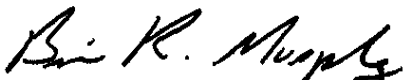
 <p>State of Connecticut Department of Correction</p> <p><b>ADMINISTRATIVE DIRECTIVE</b></p>	Directive Number 9.4	Effective Date 1/1/2010	Page 1 of 17
	Supersedes Restrictive Status, dated 1/31/2009		
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1. Policy. The Department of Correction shall provide restrictive conditions as required to preserve the order, safety and security of correctional facilities, and to manage inmate behavior.

2. Authority and Reference.

- A. Connecticut General Statutes, Section 18-81.
- B. Administrative Directives 4.1, Inmate Records; 6.1, Tours and Inspections; 6.2, Facility Post Orders and Logs; 6.6, Reporting of Incidents; 6.10, Inmate Property; 6.14, Security Risk Groups; 9.2, Offender Classification; 9.5, Code of Penal Discipline; 9.6, Inmate Administrative Remedies; and 10.3, Inmate Legal Assistance.
- C. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4140, 4-4235, 4-4249 through 4273, and 4-4400.
- D. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standards 4-ALDF-2A-44, 4-ALDF-2A-46 through 4-ALDF-2A-66, and 4-ALDF-5C-04.

3. Definitions and Acronyms. For the purposes stated herein, the following definitions and acronyms apply:

A. Administrative Detention. Placement of an inmate in a restrictive housing unit that results in segregation of the inmate:

- 1. Pending the completion of a disciplinary hearing in accordance with Administrative Directive 9.5, Code of Penal Discipline when it is felt that failure to remove the inmate from population would present a danger to staff, the inmate or any other inmate, or cause an immediate threat of disruption to the facility;
- 2. For investigation of an allegation or information involving the inmate in the commission of a crime, or of activities jeopardizing the security of the facility or the safety of staff or inmates that could result in placement on punitive or administrative segregation or transfer to high security; or,
- 3. For temporary protection of an inmate pending a decision to place the inmate on Protective Custody status or an evaluation by health services staff.

B. Administrative Segregation. Placement of an inmate on a restrictive housing status that results in segregation of the inmate whose behavior or management factors pose a threat to the security of the facility or a risk to the safety of staff or other inmates and that the inmate can no longer be safely managed in general population.

C. Administrative Segregation Hearing Officer. A supervisor appointed by the Director of Offender Classification and Population Management to conduct Administrative Segregation placement hearings.

D. Administrative Segregation Transition Phases. Interim placement on a specialized restrictive housing status program while on

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- Administrative Segregation to prepare an inmate for placement back to general population.
- E. CC. Correctional Center.
  - F. Chronic Discipline. A restrictive housing status that results in segregation of an inmate whose behavior, while incarcerated, poses a threat to the security and orderly operation of the facility, or a risk to the safety of staff or other inmates due to repetitive disciplinary infractions.
  - G. CI. Correctional Institution.
  - H. DOC. Department of Correction.
  - I. Facility Hearing Officer. A staff member appointed by the Unit Administrator to conduct hearings to consider classification assignments to Chronic Discipline.
  - J. Facility Intelligence Coordinator. A staff member appointed by the Unit Administrator to assess all information in any given facility relating to Security Risk Group activity.
  - K. High Security. A designation which provides for increased supervision of inmates who pose a threat to the safety and security of the facility, staff, inmates or the public.
  - L. Monitored Movement. The following of an inmate's movement using:
    1. Personal visual observation;
    2. Visual observation with the aid of video equipment; and/or
    3. Communication between staff initiated at the starting point of movement, along the inmate's route of travel and commencing at the authorized destination with the verification of the inmate's arrival.
  - M. Punitive Segregation. Placement of an inmate on a restrictive housing status that is found guilty of violating the Code of Penal Discipline, as sanctioned in accordance with Administrative Directive 9.5, Code of Penal Discipline.
  - N. Restraint Status I. The securing of an inmate with hand cuffs behind the back and leg irons while in Chronic Discipline.
  - O. Restraint Status II. The securing of an inmate with hand cuffs in front while in Chronic Discipline.
  - P. Restrictive Housing Status. A designation which provides for closely regulated management and separation of an inmate.
  - Q. Restrictive Housing Unit (RHU). An inmate housing unit which is physically separated from other inmate housing where inmates on restrictive housing status, Administrative Detention, or Transfer Detention are placed.
  - R. Restrictive Status. Restrictive status shall consist of the following categories: Administrative Detention, Punitive Segregation, Transfer Detention, Administrative Segregation, Special Needs Management, Chronic Discipline, High Security, Security Risk Group Affiliation (Close Monitoring), and Security Risk Group Safety Threat Member (Close Custody).
  - S. Special Monitoring. A designation which provides for increased supervision and monitoring upon an inmate's completion of a special management program or for reasons of safety and security.
  - T. Special Needs Management. A placement status for inmates who have demonstrated behavioral qualities either through the serious nature of their crime, behavior, or through reasonable belief that they pose a threat to the safety and security of staff, other inmates, themselves, or the public.

