



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY

PRISON
OFFENDER/SPANISH MANUALS

REVISION DATE

6/20/12

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DOC 320.255

POLICY

TITLE

**IMU/ITU/SEGREGATION/MENTAL HEALTH
SEGREGATION OPERATIONS**

REVIEW/REVISION HISTORY:

- Effective: 6/7/00
- Revised: 12/27/05
- Revised: 2/3/06 AB 06-001
- Revised: 11/28/06
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- Revised: 5/22/08
- Revised: 7/9/09
- Revised: 7/30/09 AB 09-026
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SUMMARY OF REVISION/REVIEW:

Numerous changes. Read carefully!

APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

6/19/12

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [WAC 137-28](#); [WAC 137-32](#); [ACA 4-4249](#); [ACA 4-4255](#); [ACA 4-4256](#); [ACA 4-4257](#); [ACA 4-4258](#); [ACA 4-4260](#); [ACA 4-4261](#); [ACA 4-4262](#); [ACA 4-4263](#); [ACA 4-4264](#); [ACA 4-4265](#); [ACA 4-4266](#); [ACA 4-4267](#); [ACA 4-4268](#); [ACA 4-4269](#); [ACA 4-4270](#); [ACA 4-4271](#); [ACA 4-4272](#); [ACA 4-4273](#); [ACA 4-4400](#); [DOC 320.260 Secured Housing Units in Stand Alone Minimum Security Facilities](#); [DOC 440.080 Hygiene and Grooming for Offenders](#); [DOC 560.200 Religious Programs](#); [DOC 650.020 Pharmaceutical Management](#)

POLICY:

- I. Security Level 5 Intensive Management Units (IMUs), Segregation Units, Intensive Treatment Units (ITUs), and Mental Health Segregation Units in Prisons will operate in compliance with Department established policies and guidelines. [4-4249]
- II. Security Level 2 Secured Housing Units in stand alone minimum security facilities will operate per DOC 320.260 Secured Housing Units in Stand Alone Minimum Security Facilities.

DIRECTIVE:

- I. [4-4249] General Conditions of Confinement
 - A. [4-4400] When an offender is transferred to Segregation, health care staff will be informed immediately and will provide assessment and review using DOC 13-432 Health Services Assessment of Segregated Offender as indicated by the protocols established by the Health Authority.
 - B. [4-4255] Offenders assigned to an IMU, ITU, Segregation Unit, or Mental Health Segregation Unit will be provided the following conditions of confinement, unless safety or security considerations dictate otherwise. Offenders held in disciplinary detention for periods exceeding 60 days will receive the same program services and privileges. If any of these conditions are refused or not provided, the refusal/denial will be documented on DOC 05-091 Daily Report of Segregated Offender.
 1. Adequately lighted and ventilated environment, unless mechanical or other problems prevent such conditions on a temporary basis.
 2. Reasonable room temperature for the season, unless mechanical or other problems prevent such conditions on a temporary basis.

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3. Meals of similar quality and quantity as provided to the general population. Methods of preparation and/or delivery may be modified for security reasons.
4. Access to personal hygiene items per DOC 440.080 Hygiene and Grooming for Offenders, as appropriate based on security and safety needs. [4-4261]
5. Opportunity to shower at least 10 minutes and shave at least 3 times per week. [4-4262]
6. Access to telephone, mail and approved correspondence supplies, visiting, reading material(s), and legal representation and material(s). [4-4266] [4-4267] [4-4268] [4-4269] [4-4271]
 - a. Unless authorized by the Superintendent/designee, offenders in disciplinary Segregation will be allowed limited telephone privileges, except for calls related specifically to accessing legal representation. [4-4272]
7. [4-4273] Receive a minimum of one hour of exercise per day, 5 days per week, outside of their cell. [4-4270] When an offender is on program modification status, daily in-cell fitness activities will be encouraged in lieu of out-of-cell opportunities.
8. Limited program access due to risk level.
9. Access to health care services. [4-4400]
10. Access to Unit Sergeant, Unit Supervisor, and Counselor, and to unit mental health staff in ITU/Mental Health Segregation Unit. [4-4258] [4-4273]
11. Controlled access to prescribed and/or Over the Counter medications per DOC 650.020 Pharmaceutical Management. [4-4261]
12. Exchange of clothing (e.g., T-shirts, underwear, socks), coveralls, and towels at least 3 times per week. [4-4261] [4-4263]
13. Exchange of linens weekly. [4-4263]
14. Barbering/hair care services as available in general population, with the exception of offenders on a program modification status. [4-4263]
15. Access to the following:

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- a. Religious guidance, [4-4273]
- b. Education, [4-4273]
- c. Self-help programs, [4-4273]
- d. Library and Law Library, [4-4273]
- e. Grievance Program, and
- f. Offender Policy and Operational Memorandum Manuals.

