



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY

**PRISON**  
OFFENDER/SPANISH MANUALS

REVISION DATE

7/9/09

PAGE NUMBER

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NUMBER

**DOC 320.250**

**POLICY**

TITLE

**INTENSIVE MANAGEMENT/TREATMENT STATUS  
PLACEMENT/TRANSFER/RELEASE**

**REVIEW/REVISION HISTORY:**

Effective: 6/7/00  
 Revised: 12/27/05  
 Revised: 11/21/06  
 Revised: 1/25/08  
 Revised: 12/23/08 AB 08-035  
 Revised: 7/9/09  
 Reviewed: 6/14/12

**SUMMARY OF REVISION/REVIEW:**


No changes made.

**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; [ACA 4-4254](#); [ACA 4-4404](#); [DOC 300.380 Classification and Custody Facility Plan Review](#); [DOC 320.200 Administrative Segregation](#); [DOC 320.260 Secured Housing Units in Stand Alone Minimum Security Facilities](#)

**POLICY:**

- I. The Department has established guidelines for offender placement in, transfer to, and release from:
  - A. Intensive Management Status (IMS), which is assignment to long term Administrative Segregation due to chronic behavioral problems, extreme protective needs, or the presence of a serious threat to the safety of staff or other offenders through a pattern of violent or seriously disruptive behavior,
  - B. Maximum Custody (MAX), and
  - C. Intensive Treatment Status (ITS), which is IMS for specifically designated offenders with a serious mental illness.
  
- II. When assigning offenders to administrative segregation status, pre-hearing confinement, or disciplinary detention, stand alone minimum security facilities will, when necessary, manage the offenders per DOC 320.260 Secured Housing Units in Stand Alone Minimum Security Facilities.
  - A. Offenders may be housed in a Secured Housing Unit for up to 14 days.
  - B. Offenders requiring segregated placement longer than 14 days and/or whose needs exceed those that can be met by the facility will be transferred to a major facility with Segregation, an IMU, or a Mental Health Unit.

**DIRECTIVE:**


- I. General Requirements
  - A. Superintendents will designate a staff responsible for coordinating IMS/ITS assignments, transfers, and releases.
  - B. The Department Director of Mental Health will develop criteria, as needed, for the placement of seriously mentally ill offenders in ITS and will coordinate with the Superintendent.
  
- II. Assignments

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- A. Select Prisons will have designated Security Level 5 IMS/ITS beds.
- B. Offenders of any custody level may be referred for IMS/MAX/ITS.
  - 1. Prior to requesting assignment to IMS/MAX/ITS, less restrictive alternatives will be considered.
  - 2. Referrals to IMS/ITS may occur at any point in the Administrative Segregation (Ad Seg) process.
- C. Offenders housed in Intensive Management Unit (IMU), which is a Security Level 5 housing unit, or Intensive Treatment Unit (ITU), are:
  - 1. Those deemed to present an immediate and serious threat to the security and safety of the facility, staff, self, and/or other offenders by means of, but not limited to:
    - a. Commission of a serious infraction(s),
    - b. Chronic behavioral/infraction problems,
    - c. Acts that present a risk (e.g., escape, security threat group affiliation).
  - 2. Inmates Sentenced to Death Penalty.

### III. [4-4404] Referral Process

- A. The following procedures are required for referral to IMS/ITS:
  - 1. The Ad Seg Hearing Officer will review all pertinent information, conduct a formal hearing, and make a recommendation to the Superintendent/designee using the Offender Management Network Information (OMNI) Facility Plan. The offender's custody level should be reviewed at this time. For ITS placement:
    - a. Documentation of a seriously mentally ill offender's status by a mental health professional is required.
    - b. A mental health professional should confirm the offender's current mental status.
  - 2. Recommendations will be submitted through the Correctional Mental Health Program Manager/Correctional Program Manager.
  - 3. The Superintendent/designee will review and approve/deny the recommendation of the Ad Seg Hearing Officer.

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4. If approved, a copy of the OMNI Facility Plan will be sent to the Assistant Secretary for Prisons/designee for final approval.

5. If the Assistant Secretary for Prisons/designee denies offender placement on IMS/ITS, s/he will provide direction on placement to the Superintendent.

B. If a bed is unavailable at an ITU facility, the offender will be housed in other secured housing until a bed becomes available.

C. In emergency situations, a hearing will be held as soon as possible after the transfer.

#### IV. IMS/ITS Procedure

A. The Ad Seg Hearing Officer will preside over Facility Risk Management Team meetings of offenders assigned to IMU status. ITU meetings will always include a mental health professional.