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- U. Special Needs Management Hearing Officer. A supervisor appointed by the Director of Offender Classification and Population Management to conduct Special Needs Management placement hearings.
  - V. SRG. Security Risk Group.
  - W. STARS. Statistical Tracking Analysis Reporting System.
  - X. Station Log. A hardbound book or automated chronological record of day-to-day events in a restrictive housing unit.
  - Y. Transfer Detention. Placement of an inmate in a restrictive housing unit that results in segregation of the inmate who has been reclassified to a security level higher than the facility at which the inmate is housed and is awaiting transfer, or is awaiting transfer to another facility for the inmate's own protection or the protection of others.
  - Z. YI. Youth Institution.
4. General Conditions for Restrictive Housing Status. The basic level of conditions described in this section shall apply to an inmate on restrictive housing status. These conditions are for normal unit management. However, individual inmates may require additional restrictions for order and/or control based upon their past history or current behavior. Any such restrictions shall be noted in the housing station log and through the completion of an incident report in accordance with Administrative Directive 6.6, Reporting of Incidents. An inmate on restrictive housing status shall be limited to the specific provisions and standards outlined in Attachment A, Restrictive Housing Status - Provisions and Management Standards and Attachment C, Chronic Discipline Status - Provisions and Management Standards.
- A. Housing Conditions. Housing areas for inmates on restrictive housing status shall be well-ventilated, adequately lighted, appropriately heated and maintained in a sanitary condition at all times. Each cell shall normally be equipped with beds, which may be securely fastened to the wall or floor, and furnished in a manner consistent with cells in general population.
  - B. Clothing. Each inmate shall be provided appropriate clothing in accordance with Administrative Directive 6.10, Inmate Property.
  - C. Hygiene. Each inmate on restrictive housing status shall be provided opportunities for personal hygiene and hair care services.
  - D. Food. An inmate on restrictive housing status shall be served the same quality and quantity of food as that available to inmates in general population.
  - E. Linen and Laundry. An inmate on restrictive housing status shall normally be provided the same bedding items and laundry schedule as provided to inmates in general population.
5. Sentence Credits. An inmate shall not earn or receive statutory good time, seven-day work credit, restoration of lost good time or outstanding meritorious performance awards while on Administrative Segregation, Close Custody, Chronic Discipline Status or Special Needs Management.
6. Access to Programs and Services. An inmate on restrictive housing status shall not be entitled access to the same programs or privileges afforded an inmate in general population. An inmate on restrictive housing status shall be given access to available programs and services in accordance with Attachment A, Restrictive Housing Status - Provisions and Management Standards and Attachment C, Chronic Discipline Status - Provisions and Management Standards as follows:

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- A. Courts. An inmate shall retain rights of access to the courts. Access shall include attorney/client visits and access to legal assistance in accordance with Administrative Directive 10.3, Inmate Legal Assistance.
  - B. Mail. An inmate shall be provided the same opportunities for writing and receipt (not retention) of letters available to inmates in general population.
  - C. Counseling. An inmate shall continue to receive the services of a counselor when on restrictive housing status.
  - D. Education. An inmate in Administrative Segregation, Administrative Segregation Transition Phases, Special Needs Management or Chronic Discipline may have access to educational and library programs consistent with the security needs of the housing unit and/or facility. Individual education plans shall be maintained for those inmates under the age of 21 who are deemed appropriate by the Education Department. Such inmates shall, at a minimum, receive a comprehensive educational plan review to determine the scope of needed services. Recommendations from the Education Department shall be accommodated by the facility consistent with the security needs of the housing unit. The programs offered to inmates on Administrative Segregation, Administrative Segregation Transition Phases, Special Needs Management or Chronic Discipline shall be approved by the Director of Programs and Treatment (Division).
  - E. Health Services. Each inmate shall have access to and be provided required medical, mental health and dental services.
  - F. Religion. Facility chaplains shall schedule, at a minimum, weekly visits to inmates on restrictive housing status.
  - G. Recreation. Recreation for an inmate on restrictive housing status shall be conducted outside the inmate's cell for a minimum of one (1) hour daily, five (5) days a week including holidays. A supervisor may deny recreation when releasing the inmate for recreation if the inmate presents a threat to the unit's safety and security. The reason for denial shall be noted in the station log and an incident report completed.
7. Designation of Restrictive Housing Units. Where possible, and as appropriate, the Unit Administrator shall designate specific housing unit(s) that shall be used solely to house any inmate placed on restrictive housing status, Administrative Detention or Transfer Detention. Only staff or inmates with official business to conduct shall be allowed to enter the Restrictive Housing Unit.
8. Staffing. Specifically screened staff shall be assigned to work a Restrictive Housing Unit in accordance with established facility guidelines. Some factors to be considered shall be: the nature of the inmates in the unit; the ability of the respective candidate to manage such inmates; and, the employee's performance record.
- A. Selection. An employee assigned to work in a Restrictive Housing Unit as specified in Section 7 of this Directive, shall be a permanent status employee who has demonstrated maturity, good judgment and an ability to work in a difficult environment as reflected in acceptable performance rating in each job element of any service rating conducted during the previous 12 month period.
  - B. Training and Supervision. Special orientation for each employee shall be provided prior to placement on the unit to include:

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1. the function of the unit;
2. the requirements of this Directive;
3. rules governing the unit's operation; and,
4. the needs and problems typical of inmates in the unit.

9. **Placement on Restrictive Housing Status.** The initial placement requirements for inmates placed on restrictive housing status, Administrative Detention or Transfer Detention shall be in accordance with Attachment B, Restrictive Housing Status Matrix.

