

<p align="center">STATE OF IOWA DEPARTMENT OF CORRECTIONS</p> <p align="center">POLICY AND PROCEDURES</p>		Policy Number IO-HO-07	Applicability <input checked="" type="checkbox"/> IDOC <input type="checkbox"/> CBC
		Policy Code Public Access	Iowa Code Reference 904
Chapter 3 INSTITUTIONAL OPERATIONS	Sub Chapter HOUSING OPERATIONS	Related DOC Policies HSP-506 HSP-710; HSP-711 IO-HO-07 IO-RD-01 IS-FS-02 IS-CL-02	Administrative Code Reference N/A
Subject DISCIPLINARY DETENTION		ACA Standards 4-4183,4235, 4249, 4250, 4251, 4252, 4253, 4254, 4256, 4257, 4258,4259 4260, 4261, 4262, 4263, 4265, 4266, 4267, 4268, 4269, 4270, 4271, 4272,4273, 4-4400	Responsibility Jerry Burt Diann Wilder- Tomlinson
		Effective Date March 2012	Authority

I. PURPOSE

To provide specific instructions regarding disciplinary detention placement and operations in Iowa Department of Correction (IDOC) institutions.

II. POLICY

It is the policy of the IDOC to provide segregation from the general population as a sanction option for offenders who are found guilty of serious or repeated institutional rule violations in order to maintain order within the institution. **(4-4249)**.

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III. DEFINITIONS – As used in this document,

- A. **Committee** - Committee refers to those established by the institutional procedures as being responsible for review of individuals in Administrative Segregation and review of those placed in Disciplinary Detention for more than 30 days. The Committee may be established as the Classification Team, Treatment Team, Unit Team, or Segregation Review Team.
- B. **Unit Team** - Each Unit shall be staffed by a Unit Team that includes a Unit Manager, custody personnel and support and treatment staff who work primarily in the Unit and who are directly responsible for the offenders living in that Unit. Unit staff offices shall be located in the Unit where feasible, to facilitate staff and offender accessibility to one another. Unit Team members may have responsibilities in more than one Unit.
- C. See Policy **AD-GA-16** for additional Definitions.

IV. PROCEDURES

A. Housing Assignment

1. Disciplinary detention is a status of confinement that entails separation from the general population of the institution for offenders found guilty of committing violations of institutional rules. An offender may be placed on disciplinary detention only after an impartial due process hearing. **(4-4252)**.
2. Offenders are placed in disciplinary detention as a result of rule violations rather than the need for heightened security.
3. An offender may be concurrently on disciplinary detention and administrative segregation or other classification status. Offenders are subject to the most restrictive of each status.
4. The due process hearing, conducted by an Administrative Law Judge (ALJ), shall be held in accordance with Policy **IO-RD-01**, Offender Discipline.
5. The Committee shall review the status of each offender at least every 60 days. The review shall include input from staff who have had regular contact with the offender. Institutional procedures may provide for incremental restoration of privileges and conditional suspension of a portion of a disciplinary detention sanction following a period of positive adjustment consistent with **IO-RD-01**, Offender Discipline.
6. There shall be a mental health interview and report conducted by a qualified mental health professional when disciplinary detention continues beyond 30 days. The interview shall address the offender's adjustment to surroundings and any threat the offender may pose to self, staff, and other offenders. A similar mental health interview and report shall be made at subsequent 90 day intervals should detention continue over that period. **(4-4256)**.
7. An offender shall be released from disciplinary detention at the expiration of the disciplinary detention sanction or release from the IDOC. For offenders who have served 60 days or less in disciplinary detention, the Associate Warden of Security or other person designated in institutional procedures shall determine if the offender would be returned to their prior status/unit, or referred to the Committee.

B. Housing Unit Orientation

1. Each institution shall prepare a written orientation for the disciplinary detention unit. Orientation topics shall include, at a minimum:
 - a. Unit schedule
 - b. Unit rules/regulations
 - c. Unit activities
 - d. Offender accountability
 - e. Offender expectations – conduct rules, property, dress, etc.
 - f. Access to programs and services
 - g. Avenues for resolving conflict and grievances
2. Unit Officers shall provide an orientation to the disciplinary detention Unit within 24 hours of admission to the unit. The offender shall be afforded the opportunity to seek clarification and receive answers to their questions.

C. Operations – Security

1. Institutions shall establish procedures governing the types and frequency of area searches within the unit, and documentation of such. Consistent with **IO-SC-18**, Searches, institutions shall establish procedures governing personal searches to include at a minimum:
 - a. Entry/exit to/from the living unit
 - b. Entry/exit to/from the housing unit
 - c. Type of searches
 - d. Documentation of searches
2. Institutions shall establish procedures to prevent unauthorized access to housing and living units.