II. [4-4249] Property

A. The following property will be authorized in an IMU/ITU/Segregation Unit/Mental Health Segregation Unit based on space availability and program management level assignment. Unless noted, offenders cannot retain property from general population while in IMU/ITU/Segregation. Exception requests must be submitted to the Superintendent in writing. Mental health stability/safety issues will also be considered in an ITU/Mental Health Segregation Unit. All property will remain in the appropriate storage container when not in use:

1. One 10" x 12" x 18" box of legal documents/papers from the offender's general population property.
2. One 10" x 10" x 10" box or small sack to store all other authorized property:
 - a. Prescription eyeglasses from the offender's general population property.
 - b. Dentures from the offender's general population property.
 - c. Telephone/address book from the offender's general population property.
 - d. One small religious medallion, 2" in size without sharp edges, worn on a piece of string or thread.
 - e. One wedding band from the offender's general population property without diamonds, stones, or a raised surface that poses a security concern.
 - f. Religious material authorized by DOC 560.200 Religious Programs, if requested by the offender and approved by custody and religious programs staff.
 - g. One medicine bag, 2.5" x 2.5" in size with no feathers, provided it is registered, approved, and worn on a piece of string only.

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- h. Approved educational, religious, and/or self-help material.
- i. Books, photographs, and publications.

B. The following additional property will be authorized in an IMU/ITU/Segregation Unit based on space availability and program management level assignment:

- 1. A plastic medic alert bracelet or other medical equipment, as approved by health care staff and authorized by the Unit Supervisor.
- 2. Medication, as directed by health care staff per DOC 650.020 Pharmaceutical Management.

C. All other offender property will be maintained in storage and will be reissued to the offender when released from IMU/ITU/Segregation.

III. Program Management Level System

A. The program management level system will reward positive behavior by promoting offenders through a system of levels/progressive steps.

B. Behavioral Management Incentive Program for IMU Offenders

- 1. When eligible, offenders seeking promotions must do so in writing. The Unit Supervisor/designee will act on offender initiated requests within 7 calendar days of submission of the request.
- 2. The Unit Supervisor/designee will review staff initiated reviews for promotions of offenders who meet the eligibility criteria within 7 calendar days of submission of the request.

C. ITU/Mental Health Segregation Unit

- 1. The step program allows mentally ill offenders greater privileges as the steps increase.
- 2. The Progressive Reintegration Program will be utilized to decrease the use of restraints while increasing the socialization opportunities during programming.

D. An offender's compliance with the Individual Behavior Management Plan (IBMP)/Individualized Treatment Plan (ITP) will determine his/her management level/step assignment, with increased privileges used as positive reinforcement.

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1. Promotions and demotions to different program management levels/steps will not be automatic, and will be based on the following criteria:
 - a. Infraction history,
 - b. Cell cleanliness,
 - c. Personal hygiene,
 - d. Compliance with the IBMP/ITP, including acceptable communication, cooperation, and interaction with staff and other offenders,
 - e. Overall behavior and attitude,
 - f. Observation reports from staff,
 - g. For ITU/Mental Health Segregation Unit, mental health stability (i.e., medication compliance), as it relates to safety and security issues, and/or
 - h. Willingness to work towards release from Intensive Management/ Treatment Status (IMS/ITS).
2. If an offender's program level/step is demoted, or a promotion request is denied, the offender will receive the decision and the timeframe to re-apply.
 - a. Demotions and denials may be appealed to the Unit Supervisor/ designee.
 - 1) Program management level demotion/denial appeals must be submitted in writing within 48 hours of receipt of the written decision.
 - b. The Unit Supervisor will provide a final decision within 5 working days.

IV. Progressive Movement Out of IMU/ITU

- A. Compliance with the IBMP and/or ITP will determine offenders' progressive movement out of IMU/ITU through the Incentive Program.
 1. After a minimum of 30 days on Level 2, offenders may be reviewed for promotion to Level 3.