- A. **Placement Order.** In order to protect the inmate or others, the Unit Administrator or designee may order an inmate's placement on restrictive housing status, Administrative Detention or Transfer Detention by completing CN 9401, Restrictive Housing Unit Status Order, stating the specific reasons for placement. Copies shall be distributed as designated on CN 9401, Restrictive Housing Unit Status Order. The Unit Administrator shall receive the original copy of the order within 24 hours or the following business day after placement. The Unit Administrator shall see that the required reviews are performed and documented on CN 9401, Restrictive Housing Unit Status Order.
- B. **Health Services Consultation.** Custody staff shall immediately notify facility health services staff when an inmate is identified for placement into a restrictive housing unit. In the event that any contraindications exist, custody staff shall be notified verbally and in writing utilizing CN 6602, Medical Incident Report. In addition, health services staff shall complete Attachment E, Health Evaluation for Restrictive Housing Unit (RHU) Placement (HR-006). This evaluation and notification shall be documented in the inmate's health record.
- C. **Status Removal.** When the inmate is removed from restrictive housing status, Administrative Detention or Transfer Detention the original order shall be placed in the inmate's master file and Section 4 of the order shall be completed.
- D. **Inmate Notification.** The inmate should normally receive a copy of CN 9401, Restrictive Housing Unit Status Order at the time of placement in the Restrictive Housing Unit, unless there is an emergency situation or major disturbance involving a substantial number of inmates. In such cases, the inmate shall receive a copy not later than 48 hours after placement on restrictive housing status.

10. **Placement on Chronic Discipline Status.** Chronic Discipline programs shall be established and maintained at designated facilities as authorized by the Deputy Commissioner of Operations. In addition, inmates on Chronic Discipline status who are attending court may be housed at Bridgeport CC, New Haven CC, Hartford CC, Corrigan-Radgowski CC and Garner CI with the authority of the Director of Offender Classification and Population Management.

Assignment to Chronic Discipline shall be dependent upon the seriousness and repetitiveness of disciplinary behavior. Other classification alternatives (e.g., risk level increases) shall be attempted where appropriate, prior to consideration for Chronic Discipline. Automatic consideration for Chronic Discipline shall occur under any of the following conditions:

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- A. two (2) or more incidental assaults of staff (as defined by form CN 6603, Report of Assault on Staff) within the past year of confinement;
- B. three (3) or more class A disciplinary offenses within 180 days; and,
- C. three (3) or more class A/B combination of disciplinary offenses within 120 days.

Automatic consideration does not imply an automatic classification increase to Chronic Discipline. If, in the professional judgment of the reviewer, an inmate may continue to benefit from sanctions imposed and inmate management techniques at a given facility, assignment to Chronic Discipline may not occur. Other inmates with a documented chronic history of disciplinary behavior and an inability to remain in level 4 confinement without disciplinary infractions may be considered for classification to Chronic Discipline.

**11. Chronic Discipline Review and Hearing. Each review and hearing for Chronic Discipline shall be in accordance with this section. An inmate shall not be placed in Chronic Discipline without a hearing.**

- A. Hearing. The Unit Administrator shall designate a Facility Hearing Officer. The Facility Hearing Officer shall conduct a hearing to consider classification assignment to Chronic Discipline. The Facility Hearing Officer shall examine evidence to support the classification including the inmate's and/or any witness statements.
- B. Hearing Notice. A written notice of the hearing and the reasons for the hearing shall be given to the inmate a minimum of two (2) business days prior to the hearing utilizing CN 9402, Notification of Hearing. The notice shall state, as explicitly as possible, consistent with the protection of any informant, why such classification is being considered. The notice shall contain information that the inmate may be represented by an advocate and that the inmate may request witnesses. The inmate may waive the notice provision in writing by completing CN 9403, Waiver of 48-Hour Hearing Notice and/or Attendance; however, the Facility Hearing Officer may choose not to honor the waiver.
- C. Recommendation. The Facility Hearing Officer shall provide a written recommendation, to the Unit Administrator, utilizing CN 9404, Restrictive Status Report of Hearing for Placement or Removal form, including the information which was relied upon and the reasons for or against placement in Chronic Discipline. Any confidential information shall be maintained in a file which is not accessible to any inmate. The use of confidential information, along with any assessment of its reliability, shall be included with CN 9404, Restrictive Status Report of Hearing for Placement or Removal form, as a separate attachment.
- D. Decision. The Unit Administrator shall review any recommendation for assignment to Chronic Discipline. Any recommendation for assignment and placement, to include the completed CN 9404, Restrictive Status Report of Hearing for Placement or Removal form, and all supporting documentation, shall be forwarded to the Director of Offender Classification and Population Management within three (3) business days following the hearing. A decision shall be made by the Director of Offender Classification and Population Management, who shall complete and forward CN 9405, Notification of Decision to the Unit Administrator submitting the recommendation, the inmate, and the

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Unit Administrator responsible for the respective Chronic Discipline Unit. Assignment to Chronic Discipline shall only be made by the Director of Offender Classification and Population Management.