3. Institutional procedures shall outline security measures directly affecting unit operations for the following security topics:
 - a. Housing Unit Control Center operations
 - b. Offender counts
 - c. Security inspections
 - d. Area searches
 - i. Random searches (and frequency) - Unannounced and irregularly timed searches of cells, offenders and all common areas in the segregation unit will occur consistent with post orders established for this area.
 - ii. Cells/rooms shall be thoroughly searched just prior to a new offender placement.
 - iii. Searches of cells/rooms shall be conducted at least three times per week.
 - e. Key control
 - f. Tool control
 - g. Use of restraints
4. In lieu of including these institutional procedures within this policy Institutions may elect to provide the required information in a separate policy. At a minimum, the corresponding policy and procedure shall be identified.

D. Operations – Out of Cell/Room Time

Out of cell/room time is provided for personal hygiene as outlined in H.3.e below, recreation as outlined in H.3.i and as determined by the Unit Team or other designated authority based on the offender's behavior. The Committee or other designated authority shall determine an offender's access (i.e. based on a restoration of privileges) out of their cells/room, and the circumstances under which more than one offender can be out of their cell/room at one time. Considerations regarding the number of offenders out of cell at one time may include the circumstances of each offender's placement in

disciplinary detention, staff availability to respond in case of an emergency, and an offender's current behavior.

E. Operations – Movement

1. All out-of-cell movement within the living unit shall be under the direct, continuous observation of staff. Institutions shall develop procedures outlining the circumstances regarding escorted movement inside the living unit.
2. The use of restraints for escorted movement of DD offenders within the unit is not required by IDOC policy but shall be determined by institutional procedures. When used, restraints shall be consistent with **IO-SC-19**, Restraints, and shall identify the level of authority necessary for deviation from routine procedure. Documentation for routine use of restraints for escorted movements inside the living unit is not required.
3. Movement outside the living unit for offenders in disciplinary detention shall be in accordance with **IO-SC-11**, Offender Movement Control.

F. Operations – Managing Offender Behavior

1. Offenders on disciplinary detention status shall be personally observed by a correctional officer on an irregular basis, but not less than every 30 minutes. Offenders who are exhibiting violent or mentally unstable or unusual behaviors will receive more frequent observation as determined by the Committee, health services staff or Shift Supervisor; suicidal offenders are under continuous observation in accordance with SSIP (See IDOC Policy **HSP-710**, Suicide & Self Injury Prevention). **(4-4257)**. Offenders exhibiting ongoing mental health issues shall be referred to Health Services for assessment.
2. Supervisory staff shall ensure that staff assigned to disciplinary detention housing has appropriate levels of experience, training and supervision. **(4-4259)**.
3. The Shift Supervisor shall visit and observe disciplinary detention housing areas at least once per shift.
4. Daily walk-throughs are required by Health Services staff.

5. Institutional procedures shall ensure routine visitation of Correctional Counselor to the segregation unit. Clergy and other staff are available upon request and as appropriate.

G. Operations – Leisure Activities

1. Telephone - disciplinary detention offenders may be authorized by housing unit staff to make legal calls when there is a verified pending court action. **(4-4272)**. Personal calls are not routinely authorized unless otherwise directed by the Committee. Emergency telephone calls may be approved by the Unit Supervisor.
2. Televisions, radios or other similar leisure activities are suspended for the duration of an offender's time in disciplinary detention unless these privileges have been restored in accordance with institutional procedures.

H. Operations – Programs and Services

1. Offenders confined for more than 60 days in disciplinary detention may be provided program services and privileges, similar to those offered offenders in administrative segregation upon approval of the Committee. **(4-4255)**.
2. The Committee will determine the programs and services available to offenders in disciplinary detention both in terms of the operation of the living unit and individual restrictions, including, at a minimum:
 - a. Commissary - Institutional procedures shall specify what items of commissary, if any are authorized.
 - b. Counseling/Mental Health/Case Management – Access to counseling staff shall be provided on a regular basis as outlined in institutional procedures. Mental health counseling and other professional services shall be provided consistent with the offender's treatment plan.
 - c. Food
 - i. The quality and quantity of food provided offenders in disciplinary detention shall be substantially the same as provided offenders in the general population. Disposable utensils may be used. Meals shall be served in offender

living units, and depending on security and safety issues, may be served in offenders' cells/rooms.

