



POLICY STATEMENT
Commonwealth of Pennsylvania • Department of Corrections

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| Policy Subject: Administrative Custody Procedures | | Policy Number: DC-ADM 802 |
| Date of Issue: June 1, 2011 | Authority: Signature on File John E. Wetzel | Effective Date: June 7, 2011 |

I. AUTHORITY

The Authority of the Secretary of Corrections to direct the operation of the Department of Corrections is established by Sections 201, 206, 506, and 901-B of the Administrative Code of 1929, 71 P.S. §§61, 66, 186, and 310-1, Act of April 9, 1929, P.L. 177, No. 175, as amended.

II. APPLICABILITY

This policy is applicable to all facilities operated under the jurisdiction of, or conducting business with the Department of Corrections.

III. POLICY

It is the policy of the Department to place an inmate in AC status whose presence in general population would constitute a threat to life, property, himself/herself, staff, other inmates, the public, or the secure or orderly running of the facility.¹

IV. PROCEDURES

All applicable procedures are contained in the procedures manual that accompanies this policy document.

¹ 4-4249

V. SUSPENSION DURING AN EMERGENCY

In an emergency or extended disruption of normal facility operation, the Secretary/designee may suspend any provision or section of this policy for a specific period.

VI. RIGHTS UNDER THIS POLICY

This policy does not create rights in any person nor should it be interpreted or applied in such a manner as to abridge the rights of any individual. This policy should be interpreted to have sufficient flexibility to be consistent with law and to permit the accomplishment of the purpose(s) of the policies of the Department of Corrections.

VII. RELEASE OF INFORMATION AND DISSEMINATION OF POLICY

A. Release of Information

1. Policy

This policy document is public information and may be released upon request.

2. Confidential Procedures (if applicable)

Confidential procedures for this document, if any, are not public information and may not be released in its entirety or in part, without the approval of the Secretary of Corrections/designee. Confidential procedures may be released to any Department of Corrections employee on an as needed basis.

B. Distribution of Policy

1. General Distribution

The Department of Corrections' policy and procedures shall be distributed to the members of the Central Office Executive Staff, all Facility Managers, and Community Corrections Regional Directors on a routine basis. Distribution of confidential procedures to other individuals and/or agencies is subject to the approval of the Secretary of Corrections/designee.

2. Distribution to Staff

It is the responsibility of those individuals receiving policies and procedures, as indicated in the "General Distribution" section above, to ensure that each employee expected or required to perform the necessary procedures/duties is issued a copy of the policy and procedures either in hard copy or via email, whichever is most appropriate.

VIII. SUPERSEDED POLICY AND CROSS REFERENCE

A. Superseded Policy

1. Department Policy

DC-ADM 802, Administrative Custody Procedures, issued May 14, 2008 by former Secretary Jeffrey A. Beard, Ph.D.

2. Facility Policy and Procedures

This document supersedes all facility policy and procedures on this subject.

B. Cross Reference(s)

1. Administrative Manuals

- a. DC-ADM 007, Access to Provided Legal Services
- b. DC-ADM 801, Inmate Discipline
- c. DC-ADM 803, Inmate Mail and Incoming Publications
- d. DC-ADM 812, Inmate Visiting Privileges
- e. DC-ADM 815, Personal Property, Basic/State Issued Items and Commissary/Outside Purchases
- f. DC-ADM 816, Inmate Compensation
- g. DC-ADM 818, Automated Inmate Telephone System
- h. DC-ADM 819, Religious Activities
- i. 6.5.1, Administration of Security level 5 Housing Unit
- j. 6.5.8, Capital Case Administration

2. ACA Standards

- a. Administration of Correctional Agencies: None
- b. Adult Correctional Institutions: 4-4249, 4-4250, 4-4253, 4-4254, 4-4256, 4-4269, 4-4270, 4-4273, 4-4281, 4-4404
- c. Adult Community Residential Services: None
- d. Correctional Training Academies: None



PROCEDURES MANUAL
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Release of Information:

Policy Document: This policy document is public information and may be released upon request.