- E. Placement. Once designated Chronic Discipline, the inmate shall be scheduled for transfer to a Chronic Discipline Unit. Normally, no inmate shall be transferred to a Chronic Discipline Unit (Interval I) prior to completion of any Punitive Segregation sanction. Transfer and approval for placement into Chronic Discipline shall be directed and approved by the Director of Offender Classification and Population Management.
  - F. Classification. All classification and status change decisions within the unit, unless otherwise directed by the Administrative Directives, shall be made by the Unit Administrator or designee.
  - G. Progression. Progression through Chronic Discipline intervals shall be contingent upon successful completion of specific program components in accordance with unit policies.
  - H. Removal and Reclassification. Upon completion of the Chronic Discipline Unit Program, the Unit Administrator shall submit an Offender Classification Form in accordance with Administrative Directive 9.2, Offender Classification, to the Director of Offender Classification and Population Management with a recommendation for transfer. A classification reduction from Chronic Discipline shall only be made by the Director of Offender Classification and Population Management or higher authority. A written decision shall be made on the OCF and forwarded to the Unit Administrator and Director of Offender Classification and Population Management for transfer if appropriate.
12. Placement on Administrative Segregation Status. Administrative Segregation shall be authorized at the Northern, Garner and MacDougall-Walker (Walker Building) Correctional Institutions for adult males, Manson Youth Institution for youth males, and York Correctional Institution for females. Other Administrative Segregation Transitional Phases shall be authorized at level 4 facilities designated by the Commissioner. Inmates on Administrative Segregation status who are attending court, may be housed at Bridgeport CC, New Haven CC, Hartford CC and Corrigan-Radgowski CC with the authority of the Director of Offender Classification and Population Management. Any facility not authorized to place inmates on Administrative Segregation shall place the inmate on Administrative Detention in accordance with this Directive and notify the Director of Offender Classification and Population Management to conduct a hearing. Placement of an inmate on Administrative Segregation shall be at the discretion of the Director of Offender Classification and Population Management in accordance with this Directive. An inmate shall not be placed in Administrative Segregation without notice and a hearing.
- A. Hearing. The Director of Offender Classification and Population Management shall designate an Administrative Segregation Hearing Officer. The Administrative Segregation Hearing Officer shall conduct a hearing to consider classification assignment to Administrative Segregation. The Administrative Segregation Hearing Officer shall examine evidence to support the classification including the inmate's and/or any witness statements. The Administrative Segregation Hearing shall be conducted not later than 30 days after the completion of Administrative Detention pending an investigation or after the completion of Punitive Segregation sanctions.

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- B. Hearing Notice. A written notice of the hearing and the reasons for the hearing shall be given to the inmate a minimum of two (2) business days prior to the hearing utilizing CN 9402, Notification of Hearing. The notice shall state as explicitly as possible, consistent with the protection of any informant, why Administrative Segregation is being considered. The notice shall contain information that the inmate may be represented by an advocate and that the inmate may request witnesses. The inmate may waive the notice provision in writing by completing CN 9403, Waiver of 48-Hour Hearing Notice and/or Attendance; however, the Administrative Segregation Hearing Officer may choose not to honor the waiver.
- C. Recommendation. The Administrative Segregation Hearing Officer shall provide a written recommendation utilizing CN 9404, Restrictive Status Report of Hearing for Placement or Removal form, including the information which was relied upon and the reasons for or against placement in Administrative Segregation. Any confidential information shall be maintained in a file, which is not accessible to any inmate. The use of confidential information, along with any assessment of its reliability, shall be included with CN 9404, Restrictive Status Report of Hearing for Placement or Removal form, as a separate attachment.
- D. Decision. The completed CN 9404, Restrictive Status Report of Hearing for Placement or Removal form, shall be forwarded to the Director of Offender Classification and Population Management within three (3) business days following the hearing. A decision shall be made by the Director of Offender Classification and Population Management, who shall complete and forward CN 9405, Notification of Decision to the appropriate District Administrator, Unit Administrator and the inmate within 15 days.
- E. Automatic Placement. Automatic placement of an inmate on Administrative Segregation or Special Needs Management in accordance with Administrative Directive 9.2, Offender Classification shall require a hearing to be conducted in accordance with the provisions of this section.
- F. Progression. Progression through the Administrative Segregation Transitional Phases shall be contingent upon successful completion of specific program components in accordance with unit policies.
- G. Release. Release from Administrative Segregation/Special Needs Management shall be in accordance with Attachment B, Restrictive Housing Status Matrix by completing the appropriate section of CN 9404, Restrictive Housing Report of Hearing for Placement or Removal form.
13. Placement on Special Needs Management Status. Special Needs Management shall be authorized at the Northern, Garner and MacDougall-Walker (Walker Building) Correctional Institutions for adult males, Manson Youth Institution for youth males, and York Correctional Institution for females. Inmates on Special Needs Management status who are attending court, may be housed at Bridgeport CC, New Haven CC, Hartford CC and Corrigan-Radgowski CC with the authority of the Director of Offender Classification and Population Management. Any facility not authorized to place inmates on Special Needs Management shall place the inmate on Administrative Detention in accordance with this Directive and notify the Director of Offender Classification and Population Management to conduct a hearing. An inmate may be removed from any restrictive status category as defined in Section 3(R) of this Directive at any time for assignment to Special Needs Management (in cases when this occurs, the inmate shall only



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be coded as Special Needs Management). An inmate shall not be placed in Special Needs Management without notice and a hearing. Request for placement hearing shall be made by the Unit Administrator in consultation with the DOC Director of Psychiatric Services.

