



**DEPARTMENT OF CORRECTIONS
Institutions**



Title:	Special Population Management Committee	DOC Policy: 40.3.1
Effective:	7/21/08	Supercedes: 7/1/07
Applicability:	Staff working in Institutions, Office of Population Management, Transitional Services and Behavioral Health Services	
Directives Cross-Reference:	Rules: Administrative Housing (Div 046) Intensive Management Unit (Div 055) Segregation (Disciplinary) (Div 011)	
Attachments:	None	

I. PURPOSE

The Special Population Management Committee (SPM) reviews Intensive Management Unit (IMU) assignment requests for inmates that classify at custody level 5 and demonstrate serious management concerns. The SPM Committee approves all IMU assignments, which include IMU diversions and accelerated diversion plans to the IMU program for inmates that receive long term Disciplinary Segregation Unit (DSU) sanctions, with serious mental health concerns. The SPM Committee oversees all IMU releases. In addition, the SPM Committee makes administrative housing assignments on all approved administrative housing referrals.

II. DEFINITIONS

- A. Administrative Housing: Housing separate and apart from the general population, including facilities, rooms, or cells for inmates whose actions, or threats jeopardize the safety, security, and orderly operation of the facility, staff, visitors, or other inmates or for those inmates who require protective custody and no other reasonable housing alternative is available.
- B. Administrative Housing Packet: A compilation of information that supports a request for administrative housing. The administrative housing packet will minimally contain:
- Administrative Housing Request (CD 1482)
 - Classification summary (CD1120aD)
 - Photograph of the inmate
 - Relevant disciplinary findings of fact that includes a scanned copy of the misconduct report
 - Copies of any media related materials
 - Inmate's projected release date
 - Pertinent information regarding the inmate's security threat behavior
 - Copy of the inmate's Psychology Threat Risk Investigation (PTRI) (when applicable)
 - Copy of the inmate's risk investigation (when applicable) and information related to staff and inmate conflicts.

- C. Custody Level 5: An inmate assigned to this custody level presents an extreme risk of escape, violence, or disruption to the safe, secure, and orderly operation of a Department of Corrections facility. No Level 5 inmates shall be housed in a general population housing unit.
- D. Housing Diversion: If an inmate is being considered for IMU assignment, and the IMU packet shows the inmate continues to demonstrate serious mental health concerns while housed in DSU, an accelerated transfer to the IMU program may be considered for the inmate's mental health programming needs. A plan to manage an inmate that was approved for IMU, in an alternative housing assignment due to the inmate's mental health needs will also be considered.
- E. IMU Assignment Packet: A packet submitted to the SPM Committee to review for assigning an inmate to IMU. The IMU packet will minimally contain:
- Intensive Management Unit Administrative Action Sheet (CD8a);
 - Classification summary (CD1120aD),
 - Relevant disciplinary findings of fact that includes a scanned copy of the misconduct report;
 - Inmate's segregation release date;
 - Inmate's projected release date;
 - Pertinent information regarding the inmate's security threat behavior
 - Behavioral Health Services information.
- F. Inmate IMU Appeal Packet: The packet shall include the following:
- Request for administrative review form (CD1120aD)
 - Notice of administrative review rights/procedures
 - Delivery verification form
 - Copy of the Intensive Management Unit Administrative Action Sheet (CD8a)
 - Classification scoring form
- G. Inmate Program Committee (IPC): A committee that evaluates each inmate's conduct, program involvement and behavior monthly to determine further and appropriate program level assignment while assigned to the Intensive Management Unit.
- H. Intensive Management: The status of custody Level 5 inmates assigned to special security housing and programs in a designated intensive management unit or cell separate from general population housing units in Department of Corrections facilities.
- I. Serious Management Concerns: Participation either individually, or in a group, in behavior which poses a significant threat to the safe and secure operation of the facility, including, but not limited to, threatening or inflicting bodily injury on another person, posing an immediate risk of escape, promoting or engaging in disruptive group behavior, promoting security threat group activities, or being involved in any other activity that could significantly threaten the safe and secure operation of the facility; and which poses a sufficient threat that such behavior can only be adequately controlled in appropriate special housing.
- J. Special Needs Inmate Evaluation Committee (SNIEC): An institution committee that reviews, evaluates, and manages the needs of special population inmates housed in the custody of Department of Corrections facilities.

