



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY

PRISON
OFFENDER/SPANISH MANUALS

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POLICY

TITLE

**SECURED HOUSING UNITS IN STAND ALONE
MINIMUM SECURITY FACILITIES**

REVIEW/REVISION HISTORY:

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III.A.4.a.1) and VII.C.1. - Adjusted form usage
 VIII.A. - Adjusted language for clarification


APPROVED:

Signature on file

BERNARD WARNER, Secretary
 Department of Corrections

6/12/12

 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 4-4256](#); [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 320.200 Administrative Segregation](#); [DOC 440.080 Hygiene and Grooming for Offenders](#); [DOC 450.300 Visits for Prison Offenders](#); [DOC 560.200 Religious Programs](#); [DOC 650.020 Pharmaceutical Management](#)

POLICY:

- I. Stand alone minimum security facilities will, when necessary, confine offenders in the Secured Housing Unit for up to 14 days. Secured housing units will operate in compliance with Department established policies and guidelines. [4-4249]

DIRECTIVE:


- I. [4-4249] General Conditions of Confinement
 - A. [4-4400] When an offender is transferred to the Secured Housing Unit, health care staff will be informed immediately to provide assessment and review using DOC 13-432 Health Services Assessment of Segregated Offender as indicated by protocols established by the Health Authority.
 - B. Offenders assigned to a Secured Housing Unit will be provided the following conditions of confinement, unless safety or security considerations dictate otherwise.
 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.
 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]

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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]
7. Receive a minimum of one hour of exercise per day, 5 days per week, outside of their cell. [4-4270] [4-4273]
8. Limited program access due to program level.
9. Access to health care services. [4-4400]
10. Access to Unit Sergeant, Unit Supervisor, Counselor, and Correctional Program Manager in the Secured Housing 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 (i.e., 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. [4-4263]
15. Access to the following:
 - 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 a Secured Housing Unit based on space availability. Unless noted, offenders cannot retain property from general population while in Secured Housing. Exception requests must be submitted to the Superintendent in writing.
 1. All property will remain in the appropriate storage container when not in use:
 - a. Prescription eyeglasses from the offender's general population property.


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- 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.
 - h. Approved educational, religious, and/or self-help material.
 - i. Books, photographs, and publications.
2. For access to legal materials in segregation, offenders must demonstrate a verifiable court imposed deadline within 45 days.
- B. The following additional property will be authorized in a Secured Housing Unit based on space availability and program management level assignment:
- 1. A plastic medic alert bracelet or other medical equipment, as approved by the Health Authority and authorized by the Unit Supervisor.
 - 2. Medication, as directed by health care staff per DOC 650.020 Pharmaceutical Management.
 - a. Upon placement in a Secured Housing Unit, custody staff will immediately retrieve all medications, including Over the Counter items, from the offender's cell and provide them to Health Services medication room staff. The Nurse or practitioner will evaluate the offender's health status and will immediately return critical medications to the offender to Keep on Person, unless otherwise directed by the facility Health Authority to be more restricted.
- C. All other offender property will be maintained in storage and will be reissued to the offender when released from Secured Housing.

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III. Program Management Activities System

- A. Offenders assigned to a Secured Housing Unit will be allowed the program activities identified in the Secured Housing Unit Program Activities Grid (Attachment 1). Offenders serving an isolation sanction as authorized by WAC 137-28 for an infraction incurred while in the Secured Housing Unit will have reduced access to activities.
1. Except for calls related specifically to access legal representation, offenders in disciplinary segregation will be allowed limited telephone privileges unless otherwise authorized by the Superintendent/designee. [4-4272]
 2. [4-4267] Legal visits and no-contact visits with immediate family members may be permitted for offenders assigned to a Secured Housing Unit per DOC 450.300 Visits for Prison Offenders. These visits will be initiated by the offender using DOC 21-787 Special Visit Request.
 - a. Facilities which are unable to provide no-contact visits may arrange or schedule a no-contact visit at a nearby major facility.
 3. Offenders assigned to a Secured Housing Unit who require legal access, mental health services, or infirmary placement will be transferred to a facility that is able to provide the services. [4-4256]
 4. [4-4400] Offenders assigned to the Secured Housing Unit will receive daily visits from health care personnel. When an offender is placed in the Secured Housing Unit during regular business hours, Medical staff will complete DOC 13-432 Health Services Assessment of Segregated Offenders.
 - a. In the absence of qualified health care staff, one or more of the following procedures will be implemented:
 - 1) The offender will complete DOC 13-471 Offender Self-Wellness Check and submit to the Shift Commander, who will complete the Shift Commander section and contact the on-call medical practitioner to discuss information documented,
 - a) If the offender refuses to complete the form, the Shift Commander will note the refusal on the form.
 - 2) A telephone conference will be facilitated for the offender with a qualified health care staff, documented on DOC 13-

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432 Health Services Assessment of Segregated Offenders and logged on DOC 05-091 Daily Report of Segregated Offender, or

- 3) The offender will be transported to a facility with qualified health care staff, a local community clinic, or a hospital.

IV. [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 Secured Housing 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 modifications on DOC 21-632 IMU/SEG/ITU/Secured Housing Unit Conditions of Confinement Modification Approval, which the Superintendent/designee will review and approve within one working day. Any program modification will be recorded in the unit log.

1. The designee must be the Senior Security Manager or Correctional Program Manager.

- C. The Unit Supervisor will review each offender assigned to program modification status daily. As soon as the offender's behavior no longer indicates a threat, the Senior Security Manager, CPM, or higher authority 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).

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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.

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.

V. Administrative Release

A. Administrative releases from a Secured Housing Unit will be conducted as outlined in DOC 320.200 Administrative Segregation.

VI. [4-4249] Mental Health Services

A. Offenders assigned to a Secured Housing 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.


1. Facilities without mental health staff will refer and transfer offenders to a facility designated by the Mental Health Authority. [4-4256]

VII. [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. [4-4258] The Shift Commander will conduct daily cell checks.

C. Unless medical attention is needed more frequently, each offender in the Secured Housing Unit will receive a daily visit from a health care provider. The presence of a health care provider in the Secured Housing Unit will be announced and recorded. The Health Authority will determine the frequency of physician visits to the Secured Housing Unit. [4-4258] [4-4400]

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1. On weekends and holidays, DOC 13-471 Offender Self-Wellness Check will be issued to the offender for completion.

D. Classification staff will visit with each offender at least once weekly, and in response to written requests. [4-4258]


E. Each week, a member of the facility management team will do a cell-by-cell walkthrough of the Secured Housing Unit and make contact at each occupied cell.

F. Each week, the Superintendent, CPM and/or Senior Security Manager will do a walkthrough of the Secured Housing Unit and make contact at each occupied cell.

VIII. [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 the Secured Housing Unit. 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.

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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.

DEFINITIONS:

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

ATTACHMENTS:

[Secured Housing Unit 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 Offenders](#)
- [DOC 13-471 Offender Self-Wellness Check](#)
- [DOC 21-632 IMU/SEG/ITU/Secured Housing Unit Conditions of Confinement Modification Approval](#) [4-4263] [4-4265]
- [DOC 21-787 Special Visit Request](#)