Procedures Manual: The procedures manual for this policy may be released in its entirety or in part, with the prior approval of the Secretary/designee. Unless prior approval of the Secretary/designee has been obtained, this manual or parts thereof may be released to any Department employee on an as needed basis only.

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Section 1 – Placement in Administrative Custody Status

A. General

1. A general population inmate may be assigned Administrative Custody (AC) status and placed in a Security Level (SL) 5 Housing Unit, including a Psychiatric Observation Cell, by order of the Shift Commander and/or by order of a psychiatrist or a Certified Registered Nurse Practitioner – Psychiatric Services (PCRNP) for the following reason(s):¹
 - a. the inmate is in danger by/from some person(s) in the facility and cannot be protected by alternate measures;²
 - b. placement in general population would endanger the inmate's safety or welfare when it is not possible to protect him/her by other means;³
 - c. the inmate is a danger to himself/herself or others;⁴
 - d. the inmate is suspected of being or is the instigator of a disturbance;
 - e. the inmate would pose an escape risk in a less secure status;
 - f. the inmate has been charged with, or is under investigation for a violation of facility rules and there is a need for increased control pending disposition of charges or completion of the investigation;
 - g. the inmate has requested and been granted self-confinement;
 - h. the inmate is being held temporarily for another authority and is not classified for the general population of the holding facility; however, a Parole Violator (PV) and temporary transfers from another facility are eligible for release to general population;
 - i. the inmate has a detainer for a pending capital case, for which the prosecution is seeking the death penalty;
 - j. no records and/or essential information are available to determine the inmate's custody level or housing needs; and/or
 - k. the inmate has completed a Discipline Custody (DC) sanction but one or more of the above reasons exist, (or the facility has an operational need (e.g., appropriate bed space) to temporarily assign the inmate to AC status).

¹ 4-4404

² 4-4281

³ 4-4281

⁴ 4-4250, 4-4281

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2. The following factors shall be considered by the Program Review Committee (PRC) when reviewing an inmate for AC status placement as self-confinement:
 - a. verifiable and documented justification exists for placement;
 - b. the inmate is an obvious target for other inmates, consistent with the definition of Protective Custody; and
 - c. staff have made every effort (documented) to keep the inmate safely housed in general population.
3. An inmate who has completed a DC sanction that was imposed in accordance with Department policy **DC-ADM 801, “Inmate Discipline”** may be placed in AC status by order of the PRC for any of the reasons identified in **Subsection A.2. above**; however, a hearing shall be held as described in **Section 2** of this manual.
4. Whenever practical, written notice of the reasons for AC placement is given to the inmate prior to placement, but in all cases within 24 hours after placement. The written notice shall be prepared on the **DC-141, Part I, Misconduct Report** by indicating “Other.”⁵
5. If the inmate has a mental illness, the PRC should explore the feasibility of placing him/her into a Secure Special Needs Unit (SSNU) or a Special Needs Unit (SNU) as an alternative, as long as the inmate’s safety is not jeopardized. If the inmate’s safety cannot be reasonably assured in any status other than AC, then appropriate mental health services must be provided while the inmate remains in AC status.
6. When an inmate is placed in AC status the Facility Manager/designee shall review the placement within 72 hours.⁶

B. Restricted Release List Placement

1. The Facility Manager/designee may request that an inmate be placed on the Restricted Release List (RRL) when he/she poses a threat to the secure operation of the facility and where a transfer to another facility or jurisdiction would not alleviate the security concern. The Secretary/designee must approve placing the inmate in this status.
2. Criteria for placing an inmate on the RRL include, but are not limited to, the following:
 - a. assaultive history against staff;
 - b. assaultive history against inmate(s);
 - c. sexual assault history;