B. Staff will complete an assessment:

1. For offenders on IMS within the first 30 days, identifying the offender's needs and determining an individual Inmate Behavioral Management Plan.

2. For offenders on ITS within the first 7 days, identifying the offender's needs and developing an Individualized Treatment Plan.


C. The offender's response to the Individual Behavior Management Plan/ Individualized Treatment Plan and Progressive Reintegration Plan will be reviewed and recorded. The results of the review will be documented on DOC 17-082 Segregation Designation Review.

D. Appropriate facility staff will:

1. Complete the OMNI Facility Plan.

2. Maintain case planning activities with offenders, as applicable, and update the offender's electronic file.

3. Update separatee/protective custody and prohibited facility information in the offender's electronic file.

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4. Ensure OMNI chrono note entries are up to date addressing case plan activities, classification hearing results, level assignment, or other pertinent information concerning the offender's status.

E. An ITU mental health staff will maintain mental health treatment and provide appropriate documentation of an Individualized Treatment Plan, Progressive Reintegration Plan, and progress notes.

V. Classification Reviews

A. Classification reviews will be conducted consistent with DOC 320.200 Administrative Segregation and DOC 300.380 Classification and Custody Facility Plan Review. These reviews will include the reason for placement and should focus on the specific behavioral expectations for the offender.

B. A formal classification meeting will be held at intervals not to exceed 180 days.

1. A review and determination of the offender's adjustment and progress meeting the specific criteria in the Individual Behavior Management Plan/ Individualized Treatment Plan and Progressive Reintegration Plan will be completed and documented on the OMNI Facility Plan.
2. Such progress will be considered in developing a plan for less restrictive housing, but will not necessarily result in discharge from IMU/ITU. An IMS/ITS classification will be conducted as part of any regularly scheduled classification.

VI. Recommending Placement, Transfer, or Release

A. Reviews recommending placement, transfer, or release will address the following objective criteria:

1. Recent infractions and dates,
2. Number and severity of infractions, nature of infractions resulting in previous restrictive housing assignment, disciplinary segregation,
3. Time served in Ad Seg,
4. Number of previous Ad Seg confinements,
5. Level of cooperation with staff,
6. Voluntary program participation, including names and completion dates,
7. Current level and date achieved,
8. General adjustment in Segregation,
9. Documented affiliation with subversive and security threat group,
10. Presence and/or extent of threat offender poses to safety of the facility, staff, self, and/or others,



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11. Mental health issues, including compliance with medications and mutually agreed upon treatment for ITS offenders,
  12. Case plan activities,
  13. Separatee issues prior to release,
  14. Review of confidential information which caused the initial placement,
  15. General staff observations,
  16. Offender comments, and
  17. Phase management level and date assigned.
- B. Transfer between Intensive Units will be coordinated through the Assistant Secretary for Prisons designee. Reasons for transfer include, but are not limited to:
1. History of offender’s disruptive behavior,
  2. Mental health issues,
  3. Preparing the offender for transition, and
  4. Facility operational needs.
- C. [4-4254] The OMNI Facility Plan will be sent to the Assistant Secretary for Prisons/designee requesting placement, transfer, or release from IMS/ITS. For ITS, the OMNI Facility Plan will be sent to the Director of Mental Health/designee before sending to the Assistant Secretary for Prisons/designee.
1. Custody designation screen in the offender’s electronic file will be updated.
  2. A transfer order will be initiated, as appropriate, in the offender’s electronic file using a facility location code.
  3. Offenders released from IMS and transferred to another facility will not be placed in Ad Seg status pending assessment at the receiving facility, unless specific behavior warrants such placement.
- D. [4-4254] The Assistant Secretary for Prisons/designee will:
1. Approve placement, transfer, continuation, or release and notify the facility of approval or concerns that may result in reconsideration or denial.
  2. Assign MAX/ITS on offenders approved for IMS/ITS and coordinate facility placement and transfer.
- E. [4-4254] Only the Assistant Secretary for Prisons/designee has the authority to assign or release an offender from IMS/ITS.

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1. Only the Assistant Secretary for Prisons can authorize release from IMS for Inmates Sentenced to Death Penalty.

**DEFINITIONS:**

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Mental Health Professional; Security Level 5. Other words/terms appearing in this policy may also be defined in the glossary.

**ATTACHMENTS:**

None

**DOC FORMS:**

[DOC 17-082 Segregation Designation Review](#)