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2. After a minimum of 60 days on Level 3, offenders may be reviewed for promotion to Level 4.
 3. Offenders on Level 4 may be reviewed for release from IMS, provided they have met all identified expectations for release.
 4. Time that an offender spends outside the unit on court order or other status may not count in the time calculation for a management level promotion.
- B. The Intensive Management Unit/Segregation Program Activities Grid (Attachment 1) determines authorized activities and items for the various program levels. [4-4273]
1. Offenders assigned to an IMU will enter at Level 2. Offenders serving an isolation sanction per WAC 137-28 will be assigned to Level 1.
 - a. Offenders initially assigned to ITU on ITS will enter at Step 2. If an ITU offender has transferred to ITU immediately from an IMU, the current step level in IMU will be considered.
 - 1) IMU Level 1 is equal to Step 2
 - 2) IMU Level 2 is equal to Step 4
 - 3) IMU Level 3 is equal to Step 5
 - 4) IMU Level 4 is equal to Step 6
- V. [4-4249] Program Modifications
- A. [4-4261] Program modifications may be implemented for one or more of the following reasons:
 1. The activity or item is currently a risk to staff or the offender's safety, or to the security and/or orderly operation of the IMU/ITU/Segregation Unit/Mental Health Segregation Unit.
 2. The continued use of the activity or item will result in a high probability of endangerment to self, others, security and orderly operation, and/or state property.
 3. In response to an active sanction(s).
 - B. [4-4263] [4-4265] The Unit Supervisor/Shift Lieutenant in charge at the time of the imposed modifications will document and justify the modifications on DOC 21-632 IMU/SEG/ITU/Secured Housing Unit Conditions of Confinement Modification

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Approval, which the Superintendent/designee will review and approve within one working day. Any program modifications will be recorded in the unit log.

1. For IMU/Segregation Units, the designee must be at Associate Superintendent level at major facilities and Correctional Program Manager level at minimum facilities.
 2. Restrictions that take place after hours will be approved through the facility Duty Officer and reviewed by the appropriate manager the next working day.
- C. Modifications can be increased or decreased without changing the progressive movement level/step.
1. The IMU Supervisor will review each offender assigned to program modification status daily. As soon as the offender's behavior no longer indicates a threat, the Correctional Program Manager, Captain, or higher authority may release the offender from program modification status.
 2. The ITU Supervisor will review each offender assigned to program modification status at least once weekly. As soon as the offender's behavior no longer indicates a threat, the Correctional Mental Health Program Manager/designee may release the offender from program modification status.
- D. Program modifications lasting up to 7 days require Superintendent/designee approval. If available, input from medical/mental health staff should be considered in making a decision to extend a program modification. Modifications for more than 7 days require Assistant Secretary for Prisons/ designee approval.
- E. When an offender is placed on pen and/or paper restriction, supervisory staff will conduct a daily cell check to address any immediate communication needs (e.g., assistance with grievance, medical, emergency legal needs).
- F. [4-4264] Alternative meal service program modifications may not exceed a maximum of 7 consecutive days and must have the written approval of the Superintendent and Health Authority. Alternative meal service is limited to offenders who have used food or food service equipment in a manner that is hazardous to self, staff, or other offenders. Alternative meal service must be based on health or safety considerations only and must meet basic nutritional standards.
- G. The Superintendent/designee will receive routine updates on all offenders assigned to a program modification status.

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H. Active program modifications on offenders who transfer will be forwarded to the receiving facility's IMU/ITU at the time the offender is transferred.

VI. [4-4249] Mental Health Services

- A. Offenders assigned to the IMU/ITU/Segregation Unit will have access to mental health services. Staff observing offender behavior that may indicate a mental health issue exists should make an appropriate and timely referral. The designated mental health provider will review the referral and take appropriate action.
- B. When an IMU/Segregation Unit mental health professional determines that an offender's mental health needs exceed the facility's resources, the case will be presented to Monroe Correctional Complex-Special Offender Unit (MCC-SOU) mental health staff via teleconference to request a transfer. If approved by MCC-SOU staff, an IMU to IMU transfer request will be submitted.
- C. [4-4256] All offenders assigned to the IMU/ITU/Segregation Unit for more than 30 days will be interviewed by mental health staff for mental health concerns. Mental health staff will assess offenders at 90 day intervals thereafter, unless the Chief Medical Officer prescribes more frequent assessment.
 - 1. Staff will document all screening results.
 - 2. Staff will refer any offender exhibiting serious mental health problems for necessary treatment.
- D. Mental health services will be available daily to offenders assigned to an ITU/ Mental Health Segregation Unit.