⁵ 4-4404

⁶ 4-4250

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- d. escape history, or serious escape attempt;
 - e. threat to the orderly operation of a facility (i.e., attempting to organize inmates, demonstrated involvement in a Security Threat Group (STG) that poses a risk to the security of the facility, etc.);
 - f. Special Management Unit (SMU) graduate who remains a threat; and/or
 - g. SMU failure.
3. The Facility Manager/designee will provide written rationale supporting the request that an inmate be placed on the RRL, to the Regional Deputy Secretary via the **Restricted Release List Placement/Annual RRL Review/Removal Request Form (Attachment 1-A)**. The form shall be initiated by the Unit Manager and forwarded to the CCPM, DSCS, DSFM, Facility Manager, the Regional Deputy Secretary, and the **Executive Deputy Secretary** indicating approval/disapproval to place an inmate on the Restricted Release List.
 4. The **Executive Deputy Secretary** will review the recommendation; indicate his/her approval or disapproval, and forward the **Restricted Release List Placement/Annual RRL Review/Removal Request Form** to the Secretary/designee for review. The Secretary/designee will make the final determination regarding the inmate's placement on the RRL.
 5. The completed **Restricted Release List Placement/Annual RRL Review/Removal Request Form** will be forwarded to the Office of Population Management (OPM).
 - a. If the request is approved, the OPM will update the RRL on DOCNet and make a notation in the Unit Management System, under the "Security Concerns" section. The reason the inmate was assigned to the RRL will be included.
 - b. If the request is disapproved, the OPM will file the request.
 6. If placement on RRL is approved and an H Code has not been assigned, the counselor will initiate the **DC-46, Vote Sheet** for this purpose, in accordance with Department policy **11.2.1, "Reception and Classification," Section 3 – Pennsylvania Additive Classification Tool (PACT)**.
 7. Release of an inmate on the RRL shall be in accordance with **Section 4** of this manual.

Section 2 – Administrative Hearings

A. General

An Administrative Hearing shall be conducted as follows:

1. The hearing shall be conducted by the Program Review Committee (PRC).
2. The reason(s) for the inmate's Administrative Custody (AC) confinement must be explained to the inmate.
3. When the inmate is in AC status as pre-hearing confinement on a misconduct charge, an Administrative Hearing will not be held, provided a hearing on the misconduct charge is held within seven workdays, excluding weekends and State holidays, and the misconduct charge is disposed of at that hearing. An inmate request for a continuance of the disciplinary hearing is an automatic waiver of the hearing on the reason(s) for pre-hearing confinement. In all other cases, except as noted in **Subsection A.4. below**. The hearing shall be scheduled within seven workdays, excluding weekends and State holidays, after AC placement.
4. Confinement in AC status for investigative purposes shall not exceed 15-calendar days. The Facility Manager/designee may approve one 15-calendar day continuation of confinement, if the investigation has not been completed. The reason for the continuation shall be documented and a copy provided to the inmate. Following the 30-calendar day period, if the inmate remains in AC status, he/she must be charged with a misconduct and a hearing held within seven workdays, excluding weekends and State holidays. If the investigation indicates that a security concern, as outlined in **Section 1** of this manual exists, but the evidence is not sufficient for a misconduct; the inmate may be scheduled for a hearing to determine if further AC placement is necessary, upon expiration of the 30-calendar days.
5. The rationale for the AC placement shall be read and explained to the inmate.
6. The inmate shall be permitted to respond to the rationale for AC placement. The inmate may tell his/her version orally or submit it in writing. A PRC member shall write a summary of any relevant oral statement by the inmate.
7. The PRC's decision shall be based on some evidence as to whether there is a valid security reason to confine the inmate in AC as defined in **Section 1** of this manual. The evidence may include the counselor's reports, Psychiatric/Psychological information, staff recommendations, and/or investigative reports.
8. A written summary of the hearing shall be prepared on the **DC-141, Part 3**. It shall include the reason(s) relied upon by the PRC to reach its decision. A copy of the written summary shall be given to the inmate. The inmate may submit a concise summary of the hearing, which shall be made a permanent part of the file.

