approval of the facility head or designee.

- b. When immediate action is not necessary, facility head approval is required prior to denying or suspending recreational privileges.
- c. Denial of an inmate's recreation privileges will be reviewed at least once each week. The reviewer will document whether the inmate continues to pose a threat to self, others, or facility security and, if so, why.
- d. Denial of recreation privileges for more than seven days requires the approval of the facility head in consultation with a health care professional.
 - (1) Except where a serious threat exists, approval to deny recreation for more than seven days will not occur.

4. Non-association alerts will be checked prior to recreating inmates together.

M. Reading Materials

1. Inmates in Special Management housing have access to reading materials; in person or by library cart with a documented system of exchange. (5-ACI-4A-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. No more than two soft bound books assigned to an individual inmate.

N. Access to Courts

1. Special Management inmates will be allowed access to the court the same as the general population.
2. Special Management inmates will have access to legal materials. (5-ACI-4A-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."

O. Canteen (5-ACI-4A-27)

1. Inmates in Special Management will normally have access to canteen services on the same schedule/frequency as the general population.

2. Inmates may only purchase items allowed through canteen services after initial placement in Special Management. Items are limited to hygiene, stamps, envelopes, address book, writing paper, flex pen, and shower shoes.

P. Religious Services and Programs

Inmates will have access to religious services weekly and programs upon request. (5-ACI-4A-12, 5-ACI-4A-27)

Q. Release

1. Early release from disciplinary status requires approval of the facility head.
2. Administrative Status (5-ACI-4A-08)
 - a. Inmates assigned to administrative status pending a disciplinary hearing, may be released at the discretion of the chief of security or higher authority.
 - b. Inmates may be released from administrative status upon recommendation of the disciplinary hearing officer (DHO) after completion of the disciplinary hearing process in which the inmate was found not guilty.
 - c. Inmates may be released from administrative status 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.
3. Protective Custody (PC) (5-ACI-4A-08)
 - a. Inmates may be released from administrative status 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.
 - b. In accordance with [OP-060106](#) "Non-Associations and Protective Measures" and completion of [DOC 060106D](#) entitled "Protective Custody Review" as required. Release from protective custody will include one or both of the following in accordance with the "Protective Custody Review" ([DOC 060106D](#)):
 - (1) A release request signed by the inmate; and

(2) An investigation report that demonstrates the need for protective custody no longer exists due to a change in circumstances.

4. Release of an inmate from Special Management will be documented on the "Special Management/Restrictive/Extended Restrictive Housing Review" form ([Attachment C](#), attached) and forwarded to the chief of security/unit manager.

V. Property

- A. Upon placement in Special Management, 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](#), attached).
- 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.
2. Inmates may only purchase items allowed through canteen services after initial placement in Special Management. Items are limited to hygiene, stamps, envelopes, address book, writing paper, flex pen, and shower shoes.
3. Inmates will be allowed religious material/items as authorized by the facility chaplain and approved by the facility head.
- D. Non-allowable property will be inventoried and placed in a secured 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.

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 Special Management

until the initial investigation 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 involuntarily in Special Management 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 involuntarily in Special Management for less than 24 hours while completing the assessment. (PREA 115.42(a))
- C. Special Management 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. (PREA 115.42(c))
- D. If involuntary Special Management housing is warranted following a PREA allegation, as outlined above, the following information shall be clearly documented on the "Special Management/Restrictive Housing Order" (SMRHO) ([Attachment B](#), attached): (PREA 115.42(d))
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. Within 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. (PREA 115.42(e)) If confinement exceeds 30 days, the inmate will be placed on restrictive housing status.
- F. Inmates placed in Special Management for this purpose shall have access to programs, privileges, education, and work opportunities to the extent possible. If access to programs, privileges, education, or work opportunities is restricted, the facility shall document the following: (PREA 115.42(b))
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 facility head may impose special requirements on a case-by-case basis based on individual assessment of an inmate. The factors to be considered prior to implementing special 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 mental 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" ([Attachment A](#), attached). 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;
 7. Any other special circumstances related to the inmate; and/or
 8. Any medical/mental health information provided will be in compliance with all HIPAA laws and follow the minimum necessary standard.
- VIII. Searches (5-ACI-3A-21)
- A. Strip Searches
1. Inmates assigned to Special Management will be strip searched by a trained staff member of the same gender, upon initial placement and any time they exit/enter the Special Management 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 Special Management 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 Special Management unit.
5. Cross-gender inmate strip searches and any cross-gender body cavity searches, as outlined in [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

Cross-gender inmate frisk/pat searches of female inmates by male staff members 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) as outlined in [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, staff will ensure an offense report is written in accordance with [OP-060125](#) entitled "Inmate/Offender Disciplinary Procedures."
- D. Institutional Services (Meals/Maintenance/Etc.)
 1. Items allowed to enter the Special Management 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 staff members 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 Special Management 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 Special Management unit or as needed for security measures.
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 passageway 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 as outlined in [OP-050108](#) "Use of Force Standards and Reportable Incidents."
6. Additional procedures regarding restraint usage and application will be in accordance with [OP-050108](#) "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 Special Management 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 passageway, 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 Special Management unit.
 - b. The inmate will be escorted by a minimum of two staff members 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 logbook.

X. Inmate Workers

- A. Inmate workers, assigned to a Special Management, will be approved by the chief of security/unit manager or higher authority.
- B. Regarding restraint and movement of inmate workers housed in the Special Management units, the following exceptions may be made:
 1. No restraints are required, while in the unit, during approved work times; and
 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-030115 entitled "Access to Courts/Law Libraries"

OP-030119 entitled "Inmate Telephone Privileges"

OP-030120 entitled "Inmate Property"

OP-040103 entitled "Standards for Maintaining Logs"

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-070202 entitled "Food Preparation, Service, and Delivery"

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: OP-040204 entitled "Special Management Units" dated May 16, 2022

Distribution: Policy and Operations Manual
Agency Website

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