- A. Hearing. The Special Needs Management Hearing Officer shall conduct a hearing to consider classification assignment to Special Needs Management. The Special Needs Management Hearing Officer shall examine evidence to support the classification including the inmate's and/or any witness statements as well as a recommendation from the DOC Director of Psychiatric Services and the Unit Administrator. The Special Needs Management Hearing shall be conducted:
1. not later than 30 days after the completion of Administrative Detention pending an investigation;
  2. not later than 30 days from the date the Director of Offender Classification and Population Management approves the inmate's release from Administrative Segregation; or,
  3. after the completion of Punitive Segregation sanctions.
- B. Hearing Notice. A written notice of the hearing and the reasons for the hearing shall be given to the inmate a minimum of two (2) business days prior to the hearing utilizing CN 9402, Notification of Hearing. The notice shall state as explicitly as possible, consistent with the protection of any informant, why Special Needs Management is being considered. The notice shall contain information that the inmate may be represented by an advocate and that the inmate may request witnesses. The inmate may waive the notice provision in writing by completing CN 9403, Waiver of 48-Hour Hearing Notice and/or Attendance; however, the Special Needs Management Hearing Officer may choose not to honor the waiver.
- C. Recommendation. The Special Needs Management Hearing Officer shall provide a written recommendation utilizing CN 9404, Restrictive Status Report of Hearing for Placement or Removal form, including the information which was relied upon and the reasons for or against placement in Special Needs Management. Any confidential information shall be maintained in a file, which is not accessible to any inmate. The use of confidential information, along with any assessment of its reliability, shall be included with CN 9404, Restrictive Status Report of Hearing for Placement or Removal form, as a separate attachment.
- D. Decision. The completed CN 9404, Restrictive Status Report of Hearing for Placement or Removal form shall be forwarded to the Director of Offender Classification and Population Management for review and decision. Placement on Special Needs Management status or participation in the Special Needs Management Behavioral Treatment Program shall be determined by the Director of Offender Classification and Population Management in consultation with the Deputy Commissioner of Operations or designee as outlined in Attachment B, Restrictive Housing Status Matrix. Written notification of approval or denial for placement to Special Needs Management status shall be forwarded to the appropriate District and Unit Administrators, as well as to the inmate. If approved for Special Needs Management, the Director of Offender Classification and Population Management shall authorize the appropriate management subcode for the inmate.

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- E. Management. Inmates placed on Special Needs Management status shall be managed in accordance with Attachment A, Restrictive Housing Status - Provisions and Management Standards. An individualized facility management plan for each inmate on Special Needs Management status shall be developed collaboratively by the facility custody and mental health staff, and reviewed and approved by the DOC Director of Psychiatric Services. The individualized facility management plan shall include recommendations to assist the inmate in achieving removal from Special Needs Management status.
- F. Review. A classification hearing for each inmate classified to Special Needs Management status shall be held at a minimum of every six (6) months. Each inmate classified to Special Needs Management status shall be reviewed by a mental health professional after 30 days of initial placement and every 90 days thereafter. All such reviews shall be documented in the inmate's health record.
- G. Release. The Unit Administrator in consultation with the DOC Director of Psychiatric Services shall review and make recommendations to the Director of Offender Classification and Population Management regarding an inmate's release from Special Needs Management status by completing the appropriate section of CN 9404, Restrictive Housing Report of Hearing for Placement or Removal form. Release from Special Needs Management status shall be determined by the Director of Offender Classification and Population Management in consultation with the Commissioner or designee as outlined in Attachment B, Restrictive Housing Status Matrix.

14. Placement on High Security Status. An investigation shall be conducted by the Unit Administrator or designee to determine if an inmate may be considered for a High Security Monitoring Hearing, if such inmate meets one of the criteria listed in this section. The Unit Administrator, in consultation with the Director of Offender Classification and Population Management, may consider an inmate as a High Security Inmate if the inmate meets one or more of the criteria listed below. An inmate on High Security Monitoring shall be classified as an overall risk level 4 or above and shall be housed in a level 4 or 5 facility. Placement of an inmate on High Security Monitoring shall not preclude, and may be used in conjunction with, placement on any other restrictive status.

- A. Review Procedures. Each facility shall establish procedures to review each inmate, consistent with classification practices, to determine if an inmate shall be considered for a High Security Monitoring Hearing.
- B. Criteria for Placement. An inmate may be reviewed for classification as a high security inmate for any of the following reasons:
  1. Has a staff threat profile, including but not limited to, hostage taking, intentional/direct assault (as defined by form CN 6603, Report of Assault on Staff), and/or murder of a Department of Correction or other law enforcement staff member.
  2. Has a documented history of serious disruptive behavior including but not limited to, history of leading food strikes or work stoppages and/or associated with the design or construction of a correctional facility.
  3. Has a level 4 escape profile objective classification score.
  4. Has an instant serious escape, attempted serious escape, or a history of serious escape(s).