9. If, in the opinion of the PRC, the inmate is physically or mentally unable to attend or participate, the hearing shall be postponed until the inmate is able to attend and participate. The decision to postpone a hearing shall be documented on the **DC-141, Part 3** and shall be made close to the time the hearing would have been held. There is no appeal from the decision to postpone the hearing. If the inmate is able to attend and refuses, the hearing will be held in absentia. If the inmate becomes disruptive in the hearing or refuses to follow instructions, he/she shall be removed and the hearing conducted without the inmate being present.

B. Waivers

1. An inmate may voluntarily waive the hearing at any time prior to the hearing's completion. The inmate may also waive the written notice requirements as well as any time limitations relating to the hearing or the service of notice.
2. All waivers shall be in writing and shall be signed and dated by the inmate.
3. When an inmate requests self-confinement in AC status, such request shall be deemed a waiver of all procedures described in this directive except periodic PRC review. Only written notice of the reason for the AC placement is necessary.
4. An inmate's refusal to attend a hearing shall be deemed a waiver of the proceeding. The refusal shall be documented on the **DC-141, Part 3**. The inmate may not appeal the results of a hearing he/she refused to attend.

C. Appeals

1. An inmate may appeal the decision of the PRC concerning his/her initial confinement in AC to the Facility Manager/designee within two days of the completion of the hearing. The appeal must be in writing. The decision of the Facility Manager/designee will be forwarded to the inmate within 10 days of the receipt of the appeal.
2. An inmate may appeal the initial decision of the Facility Manager/designee to continue him/her in AC confinement to the Office of the Chief Hearing Examiner. ***The inmate may appeal the decision of the Facility manager/designee within seven calendar days of the receipt of the Facility Manager's/designee's decision.*** The appeal must be addressed as follows:

The Chief Hearing Examiner's Office
Office of Chief Counsel
1920 Technology Parkway
Mechanicsburg, PA 17050

3. The Office of the Chief Hearing Examiner will review the record of the hearing and all other relevant documents and rule on the appeal within two workdays after its receipt.

4. In every case where the action of the PRC or the Facility Manager/designee is reversed, the Office of the Chief Hearing Examiner shall prepare a letter to the inmate and a memorandum to the Facility Manager/designee. These will be forwarded to the appropriate Regional Deputy Secretary for review and signature.
5. If the PRC decides to continue the inmate in AC following the 90-day review, the inmate may appeal his/her continuation.
6. The inmate's right to appeal terminates when he/she is released from AC.
7. Inmates are responsible to use the appeal procedures set forth herein in good faith. The Facility Manager may prohibit an inmate who abuses the appeal procedures by filing three or more appeals that are frivolous or not submitted in good faith within a one year period from appealing hereunder.

D. Periodic Review

1. The PRC shall review the status of each inmate in AC status every seven days for the first two months.¹
2. Each inmate in AC status shall be seen weekly by his/her counselor.
3. The Unit Management Team shall review the status of every inmate in AC after 30 days and every 30 days thereafter.²
4. The counselor's weekly interviews and the Unit Management Team's monthly reviews are documented in the **DC-14, Cumulative Adjustment Record/Inmate Cumulative Adjustment Record (ICAR)**.
5. The PRC will interview every inmate in AC status every 90 days unless the Unit Management Team recommends an earlier review. The PRC's decision to continue the inmate in AC status or release him/her to population is documented on a **DC-141, Part 4** with a copy provided to the inmate.
6. When an inmate is being recommended for transfer to a Special Housing Unit (SMU, SSNU) the PRC shall review the recommendation with the inmate and inform him/her of the reason(s) for the transfer recommendation. The inmate will be given the opportunity to respond to the rationale given and object to his/her placement in a Special Housing Unit, if he/she so desires. The recommendation shall be documented on the **DC-141, Part 4**, with a copy to the inmate. The inmate may appeal the recommendation for Special Housing Unit transfer to the Facility Manager/designee and Central office, as outlined in **Subsection C.1. through 6. above**.