- K. Special Population Management Committee (SPM): A committee that is composed of at least three Department staff to include a representative from institution operations, Behavioral Health Services, and the Office of Population Management who are responsible to review classification status for inmates who score Level 5 in order to determine if assignment to the Intensive Management Unit (IMU) or administrative housing placement is appropriate.

III. POLICY

A. Administrative Housing Placement

Upon receipt of an approved voluntary or involuntary administrative housing referral, the SPM Committee will determine housing assignment to either OSP Administrative Special Housing (ASH) or SRCI Administrative Segregation Unit (ASU) if the administrative request is longer than 30 days. The SPM Committee will notify the institution of their decision and arrange the inmate's placement.

B. Referrals for IMU Assignment

1. Once an inmate presents serious management concerns and is classified at pending custody Level 5, a representative from Transitional Services shall submit an IMU packet to the institution SNIEC Committee for review.
 - a. It is the responsibility of the institution where the inmate's conduct occurred to submit the IMU packet, regardless of where the inmate is housed in segregation.
2. SNIEC shall review the IMU packet to determine if the inmate's conduct warrants IMU assignment. If the inmate is approved for an IMU referral, the SNIEC Committee has 45 days from the final disciplinary order date to forward the IMU packet to the SPM Committee for consideration.
3. The SNIEC Committee chair or designee will review the packet for final approval prior to forwarding the packet to the SPM Committee.
4. The Transitional Services Manager or designee will notify the inmate in writing of the approved IMU referral. Upon this notification, the inmate has 14 days to submit a written rebuttal or mitigation response to the SPM Committee regarding his/her IMU referral.

C. SPM Committee Responsibilities:

1. Upon receipt of the IMU packet, the SPM Committee will review and return a decision to the Office of Population Management within 30 days, unless an inmate is being considered for an accelerated diversion from DSU to IMU or an IMU diversion based on mental health concerns.
 - a. If the IMU packet is incomplete, the packet shall be returned to the institution's SNIEC chair or designee for resubmission.
 - b. If the IMU packet is submitted outside the established timeframes, the functional unit manager will be notified by the SPM Committee.

2. Upon approval of IMU placement, a representative from the Office of Population Management will notify the Transitional Services Manager where the inmate is currently housed. It is the institution's responsibility to provide the inmate with a packet to appeal his/her IMU placement within 10 days of the SPM Committee's approval.

D. Diversion from DSU to IMU

If an inmate is being considered for IMU assignment, and the IMU packet shows the inmate continues to demonstrate serious mental health concerns while housed in DSU, an accelerated transfer to the IMU program may be considered for the inmate's mental health programming needs. An inmate may also be considered for an IMU diversion based on the inmate's mental health needs. The following procedures shall occur for diversion to IMU:

1. The SPM Committee may request an additional mental health evaluation be completed on the inmate to determine appropriate placement and programming.
2. The SPM Behavioral Health Services representative will notify the facility of the request and the inmate will be placed in the Mental Health Infirmary (MHI) or appropriate housing for the mental health evaluation.
3. The Behavioral Health Services MHI program manager is responsible for notifying the SPM Behavioral Health Services supervisor when the evaluation is complete and when the diversion plan, if applicable, is complete. Evaluations will be completed within 30 days, whenever possible, of the inmate's admission to the Mental Health Infirmary.
4. The SPM Behavioral Health Services supervisor will assess the inmate's evaluation and diversion plan. The SPM Behavioral Health Services supervisor/representative will present the inmate's diversion plan to the SPM Committee for early diversion to the IMU program.
 - a. The SPM Committee will review the inmate's IMU diversion plan for approval and facilitate placement in the appropriate institution.
 - b. The facility will be notified of the inmate's IMU diversion plan and will have one week to review the plan. The inmate will then be sent to the approved facility.

E. IMU Releases

Within 30 days of an inmate attaining IMU program level 4, the Inmate Program Committee (IPC) will forward a written notification to the Office of Population Management representative of the SPM Committee documenting the inmate's IMU program performance and the inmate's projected release from IMU.

1. Inmates released from IMU will be returned back to the originating facility where the misconduct occurred that led to an IMU assignment.

2. Any IMU releases that have special placement concerns shall be forwarded to the SPM Committee to make appropriate housing assignments.
3. The Office of Population Management representative will notify the facility of the inmate's pending IMU release date and change the inmates custody from a level 5 to a level 4.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.