- ii. Alternative meal service may be used only in accordance with policy **IS-FS-02**, Food Service in Special Housing Units. **(4-4264)**.
- d. Education - Limited access to educational materials and programming may be authorized in accordance with institutional procedures and Committee approval and is encouraged for those in long-term disciplinary detention when current behavior warrants.
- e. Hygiene
 - i. Offenders shall be provided with personal hygiene items including the opportunity to shave and shower at least three times per week. **(4-4262)**.
 - ii. The frequency of hair care services shall be consistent with the general population, however hair care may be provided in the housing unit or living unit.
- f. Clothing/Property
 - i. Offenders in disciplinary detention are afforded clothing that is not degrading. **(4-4261)**.
 - ii. Institutional procedures shall specify the property that is permitted in disciplinary detention, and may provide for restoration of privileges in which additional personal property is authorized by the Committee in response to positive behavior.
 - iii. Any restrictions beyond what is outlined in policy shall be documented and approved by the Committee.
- g. Laundry - Institutions shall develop procedures to ensure that laundry, including clothing, bedding, and linen issue/exchange, is consistent with general population offenders with the exception that laundry may be handled on a centralized basis. **(4-4263)**.
- h. Legal

- i. Offenders in disciplinary detention shall have access to the state provided Legal Resource Attorney and/or their personal attorney as outlined in institutional procedures.
 - ii. Offenders shall be afforded legal visits in accordance with **OP-MTV-04**, Offender Visiting.
 - iii. Personal legal materials are permitted in the cell. Limitations may be imposed on quantity of legal materials due to security or life safety issues, however, when those limitations are imposed, procedures shall provide for reasonable exchange of materials. **(4-4268)**.
- i. Library - Limited access to library materials may be authorized in accordance with institutional procedures. **(4-4269)**.
 - j. Mail - Offenders in disciplinary detention can write and receive letters on the same basis as offenders in the general population. **(4-4266)**.
 - k. Health Services
 - i. Offenders in disciplinary detention status shall have access to health services staff on a daily basis and controlled access to prescription medications as outlined in institutional procedures.
 - ii. Visits of health services staff to the unit shall be announced and recorded.
 - iii. Self-medication programs may be allowed. **(4-4261)**.
 - l. Recreation
 - i. An offender on disciplinary detention status shall be afforded indoor and/or outdoor exercise outside their cell five days a week for one hour each day excluding holidays. The institution is not required to make up exercise time lost due to a holiday or severely inclement weather. **(4-4270)**.

- ii. These exercise periods shall, where consistent with institution design, be outdoors or in an area with direct or indirect access to sunlight. Exercise in dayrooms does not meet the requirements of this procedure.
 - m. Religious Programs and Materials
 - i. Offenders in disciplinary detention shall have access to a reasonable amount of religious material as determined by institutional procedures.
 - ii. Offenders in disciplinary detention shall have access to the Chaplain, approved clergy, and/or religious coordinator consistent with institutional procedures. Contact may be in the housing or living unit or in another area as designated by institutional procedures.
 - n. Visitation - Offenders are allowed personal visits. The length and frequency of visits may be restricted by institutional procedures, may be limited to immediate family, and may be non-contact. The offender has the responsibility of notifying visitors of any restrictions on visiting. **(4-4267)**. Offenders shall be afforded legal visits in accordance with **OP-MTV-04**, Offender Visiting.
- 3. Removal of Permissible Items and Privileges - Privileges of offenders may be further restricted when abusive, disruptive, or violent behavior warrant further restriction for reasons of safety and security. All such restrictions, including the authorizing official, shall be logged into the Post Log Book. A record of the restriction shall be provided to the Associate Warden of Security and documented in ICON Generic Notes: Behavior Logs), or other permanent record.**(4-4260) (4-4265)**.
- I. Operations – Housekeeping
 - 1. Each institution shall develop a housekeeping plan for disciplinary detention living units. Housekeeping plans shall require, at a minimum:
 - a. Daily cleaning and routine sanitizing of occupied cells/rooms.
 - b. Daily cleaning and sanitizing of dayrooms and common areas.
 - c. Routine cleaning and sanitizing of unoccupied cells/rooms.

- d. Routine cleaning and sanitizing of unoccupied areas.
 - e. Distribution, handling and storage of cleaning supplies/materials.
 - f. Handling and disposal of hazardous materials.
 - g. Sanitation inspections on a daily, weekly, monthly and annual basis.
 - h. Procedures for determining whether, for positive behavior management reasons, offenders assigned to disciplinary segregation may be permitted to assist with cleaning of the dayroom or living unit.
2. Offenders are expected to clean their individual cells/rooms on a daily basis consistent with the living unit rules.
 3. Offender workers shall be assigned to provide housekeeping services in disciplinary detention living unit dayrooms or other areas adjacent to cells/rooms. Staff shall be vigilant to provide supervision of offender workers to ensure they do not have direct access to offenders in disciplinary detention.

J. Unit Documentation

1. A Post Logbook for permanent, detailed recording of unit activities, routine information, emergency situations and unusual incidents shall be maintained for each disciplinary detention living unit. **(4-4260)**
2. Institutional procedures shall outline other documentation required for the operating the disciplinary detention living unit.
3. Institutional procedures shall outline appropriate methods for the documentation of significant information regarding each offender in segregation. These methods which must be readily available to the staff of the unit shall include: The document may record the activity of an individual offender or may be an aggregate document for specific activities.
4. Deputy Directors or Assistant Deputy Directors shall conduct an annual audit of a sampling of disciplinary detention placements to determine

compliance with the policy and to identify trends/patterns regarding placements.

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