

SECTION	11 Restrictive Housing (Special Management)
Date	
Reviewer	

SUB-SECTION	Responsibility
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11-01

Written policy establishes responsibility for the operation of restrictive housing areas that may include disciplinary segregation, administrative confinement, protective custody, and special program units.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

11-02

Written policy clearly states criteria and procedures for placement and release from restrictive housing areas, conditions of confinement, program components of the placement that pertain to eligibility for release, and review procedures.

Randomly select 10 inmate files to validate that policy/procedure was followed.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

11-03

Written policy establishes a requirement that the security chief, assistant warden/superintendent, and warden/superintendent visit special housing units at least weekly.

Review facility logs to determine if rounds were made. Interview staff regarding rounds.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

11-04

Written policy establishes procedures for routine and special review of inmate program, mental health, health, and housing needs; progress toward release; and sanctions.

Interview providers and verify what programs are provided for inmates in special management housing and segregation. Review participation documentation or rosters.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

SUB-SECTION	Staffing				
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11-05

Staff assigned to disciplinary or administrative segregation units are trained in the management of violent and disruptive inmates, cell extraction procedures, and use-of-force policy.
Review policy specific to requirements for staff. Review staff training records. Interview staff on various shifts to verify training.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

11-06

Staff assigned to disciplinary or administrative segregation units are experienced in security and inmate management. Probationary staff are prohibited from occupying a post in these units.
Interview staff assigned to these posts. Ask if they have completed CDOB, been employed for at least 1 year before being assigned to the post.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

11-07

Regularly assigned staff are rotated from restrictive housing units at intervals specified by department policy (preferably not in excess of 2 years).
Review staff assignment rosters. Interview staff who are assigned to these units.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

11-08

Sign-in logs establish that medical staff visit the unit daily and that inmates are advised of their presence and availability if needed.
Review sign-in logs. View camera recordings from the previous week and validate that rounds were conducted. Interview medical staff. Review inmate requests for medical attention for timely response and follow-up.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

11-09

Sign-in logs establish that the officer in charge of each shift visits each restrictive housing unit at least once during his/her shift.
Review sign-in logs. Verify that this requirement is stated in post orders.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

SUB-SECTION**Restrictive Housing Operations****11-10**

Protective custody inmates are housed separately from known enemies and from inmates in disciplinary segregation.
Review policy. Review unit operations regarding housing, food service, program, and recreational activities for inmates housed in protective housing to ensure that they are separated. Review movement of inmates to and from the unit.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

11-11

Staff observation checks of inmates in restrictive housing areas are conducted at least every 30 minutes. Documentation demonstrates that

such checks occur.

Review policy and post orders. Review logs. View video from a random date from the last week to verify rounds.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

11-12

A thorough cell search is conducted each time an inmate is removed for a shower, exercise, or for other purposes.

Review post orders, unit logs, contraband logs.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

11-13

Documentation for each inmate includes, at a minimum, the following information: movement in and out; visitors to the unit; cell assignments; unusual incidents; cell searches; inmate telephone calls; 30-minute checks; all meals, services, and activities not provided an inmate as required and the reason; refusals to eat; exercise periods; and showers.

Review policy regarding the required unit activity for inmate activity.

Review logs, observe process for conducting searches, delivering meals, etc.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

11-14

Only one inmate is allowed out of cell in an individual secure area at any one time.

Review unit post orders and verify procedure for movement of inmates, review cameras to see inmate movement. Directly observe.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

11-15

A ratio of two staff to one inmate is required whenever an inmate is removed from his/her cell in the restrictive housing unit. Once a strip search has been conducted and the restraints applied and carefully checked, one officer may complete the escort while inside the secure restrictive housing area.

Review post order, review cameras to observe movement of inmates from cells. Directly observe. Interview staff.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

11-16

Each inmate is placed in handcuffs before the cell door is opened. Additionally, waist chains and leg shackles are required for any escort outside the secure restrictive housing area.