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5. Any information that indicates inmate may attempt to escape, to include, but not limited to:
    - a. threats to escape;
    - b. information discovered on mail or phone review indicating plans for an escape;
    - c. possession of escape related contraband (tools, civilian clothing, maps, etc.);
    - d. cell damage that indicates an attempt or probable attempt to escape;
    - e. significant change in inmate's legal, institutional, or personal status; or,
    - f. additional detainers, denial of a release application, or new charges.
  6. Inmate's experience, special skills and/or knowledge which may present security or safety concerns.
  7. Other documented criteria to include confidential law enforcement intelligence information.
- C. Documentation. Information relating to Section 14(B) of this Directive, shall be documented on CN 9406, High Security Inmate Form. Copies of the completed form shall be forwarded to the Unit Administrator, Director of Offender Classification and Population Management Unit and the Director of Security.
- D. Notification. The Offender Classification and Population Management Unit shall be notified of any placement of an inmate on High Security Monitoring and shall make appropriate classification/profile changes. The Unit Administrator shall ensure that a green file flag card, designating the inmate as a 'High Security Inmate', is placed as the top page in Section 5 of the inmate's master file in accordance with Administrative Directive 4.1, Inmate Records.
- E. Housing. An inmate placed on High Security Monitoring shall be housed in a secured cell. The inmate shall be moved to a new cell at a minimum of every 90 days.
- F. Staff Awareness. Each unit that houses an inmate on High Security status shall maintain information related to the inmate's High Security status for unit staff review. An inmate who is on High Security status shall be issued a green inmate identification card.
- G. Management of High Security Inmates. A high security inmate shall be managed in accordance with general population standards with the following exceptions:
  1. escorted or monitored movement only;
  2. cell searches, at a minimum of two (2) times a week;
  3. in unit work assignments only;
  4. in unit or monitored programs;
  5. non-contact social visits only;
  6. mail retention, same as general population and automatic mail review; and,
  7. telephones, same as general population and automatic call review.
- H. Review. The status of each inmate placed on High Security Monitoring shall be reviewed, at a minimum, every six (6) months. The review shall be in conjunction with a classification review. Recommendation

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for removal shall be made to the Unit Administrator who may endorse the recommendation and forward it to Director of Offender Classification and Population Management.

- I. Removal from High Security Monitoring. The Unit Administrator, in consultation with the Director of Security, shall forward recommendations for removal to the Director of Offender Classification and Population Management, who may consider removal of an inmate from High Security Monitoring, if one (1) or more of the following criteria becomes applicable:
1. the inmate's physical condition changes enough to significantly reduce or no longer pose a threat of escape;
  2. relevant, valid and documented new information that exculpates the inmate or contradicts the initial information used for placement;
  3. the belief that an inmate may no longer presents a high-risk due to length of time served or changes in circumstances originally used to classify the inmate as a high security inmate; or,
  4. the passage of an extended period of exemplary institutional performance.

15. Placement on Special Monitoring Status.

- A. Placement. Any inmate upon completion of a special management program (i.e., Administrative Segregation, Chronic Discipline or Special Needs Management) or who has been identified as a safety and security concern may be placed on Special Monitoring status as determined by the Unit Administrator. If approved for Special Monitoring status, the Unit Administrator shall authorize the appropriate management subcode for the inmate.

Any inmate who transfers from Northern CI shall be placed on Special Monitoring status prior to transfer. Any inmate who completes a special management program (i.e., Administrative Segregation, Chronic Discipline or Special Needs Management) at York CI or Manson YI shall be placed on Special Monitoring status upon completion of the program. All Special Monitoring designations shall be documented in Section 5 of the inmate's master file using CN 9202, Offender Classification History Form. The Unit Administrator shall ensure that a blue file flag card, designating the inmate as a 'Special Monitoring Inmate', is placed as the top page in Section 5 of the inmate's master file in accordance with Administrative Directive 4.1, Inmate Records.

Should an inmate be placed simultaneously on High Security status and Special Monitoring status, the High Security status shall take precedence (the inmate's RT-77 shall indicate the High Security). Should the inmate be removed from High Security status, the inmate's RT-77 shall reflect the status change from high security to special monitoring.

- B. Inmate Notification. The Counselor Supervisor of Classification, the Deputy Warden of Operations, the Unit Manager/Supervisor of the assigned unit (where applicable) and any other staff as determined by the Unit Administrator, shall conduct a meeting with the inmate within the first week of placement in order to notify the inmate of

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his/her placement on Special Monitoring status. The Counselor Supervisor of Classification shall review the inmate's history and reasons for placement on Special Monitoring status. The inmate shall be advised of the conditions related to Special Monitoring in accordance with CN 9407, Special Monitoring Status - Inmate Notification. The inmate shall sign and be given a copy of CN 9407, Special Monitoring Status - Inmate Notification. The signed CN 9407, Special Monitoring Status - Inmate Notification shall be placed in Section 5 of the inmate's master file.

