



RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE

	POLICY NUMBER: 12.02-2 DOC	EFFECTIVE DATE: 01/26/09	PAGE 1 OF 6
	SUPERCEDES: 12.02-1 DOC	DIRECTOR: Please use BLUE ink. 	
SECTION: SPECIAL MANAGEMENT		SUBJECT: ADMINISTRATIVE CONFINEMENT - AWAITING TRIAL	
AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10 (22), Powers of the director			
REFERENCES: ACA Standard 4-4273 Special Management, relative to administrative confinement; RIDOC policies # 9.14-3 DOC; Detecting Contraband on or in the Possession of Inmates-Detainees (Including Frisk, Strip and Body Cavity Searches, #13.10-1 DOC; Inmate Grievance Procedure, 15.11-2 DOC; "C" Category Inmates, and #18.43-1 DOC; Health Evaluation of Inmates in Administrative or Disciplinary Confinement			
INMATE / PUBLIC ACCESS?		<input checked="" type="checkbox"/> YES	
AVAILABLE IN SPANISH?		<input checked="" type="checkbox"/> NO	

I. **PURPOSE:**

To establish guidelines for the Administrative Confinement of pre-trial detainees at the Adult Correctional Institutions (ACI).

II. **POLICY:**

Administrative Confinement is a management tool employed by the Rhode Island Department of Corrections' (RIDOC's) facility administrators as an alternative to confining a detainee in the general population when the continued presence of the individual in the general population would pose a serious threat to life, property, self, staff, other inmates or the security or orderly running of the facility. Administrative

Confinement offers a higher degree of control and supervision than otherwise available.

III. PROCEDURES:

A. Reasons for Administrative Confinement

A pre-trial detainee may be transferred from general population to Administrative Confinement when he/she:

1. Is potentially dangerous to him/herself or others;
2. Poses a serious escape risk;
3. Requires an immediate mental health evaluation and cannot remain in general population pending that evaluation;

NOTE: Detainees in this category are placed in Administrative Confinement only upon consultation with RIDOC's Clinical Director Psychologist or psychiatrist;

4. Is under investigation for violation of facility rules or the law;
5. Requires maximum personal protection;
6. Demonstrates chronic inability to adjust to general population;
7. Has an enemy issue or has been charged with a highly publicized/particularly heinous act (e.g., murder of a police officer, rape and/or murder of a minor) and cannot be held in general population while the investigation into potential placement in Protective Custody is being conducted.

B. Admission

1. Administrative Confinement is usually ordered/authorized by the Warden/designee.

2. However, in emergency situations, any staff member, with the approval of the Shift Commander, may temporarily place a detainee in Administrative Confinement to:
 - a. control his/her behavior;
 - b. safeguard him/her or other detainees until formal approval is received from the Warden or Deputy.

C. Detainee Notification

1. The detainee receives written notice of his/her transfer to Administrative Confinement, and the reasons for the transfer, within twenty-four (24) hours of removal from general population (Attachment 1). The Notice of Transfer to Administrative Confinement form also informs the detainee he/she has the right to protest the transfer to Administrative Confinement via the Inmate Grievance Procedure. (See, policy #13.10-1 DOC, Inmate Grievance Procedure, or a successive policy.)
2. The detainee acknowledges the Notice of Transfer to Administrative Confinement form by signing and dating it. The detainee receives a copy. If the detainee refuses to sign and date the Notice of Transfer to Administrative Confinement form, a superior officer so indicates on the form, signs and dates it noting the time of refusal.
3. A copy of the Notice of Transfer to Administrative Confinement is forwarded to Records and ID for retention in the detainee's central file. Female detainees' central files are kept at the Women's Facilities.

D. Review

1. Initial Review

A superior officer conducts an initial review with the detainee within five (5) working days of his/her transfer to Administrative Confinement.

2. Frequency of Subsequent Reviews

- a. Monthly - months 1 through 3.

- b. If a detainee remains in Administrative Confinement for more than thirty (30) days, a mental health staff member makes a mental health assessment (including progress notes in the medical record) at least every thirty (30) days thereafter or more often as clinically indicated. (Refer to policy 18.43-1 DOC; Health Evaluation of Inmates in Administrative or Disciplinary Confinement, or a successive policy.)
- c. Detainees who remain in Administrative Confinement for more than three (3) months are referred to the Assistant Director Institutions & Operations ("ADIO")/ designee for review.

E. Restrictions

While Administrative Confinement is not a disciplinary status, RIDOC's staffing levels and physical plant design dictate the following services and programs:

- 1. Separate living location.
- 2. Visits - at least once (1) per week, if detainee's behavior permits, in an area other than the regular visiting room. (This restriction does not apply to detainee's conference(s) with his/her attorney.)
- 3. Store orders; no glass.
- 4. Normal toilet articles; no razors.
- 5. Meals in cells.
- 6. Work - routine housekeeping duties only.
- 7. Chaplain - regular visits or upon request.
- 8. Requests to see staff - via Request Form or letter.
- 9. Health
 - a. Showers - minimum of three (3) per week, daily whenever possible.

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- b. Access to physician - via medical request submitted to Correctional Officer.
 - c. Access to dentist - via medical request submitted to Correctional Officer.
 - d. Exercise - one (1) hour per day; weekends and holidays are excluded. Exercise is outdoors every other day - Monday through Friday. Outdoor exercise in inclement weather is not permitted.
 - e. Medical emergencies are attended to immediately.
10. Strip Searches - All detainees who enter and leave Administrative Confinement are strip searched and escorted to and from their destination unless the detainee is exempt from the strip search procedure. (See, policy 9.14-3 DOC, Detecting Contraband on or in the Possession of Inmates-Detainees [Including Frisk, Strip and Body Cavity Searches], or a successive policy).
 11. Detainees have access to legal and reading materials via a Request Form - same as general population.
 12. Television - only with Warden's approval.
 13. Radio - only with earphones.
 14. Weekly changes of linen - same as general population.
 15. Weekly laundry privileges - same as general population.
 16. Mail - normal privileges.
 17. Clothing - regulation.
 18. Facility activities - none.
 19. Telephone - the detainee submits a request, which must be approved by the Warden, through his/her counselor to use the telephone to call his/her attorney or if an emergency arises. If the Warden/designee grants the detainee general telephone

privileges, he/she may use the telephone during scheduled recreation.

F. Release from Administrative Confinement

1. The ADIO or Warden/designee instructs the Shift Commander to release the detainee and instructs the Count Officer to document the transfer.
2. The Count Officer ensures the detainee's status is accurately reflected in RIDOC's INmate FACility Tracking System (INFACTS) - specifically, on the "Events" screen.

RHODE ISLAND DEPARTMENT OF CORRECTIONS

Notice of Transfer to Administrative Confinement

Detainee's Name: _____

D.O.B.: _____ ID #: _____

Notice is hereby given to you of transfer to Administrative Confinement for the following reason(s):

You have the right to protest your transfer, in writing, to the Warden via the formal Inmate Grievance Procedure. (13.10-1 DOC; Inmate Grievance Procedure, or successive policy).

When a detainee is removed from the general population to Administrative Confinement, his/her status is reviewed by a superior officer within five (5) working days.

Warden/Deputy Warden's Signature

Date

Receipt Acknowledged:

Detainee's Signature

Date

Distribution:

Original - Detainee

Copy - Records and ID