VII. [4-4249] Work Programs

- A. Offenders assigned to an IMU at Level 4 will be eligible to apply and/or be assigned to a unit work program, if available.
- B. ITU offenders will be eligible to apply and/or be assigned to a unit work program, if available.
- C. Offenders will be under continuous supervision when performing their assigned tasks.
- D. If an offender from another unit is brought into the unit to perform assigned tasks, the offender will be strip searched and under direct supervision of staff while in the unit.

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- E. Offender work program assignments will be documented in the Offender Based Tracking System - Resource Program Management (OBTS-RPM) system.

VIII. Program Opportunities

- A. Program opportunities will be developed that are consistent with reasonable safety and security practices, while providing interventions consistent with the IBMP/ITP:
1. An assessment will be conducted to identify and match the offender's needs with available programs in the IMU/ITU/Segregation Unit.
 2. Offenders must actively participate in or complete designated program(s) that are consistent with their IBMP/ITP.
 3. Failure to participate in programming opportunities will be cause to deny level promotion.
 4. Offender participation in programs (e.g., Basic Skills, Step Down, Offender Change) will be documented in the OBTS-RPM system.

IX. [4-4249] Visits by Staff

- A. [4-4257] Staff assigned to the unit will conduct cell checks on an irregular schedule, no more than 30 minutes apart, to personally observe offenders. Offenders who are violent or mentally disordered, or who demonstrate unusual or bizarre behavior, will receive more frequent observation. All cell checks will be documented in the unit log.
- B. The senior Correctional Unit Supervisor/designee will conduct daily cell checks. [4-4258]
1. The IMU/Segregation Unit Correctional Sergeant will conduct one daily cell check each shift.
- C. Unless medical attention is needed more frequently, each offender in Segregation will receive a daily visit from a health care provider. The presence of a health care provider in Segregation will be announced and recorded. The Health Authority will determine the frequency of physician visits to Segregation Units. [4-4258] [4-4400]
- D. Classification staff will visit with each offender at least once weekly, and in response to written requests. [4-4258]

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- E. Each week, a member of the facility management team will do a cell-by-cell walkthrough of each IMU/Segregation Unit and make contact at each occupied cell.
- F. Each week, the Superintendent or Associate Superintendent will do a walkthrough of each IMU/Segregation Unit and make contact at each occupied cell.
- X. [4-4249] Records
 - A. [4-4260] DOC 05-091 Daily Report of Segregated Offender or an electronic version will be maintained for each offender housed in Segregation, including IMS or ITS. Electronic versions will be printed and maintained in the same manner as the paper version. The report will:
 1. Be updated during and after each shift.
 2. Record transactions and activities concerning the offender and the specific conditions of confinement outlined in this policy. Specific transactions include:
 - a. Sick call and medication distribution,
 - b. Shower schedule,
 - c. Exercise schedule,
 - d. Visits,
 - e. Attorney telephone calls,
 - f. Requests for legal resources,
 - g. Major incidents of any type,
 - h. Program activities (e.g., education, religious services), and
 - i. Contact by medical or mental health staff.
 3. State the reasons for any decision to refuse property or an activity.
 4. Document medical observations and/or medications administered.
 5. Document walkthroughs and daily cell checks, including checks by supervisory staff for offenders on pen/paper restriction.
 6. Include unusual occurrences and/or behavior.
 7. Include program modifications/exceptions. [4-4263]
 - B. Each shift, the Unit Sergeant will review DOC 05-091 Daily Report of Segregated Offender or the electronic version and note the review in the operational unit log.

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DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

[Intensive Management Unit/Segregation Program Activities Grid \(Attachment 1\)](#) [4-4273]

DOC FORMS:

[DOC 05-091 Daily Report of Segregated Offender](#)

[DOC 13-432 Health Services Assessment of Segregated Offender](#)

[DOC 21-632 IMU/SEG/ITU/Secured Housing Unit Conditions of Confinement Modification Approval](#) [4-4263] [4-4265]