

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: <b>Assignment of Inmates to Single Occupancy Cell/Room</b>	PAGE <u> 1 </u> OF <u> 3 </u>
	NUMBER: 55-SPC-01
RULE/CODE REFERENCE:	SUPERSEDES: 55-SPC-01 dated 07/01/04
RELATED ACA STANDARDS: 4-4133	EFFECTIVE DATE: January 15, 2016
RELATED AUDIT STANDARDS:	APPROVED: 

**I. AUTHORITY**

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

**II. PURPOSE**

The purpose of this policy is to make available single occupancy cells for inmates who would not be appropriately housed in multiple cells/rooms.

**III. APPLICABILITY**

This policy is applicable to all employees of the Ohio Department of Rehabilitation and Correction (DRC) who may be involved in the placement of inmates in housing areas. For Reception Centers, the requirements of this policy are in addition to the requirements noted in Reception Center Housing Assignments Policy DRC 52-RCP-07.

**IV. DEFINITIONS**

**Permanent Single Occupancy Cell Restriction** - A housing placement restriction to be used when an inmate shall be placed in a single cell for an indefinite period of time for such reasons as permanent or long term medical disabilities, permanent or long term mental health issues, the likelihood that the inmate would prey on other inmates in multiple cell/room assignments or for inmates who have other special needs for single housing on a long term basis. Permanent restrictions shall be applied to the inmate at all institutions he/she may be assigned to, unless removed by the Managing Officer.

**Single Occupancy Cell** – Any room within the prison where inmates are housed in such a manner that they are not required to be confined in the room with another inmate(s).

**Temporary Single Occupancy Cell Restriction** – A housing placement restriction to be used when an inmate shall be placed in a single celled for a limited period of time for such reasons as investigation, classification, prior to transfer, immediate mental health or physical health crisis or a limited duration or other reasons as determined by institutional staff.

## V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to provide that single-occupancy cells/rooms shall be made available, when indicated, for inmates with severe medical disabilities or certain infectious diseases, inmates suffering from certain serious mental illnesses, inmates identified as sexual predators within the prison setting, inmates likely to be exploited or victimized by others or inmates who have other special needs for single housing.

## VI. PROCEDURES

- A. An individual inmate may be assigned a temporary or permanent single occupancy cell/room restriction for the following reasons:
1. Medical Disability or infectious disease requiring single occupancy celling as authorized by the Chief Medical Officer of the institution.
  2. Serious Mental Illness requiring temporary single occupancy celling as authorized by the Mental Health Administrator/Mental Health Manager or Psychiatrist.
  3. The inmate has been identified as a sexual predator within the prison setting, in that he/she has been found guilty by the Rules Infraction Board of sexually predatory behavior or he/she has been convicted of a crime identified with sexual predation while in prison.
  4. Staff has reason to believe or have identified the inmate as an individual who is likely to be exploited or victimized.
  5. The inmate has other special needs that have been identified and the Managing Officer or designee has approved single celling for the inmate.
- B. An inmate may be assigned a temporary single occupancy cell/room restriction by the following staff:
1. RIB Chairman
  2. Shift Commander
  3. Chief of Security
  4. Deputy Warden
  5. Mental Health Administrator/Mental Health Manager or Psychiatrist
  6. Registered Nurse or Physician
  7. Managing Officer/designee
- C. Permanent single occupancy cell/room restrictions shall be recommended by the following staff. Authorization for permanent single occupancy cell/room restrictions shall only be made by the Managing Officer:
1. Chief Medical Officer
  2. Other staff designated by the Managing Officer

D. Removal of a permanent single occupancy cell/room restriction.

Only the Managing Officer may approve the removal of a permanent single occupancy cell/room restriction. Should an inmate with a single occupancy cell/room restriction be transferred to another facility, the Managing Officer of the receiving institution shall examine the need for the single occupancy cell/room restriction at the receiving institution. If the reason for the single occupancy cell/room restriction no longer justifies the restriction at the new institution, the Managing Officer may remove the permanent restriction.

E. The assignment of either a temporary or permanent single occupancy cell/room restriction should always be made on the basis of professional assessment, correctional judgment and all other relevant information available at the time. The process for such an assignment shall be as follows:

1. A Single Occupancy Cell/Room Restriction Form, DRC 2697 shall be completed by the staff recommending/authorizing the restriction and forwarded to the Managing Officer for authorization. A copy of the Single Occupancy Cell/Room Restriction Form, DRC2697 shall be forwarded to the count office, where the necessary move(s) shall be accomplished as soon as practical.
2. The count office shall flag the restriction to ensure appropriate future action.
3. A copy of all Single Occupancy Cell/Room Restriction Forms, DRC 2697 shall be forwarded to appropriate staff to be maintained in the inmate's unit file.
4. The cell/room of an inmate with a restriction shall be identified in such a manner that staff can be readily aware of the single occupancy nature of the housing assignment. For those instances where general population inmates have permanent single cell/room restrictions, only one bunk shall be placed in the cell/room.

### **Related Department Forms**

Single Occupancy Cell/Room Restriction

DRC2697