¹ 4-4253

² 4-4253

7. A qualified psychologist or psychiatrist shall personally interview and conduct an assessment of any inmate remaining in AC status for more than 30 calendar days. If the inmate's confinement continues for an extended period, a mental health assessment will be completed at least every 90 calendar days.³

8. ***The review and approval/disapproval of each inmate's status on the RRL will be conducted annually. The assigned counselor shall: initiate the DC-46, Vote Sheet for the purpose of Annual RRL Review at the time of the inmate's regularly scheduled annual review; and ensure that an ICAR entry is completed to record the final outcome of the decision. The Unit Manager shall initiate a Restricted Release List Placement/Annual RRL Review/Removal Request (refer to Attachment 1-A of this manual) indicating Annual Review and either Request Removal or Continuation on RRL, to be routed at the time of the scheduled annual review. All Annual RRL Reviews; DC-46, Vote Sheets; and Restricted Release List Placement/Annual RRL Review/Removal Requests will be forwarded together to the CCPM, DSCS, DSFM, Facility Manager, Regional Deputy Secretary, and the Executive Deputy Secretary for review of the recommendation; indicating approval/disapproval.***
 - a. ***The Executive Deputy Secretary will forward the Restricted Release List Placement/Annual RRL Review/Removal Request Form to the Secretary/designee for review. The Secretary/designee will make the final determination regarding the inmate's placement on the RRL.***
 - b. ***The completed Restricted Release List Placement/Annual RRL Review/Removal Request Form will be forwarded to the Office of Population Management (OPM).***
 - c. ***If the Annual RRL Review is approved for continuation, the OPM will file the request.***
 - d. ***If the Annual RRL Review is disapproved, the OPM will update the RRL on DOCNet and remove the notation in the Unit Management System.***

9. All issues concerning an inmate's placement in AC custody or the duration, conditions or other circumstances of his/her AC custody must be addressed through the procedures set forth in this directive and may not be addressed through the procedures set forth in DC-ADM 801 or DC-ADM 804. An inmate is required to raise any issue concerning the duration or other conditions of his/her AC custody during the regularly scheduled PRC review. The PRC's decision concerning any issue raised may be appealed through the procedures set forth in Subsection C. above. Issues concerning the failure of the PRC to conduct a timely initial AC placement hearing or a regularly scheduled review may be appealed to the Facility Manager and then to the Chief Hearing Examiner under the procedures set forth in Subsection C. above. The granting or denial of privileges may not be appealed.

³ 4-4256

Section 3 – AC Housing Status¹

A. General

1. Administrative Custody (AC) is a status of confinement for non-disciplinary reasons that provides closer supervision, control, and protection than is provided in general population. An inmate confined in this status shall not have the privileges available in general population security level housing. An AC inmate who is assigned to a Special Housing Unit (SMU, SSNU, SAU, etc.) shall have privileges as defined within the unit's handbook, and according to the program level the inmate has attained.
2. The following conditions apply to an inmate in AC status in a regular Security Level 5 (SL5) Housing Unit:
 - a. all tobacco products are prohibited;
 - b. there are no radio, television or telephone calls (except emergency or legal telephone calls) in accordance with Department policy **DC-ADM 818, "Automated Inmate Telephone System,"** and **6.5.1, "Administration of security Level 5 Housing Units;"**
 - c. any combination of personal property that will fit into one standard-size records center box may be maintained in the cell. Personal property includes commissary, prescribed medication and written materials in accordance with Department policy **DC-ADM 803, "Inmate mail and Incoming Publications;"**²
 - d. all visits are non-contact in accordance with Department policies **DC-ADM 812, "Inmate Visiting Privileges"** and **6.5.1;** and
 - e. an inmate shall be permitted to exchange legal materials from his/her cell with stored legal materials once every 30 days. The PRC may authorize more frequent exchanges based upon a demonstrated need for additional exchanges for active litigation. Such exchanges, however, may not exceed one per week.³
3. An inmate shall be provided access to the facility law library in accordance with Department policy **DC-ADM 007, "Access to Provided Legal Services."**⁴
4. Leisure reading material may be requested from the library on a weekly basis.
5. A jumpsuit, footwear, and basic issue toilet articles shall be provided. Two sets of personal undergarments are permitted. No other personal apparel is permitted. Outerwear will be provided as needed.