Review post orders. Review training protocol/lesson plan for escort procedures. Observe the application of restraints and inmates being escorted.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

11-17

Inmates are thoroughly strip searched before entering the special housing unit.

Review post orders. Interview staff on different shifts. Observe the process for placing inmates in special housing.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

11-18

All items entering the special housing units are searched, including food carts, clothing for exchange, property, linen, and books and magazines.

Review procedures/post orders. Review contraband logs. Observe the process.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

11-19

Cell doors are controlled from a remote location and remain locked at all times except when the inmate is exiting or entering the cell.
Review post orders regarding access of cell doors. Review unit logs for time of and reason for access of cell doors. Directly observe the process. Review cameras.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

11-20

All cells and cell equipment are visually inspected daily.
Review post orders regarding inspection of cells. Observe cell inspections. Review work order requests.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

11-21

High standards of sanitation are maintained in restrictive housing, as are required in other areas of the institution.
Review housekeeping plan for special housing unit. Review health inspections and plans of action that are generated as a result of unit inspections. Review results of annual state health inspections. Note overall cleanliness of the unit.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

11-22

Inmates from the general population may provide sanitation and other services in the special housing unit. If allowed to do so, each worker is specifically authorized by the security chief, is strip searched on entrance and exit, and remains under direct supervision of a staff member at all times.
Review the classification/work assignment criteria for inmate eligibility to work in restrictive housing areas. Review documentation that verifies

approval of the chief of security. Observe entrance, exit, and supervision of the inmate workers.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

11-23

All restrictive housing areas have a "911 knife," suicide gown, suicide blanket, and other equipment and supplies necessary in an emergency and in housing inmates identified as potentially suicidal.
Review post orders regarding procedure for response to incident in which an inmate is identified as potentially suicidal, check inventory of unit emergency equipment related to response to suicidal inmates, discuss procedures with staff on different shifts.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

11-24

Each inmate receives at least three shower opportunities per week.
Review unit observation logs to verify inmate shower schedule, review unit video recorded activity to verify written documentation with video recording. Observe inmate shower procedure. Interview staff regarding what the response is if the inmate refuses to shower. Interview inmates to inquire into frequency of showers offered.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

11-25

Each inmate is allowed to exercise out of cell at least three times per week, for a minimum of 1 hour.
Review unit logs for out-of-cell activity. Review video activity. Observe exercise times. Talk to inmates about out-of-cell time.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

11-26

Each incident of controlled feeding status is specifically authorized by the warden/superintendent or designee with written documentation of the reason and a specified period of time, not exceeding 24 hours, before review.

Review facility procedure of controlled feeding, review incident reports annotating controlled feeding, review unit logs that denote controlled feeding. Review documentation of authorization, look for medical and mental health notification and interventions.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

11-27

Haircuts are available to long-term restrictive housing inmates, and staff document the occurrence or rejection of haircuts.

Review facility procedures. Review unit logs showing occurrence of haircuts.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

SUB-SECTION

Facility Design

11-28

The restrictive housing unit has a secure sallyport entrance that is interlocked or for which each door is separately keyed.

Review key access and/or test interlock system to determine if an override system exists.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

11-29

When sufficient natural light is not available, interior lights are left on during daylight hours. Inmates are prohibited from obstructing windows or light fixtures.

Review post orders regarding response to covered windows and lights. Review design and features of lighting within the cells. Review annual lighting testing/evaluation.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

11-30

The exercise areas for restrictive housing inmates are searched and inspected prior to use. Special attention is paid to the condition of fence ties, metal braces, and fence fabric integrity.
Review post orders regarding search of these areas. Review unit logs to verify searches are conducted.

Compliance	Yes:	No:	NA:		
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Issues / Observations:

Recommendations:

Policy References:
 DOC Policy 3.5.1 Restrictive Housing