- C. Management of Special Monitoring Inmates. An inmate on Special Monitoring status shall be managed in accordance with general population standards with the following exceptions:
1. in unit work assignments only;
  2. random cell searches, at a minimum of once a week;
  3. mail and telephone calls shall be reviewed;
  4. inmate account activity shall be reviewed;
  5. unit staff shall monitor and report who the inmate interacts with during recreation, meal and tier activities;
  6. All disciplinary infractions shall be reported and reviewed; and,
  7. inmate's visits and visiting list shall be reviewed.
- D. Reporting. The requirements of Section 15(C) above shall be documented on CN 9408, Special Monitoring Review Form by the Unit Manager/Supervisor in conjunction with unit staff input. The completed form shall be forwarded to the Deputy Warden of Operations on a monthly basis. CN 9408, Special Monitoring Review Form shall be maintained while the inmate is on Special Monitoring status.
- E. Monthly Review. The Unit Manager/Supervisor shall meet with the inmate on a monthly basis to review the inmate's transition, activities and actions. The meeting shall be documented on CN 9408, Special Monitoring Review Form. The facility shall create and maintain a file for each inmate on Special Monitoring. All monthly reviews shall be placed in this file.
- F. Staff Awareness. Each unit that houses an inmate on Special Monitoring status shall maintain information related to the inmate's Special Monitoring status for unit staff review. An inmate who is on Special Monitoring status shall be issued a light blue inmate identification card.
- G. Transfers. Each inmate on Special Monitoring status who transfers from the designating facility shall be reviewed by the receiving facility in order to determine the continuation of Special Monitoring. If the receiving facility elects to continue the Special Monitoring status, a meeting shall be conducted as outlined in Section 15(B) of this Directive. If the receiving facility elects to discontinue the Special Monitoring status, the appropriate management subcode shall be removed by the receiving facility.
- H. Removal from Special Monitoring Status. After six (6) months, the Unit Manager/Supervisor may recommend the removal of the inmate from Special Monitoring status using CN 9408, Special Monitoring Review Form. All removals from Special Monitoring shall be documented in Section 5 of the inmate's master file using CN 9202, Offender Classification History Form.

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16. Restrictive Status Review.

A. Periodic Assessment. Each inmate on restrictive housing status shall be reviewed in accordance with Attachment B, Restrictive Housing Status Matrix.

B. Unit Administrator Inspection. An inspection of each Restrictive Housing Unit shall be conducted at least twice a week by the Unit Administrator in accordance with Administrative Directive 6.1, Tours and Inspections and recorded in the station log. At the Northern Correctional Institution, the Unit Administrator shall tour the facility once per week with the exception of Administrative Segregation Phase 1 and the Infirmary Unit, which shall be toured twice per week.

C. Staff Inspections. Each Restrictive Housing Unit shall be visited, at a minimum, by:

1. correctional staff at least every 15 minutes on an irregular schedule and on a more frequent basis for problematic inmates, with the exception of the Close Monitoring Unit at Northern CI, which shall be 30 minute tours;
2. a custody supervisor and/or Unit Manager each shift;
3. a member of the Health Services Unit at least once per shift. For facilities without a 24-hour Health Services Unit, tours shall be conducted when health services personnel are on duty; and,
4. a counselor at least daily and upon request.

All visits shall be recorded in the station log in accordance with Administrative Directive 6.2, Facility Post Orders and Logs. Requests to see other staff shall be made in writing by the inmate.

D. Health Assessment. Each inmate shall be assessed by health services staff prior to placement in a Restrictive Housing Unit in order to determine housing suitability. Health services staff shall document the health assessment by completing CN 6602, Medical Incident Report. The original report shall be placed in the inmate's health record and a copy forwarded to the Shift Commander.

Health services staff shall check inmates on Punitive Segregation, Administrative Detention and Transfer Detention status on a daily basis and shall check inmates on Administrative Segregation status three times a week.

When an inmate remains on restrictive housing status beyond 30 days, a psychologist or psychiatrist shall conduct a personal interview with the inmate and document the inmate's mental status in the inmate's health record. If confinement continues for an extended period of time, the aforementioned psychological assessment shall be made every three (3) months or as clinically necessary. In the event that continued placement is contraindicated, health services staff shall promptly notify the Unit Administrator.

17. Readmission. Upon readmission, all inmates who were previously on Administrative Segregation, Special Needs Management, Chronic Discipline, Security Risk Group Member or Security Risk Group Safety Threat Member status shall be placed on Administrative Detention status pending

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placement to appropriate housing and managed in accordance with the following procedures:

- A. Administrative Segregation Status. The Unit Administrator or designee shall review the inmate for continuation in Administrative Segregation status within 15 days of readmission and notify the Director of Offender Classification and Population Management of the inmate's readmission along with a recommendation for continuation or release from Administrative Segregation status in accordance with this Directive and the Classification Manual. The final disposition to continue/discontinue Administrative Segregation status shall be made by the Director of Offender Classification and Population Management. If it is determined to continue the inmate on Administrative Segregation status, the Administrative Segregation/Special Needs Management Hearing Officer shall conduct a hearing within 30 days from the date it is determined to return the inmate to Administrative Segregation status. The inmate shall be notified of the pending hearing by utilizing CN 9402, Notification of Hearing. If it is determined not to continue the inmate on Administrative Segregation status, a hearing shall not be required. At that time the Director of Offender Classification and Population Management shall sign the Release Section (page 2) of CN 9404, Restrictive Status Report of Hearing for Placement or Removal.
- B. Special Needs Management Status. The Unit Administrator or designee shall contact the Director of Offender Classification and Population Management, who shall consult with the DOC Director of Psychiatric Services and the Deputy Commissioner of Operations regarding the inmate's readmission in order to determine whether or not to return the inmate to Special Needs Management status in accordance with this Directive and the Classification Manual. If it is determined to continue the inmate on Special Needs Management status, the Administrative Segregation/Special Needs Management Hearing Officer shall conduct a hearing within 30 days from the date it is determined to return the inmate to Special Needs Management status. The inmate shall be notified of the pending hearing by utilizing CN 9402, Notification of Hearing. If it is determined not to continue the inmate on Special Needs Management status, a hearing shall not be required. At that time the Director of Offender Classification and Population Management shall the sign the Release Section (page 2) of CN 9404, Restrictive Status Report of Hearing for Placement or Removal.
- C. Chronic Discipline Status. The Unit Administrator or designee shall review the inmate for continuation on Chronic Discipline status, conducting a hearing in accordance with Section 11 of this Directive within 15 days of readmission. The Unit Administrator or designee shall notify the Director of Offender Classification and Population Management of the inmate's readmission along with a recommendation for continuation or release from Chronic Discipline status in accordance with this Directive and the Classification Manual. The final disposition to continue/discontinue Chronic Discipline status shall be made by the Director of Offender Classification and Population Management.
- D. Security Risk Group Member/Security Risk Group Safety Threat Member Status. The Unit Administrator or designee shall notify the Director of Security and the Director of Offender Classification and Population Management of any Security Risk Group Member or Security Risk Group Safety Threat Member's readmission by the next business