¹ 4-4249

² 4-4269

³ 4-4268

⁴ 4-4268

6. Exercise shall be offered one hour per day, five days per week.⁵
7. The opportunity to shower and shave shall be offered three times per week.
8. The PRC or SL5 Unit Management Team may approve additional privileges based on individual needs, safety and security, and the behavioral progress of the inmate. Approved additional privileges shall be indicated on the Inmate Cumulative Adjustment Record (ICAR).
 - a. An inmate who has been approved for additional privileges at one facility will retain the extended privileges granted if transferred, unless the receiving PRC or SL5 Unit Management Team provides a justification outlining the rationale to reduce the privileges previously granted. An inmate placed in special programs, i.e., SMU, SSNU, SAU, etc. will follow specific program guidelines.
 - b. In order to standardize eligibility periods for additionally approved items, the periods listed in **Subsection A.9. below** shall be used. The PRC or SL5 Unit Management Team may deviate from the below listed procedures. A written justification shall be provided outlining the rationale for the deviation. The rationale for the deviation is to be recorded via the **DC-141, Part 3, Program Review Committee Action Form**, as well as notated in the **DC-17X, Adjustment Record for SL5 inmates**, and the ICAR.
9. Privilege Timeframe Procedures

An inmate is considered eligible for additional privileges according to the progressive procedures identified below after the PRC or the SL5 Unit Management Team has reviewed the circumstance(s) for the AC placement. The inmate must have demonstrated positive behavior during the review period and be free of misconducts during the period leading up to consideration.

- a. Increased telephone calls – after 90 days AC status.
- b. Increased commissary – after 90 days AC status.
- c. A radio – after 120 days AC status.
- d. A television – after 180 days AC status.
- e. An inmate assigned to the Restricted Release List (RRL) on AC status may be considered for PRC approved privileges after 90 days from the time he/she is assigned to the RRL.
- f. An inmate in long term AC status may be eligible for the General Labor Pool (GLP) compensation after 180 days with the support of the Unit Management Team and PRC (GLP should only be considered when the inmate's long term AC confinement is

⁵ 4-4270

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based upon the facility's need for increased control. An inmate who is granted Protective Custody (PC) should not be considered as eligible. This applies to PC that is due to the inmate's own actions, as opposed to a true need for protection (such as a sexual assault victim, a physical assault victim, former law enforcement officer, etc.). When an inmate who is receiving GLP compensation is transferred he/she will be reviewed for continued GLP compensation upon arrival at the receiving facility).

- (1) This does not apply to an inmate housed in a SL5 specialized program. Compensation for an inmate housed in a SL5 specialized program shall be in accordance with department policy **6.5.1**.
 - (2) The inmate must comply with the GLP requirements in accordance with Department policy **DC-ADM 816, "Inmate Compensation."** He/she must maintain an acceptable level of personal hygiene, the cleanliness of his/her living quarters and accept work assignments within the housing unit. The inmate must follow all rules, participate in recommended programs, and be willing to accept any employment or school assignment offered.
 - (3) The GLP compensation rate for an AC status inmate shall be \$.50 a day, however, should he/she lose GLP status due to a misconduct or Unit Management Team action, he/she will receive the \$.50 compensation rate if/when the PRC reinstates him/her to GLP status.
 - (4) Any additional privilege(s), if permitted, may be revoked by the PRC or SL5 Unit Management team based on a change in individual need, safety and security, or inappropriate behavior of the inmate. Revocation of a privilege(s) must be properly documented on a **DC-141, Part 3, DC-17X, and ICAR**. If the inmate receives a misconduct for a violation directly involving the granted privilege(s), the eligibility guidelines previously identified must be achieved prior to the privilege(s) being reinstated.
10. The denial and/or revocation of privileges by the PRC shall not be subject to the appeal process set forth in **Section 2** of this procedures manual.