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day. The inmate's status shall be reviewed by the Facility Intelligence Coordinator/Unit Manager within 90 days of readmission. Prior to meeting with the inmate, the Facility Intelligence Coordinator/Unit Manager shall review the inmate's SRG file and notify the inmate of the pending meeting regarding the inmate's SRG status utilizing CN 61410, Security Risk Group/SRG Safety Threat Member 90-Day Review Notification. The Facility Intelligence Coordinator/Unit Manager shall meet with the inmate and advise the inmate of the results of the review utilizing CN 61408, Security Risk Group/SRG Safety Threat Member 90-Day Review. The original CN 61408, Security Risk Group/SRG Safety Threat Member 90-Day Review shall be forwarded to the Director of Security or designee and a completed copy of the form shall be forwarded to the inmate upon completion of the review. A recommendation regarding the Security Risk Group status for each readmitted inmate shall be made by the Unit Administrator and reviewed by the Security Division. The final disposition of continued Security Risk Group status shall be made by the Director of Security.

18. Designation and Management of Security Risk Group/SRG Safety Threat Members. Designation and management of Security Risk Group/SRG Safety Threat Members shall be in accordance with Administrative Directive 6.14, Security Risk Groups.
19. Extensions of Time. Notwithstanding the time frames established in this Directive, the Unit Administrator and/or the Director of Offender Classification and Population Management may extend such time frames for good cause shown. Any such extensions of time shall be documented together with the reasons for the extension on CN 9409, Notification of Extension of Status. No inmate shall be confined on Administrative Detention status for more than 30 days without notice as to the reasons for such placement and an informal opportunity to be heard, either by a facility counselor, or a designee of the Unit Administrator or Director of Classification and Population Management. Any such informal notice and hearing shall be documented on CN 9409, Notification of Extension of Status.
20. Appeal of a Special Management Decision. An inmate may file an appeal regarding a special management (restrictive status) decision in accordance with Administrative Directive 9.6, Inmate Administrative Remedies.
21. Restrictive Status Reporting. Each Unit Administrator shall include restrictive status information in the monthly STARS report to the appropriate District Administrator.
  - A. Restrictive Status Categories. For the purposes of this Directive, the following restrictive status categories shall be included in the monthly STARS report:
    1. Administrative Detention;
    2. Punitive Segregation;
    3. Transfer Detention;
    4. Administrative Segregation;
    5. Chronic Discipline;
    6. Close Custody (SRG Safety Threat Member); and,
    7. Special Needs Management.



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- B. Reporting Requirements. The report shall provide the following information for each category as required in accordance with Section 21(A) of this Directive:
1. Number of placements during the month;
  2. Number of removals during the month; and,
  3. Total number at the end of the month.
22. Log Maintenance. Staff assigned to a Restrictive Housing Unit shall maintain the permanent station log in accordance with Attachment D, Restrictive Housing Unit - Log Entries and Administrative Directive 6.2, Facility Post Orders and Logs.
23. Forms and Attachments. The following forms and attachments are applicable to this Administrative Directive and shall be utilized for the intended function.
- A. CN 9401, Restrictive Housing Unit Status Order;
  - B. CN 9402, Notification of Hearing;
  - C. CN 9403, Waiver of 48-Hour Hearing Notice and/or Attendance;
  - D. CN 9404, Restrictive Status Report of Hearing for Placement or Removal;
  - E. CN 9405, Notification of Decision;
  - F. CN 9406, High Security Information Report;
  - G. CN 9407, Special Monitoring Status - Inmate Notification;
  - H. CN 9408, Special Monitoring Review Form;
  - I. CN 9409, Notification of Extension of Status;
  - J. Attachment A, Restrictive Housing Status - Provisions and Management Standards;
  - K. Attachment B, Restrictive Housing Status Matrix;
  - L. Attachment C, Chronic Discipline Status - Provisions and Management Standards;
  - M. Attachment D, Restrictive Housing Unit - Log Entries; and,
  - N. Attachment E, Health Evaluation for Restrictive Housing Unit (RHU) Placement (HR-006).
24. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.