B. Program Considerations⁶

An inmate housed in AC status should be provided access to programs and services that include, but are not limited to:

1. educational services;
2. commissary (in accordance with Department policy **DC-ADM 815**);
3. library services;

⁶ 4-4273

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4. casework, counseling, and diagnostic and classification service; and
5. religious guidance in accordance with Department policy **DC-ADM 819, “Religious Activities.”**

Section 4 – Release from Administrative Custody Status

A. General

1. The Unit Management Team may recommend that the Program Review Committee (PRC) release an inmate from Administrative Custody (AC) status.¹
2. With the exception of a Capital Case inmate or an inmate on the Restricted Release List (RRL), the Facility Manager/designee or the PRC may release an inmate from AC status to general population at any time.²
3. The following factors shall be evaluated in making a decision to continue or release an inmate from AC status.³
 - a. length of time in RHU;
 - b. number, type, and frequency of misconducts;
 - c. continued public or facility risk;
 - d. safety of the inmate, other inmates, and staff;
 - e. the inmate's behavior while in AC status, including sanitation, personal hygiene/grooming, response to authority and other inmates, and to verbal and written orders; and
 - f. recommendations of the unit and treatment staff.
4. The PRC or the Facility Manager/designee may release an inmate from Protective Custody (PC) to general population at any time when the rationale used for placing the inmate in PC status is not longer valid. The PRC or the Facility Manager/designee shall document the reasons for the release of the inmate from PC on a **DC-141, Part 3, Program Review Committee Action (Attachment 4-A)**.
5. Release from POC, in accordance with Department policy **13.8.1, Section 3.C.:**
 - a. An inmate shall only be discharged from a POC upon being assessed face-to-face by the psychiatrist/Certified Registered Nurse Practitioner- Psychiatric Services (PCRNP) and only upon a written order by the psychiatrist/PCRNP. Verbal or telephone orders for discharge are not acceptable.
 - b. The nursing supervisor shall ensure that the PRC is notified of planned POC discharges so that PRC may arrange for appropriate housing.

¹ 4-4254

² 4-4254

³ 4-4254

6. If the inmate's release from AC status involves a transfer from the facility, the following procedures are to be followed:
 - a. the Facility Manager/designee shall make such a recommendation to the Director, Bureau of Treatment Services (BTS) via a transfer request. The transfer rationale should include a recommendation regarding which facility, or other jurisdiction, would be best suited to house the inmate. The rationale should also include programming needs, as well as continuing security concerns;
 - b. the transfer committee will review the referral and provide a recommendation to the respective Regional Deputy Secretary; and
 - c. the Regional Deputy Secretary shall make the final decision regarding the release of the inmate from AC status for protection and, if the transfer is approved, shall decide the facility to which the inmate will be transferred.

B. Restricted Release List

1. An inmate identified on the RRL may not be released from a Security Level (SL) 5 Housing Unit or transferred to another facility without the written approval of the Secretary/designee.
2. The PRC may make a recommendation to the Facility Manager/designee if it is believed that an inmate on the RRL could be safely released to general population or to a Specialized Housing Unit.
3. If the Facility Manager recommends that an inmate be released from the RRL, the **Restricted Release List Placement/Annual RRL Review/Removal Request Form** (refer to Attachment 1-A of this procedures manual) will be completed requesting removal; it will be forwarded to the Regional Deputy Secretary for review indicating approval/disapproval. The Regional Deputy Secretary will forward the **Restricted Release List Placement/Annual RRL Review/Removal Request Form** to the Executive Deputy Secretary for review of the recommendation; indicating approval/disapproval.
4. The Executive Deputy Secretary will forward the **Restricted Release List Placement/Annual RRL Review/Removal Request Form** to the Secretary/designee. The Secretary/designee will make the final determination regarding the inmate's removal from the Restricted Release List.
5. If the recommendation to release the inmate is approved, the approval will be forwarded to the Office of Population Management (OPM). The OPM will update the RRL on DOCNet and remove the notation in the Unit Management System.