

DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Special Management Procedures	PAGE <u> 1 </u> OF <u> 8 </u> NUMBER: 55-SPC-02
RULE/CODE REFERENCE: AR 5120-9-11, AR 5120-9-13.1 AR 5120-9-14 AR 5120-9-08 AR 5120-9-09	SUPERSEDES: 55-SPC-02 dated 07/13/15
RELATED ACA STANDARDS: 4-4249, 4-425, 4-4255, 4-4257, 4-4258, 4-4261, 4-4262, 4-4263, 4-4265, 4-4266, 4-4267, 4-4268, 4-4269, 4-4270, 4-4273, 4-4400; 1-HC-3A-07M, 1-HC-3A-15	EFFECTIVE DATE: August 25, 2016
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Ohio 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 establish privilege levels for inmates assigned to various types of special management status.

III. APPLICABILITY

This policy applies to all employees involved in the monitoring of inmate conduct and determining privilege levels for inmates assigned to various levels of special management status and to those inmates assigned to this placement.

IV. DEFINITIONS

Special Management Status - A reference to a housing unit status including, but not necessarily limited to, security control and security control investigation (collectively referred to in this policy as security control), disciplinary control, local control, protective control, or limited privilege housing, which imposes housing and privilege limitations upon an inmate independent of his or her security classification status.

Unit Team - The unit team consists of the unit manager, case managers, and correctional counselors (sergeants). For the purpose of this policy, one (1) member of the unit team may represent the team in conducting special management reviews.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to establish privilege levels for inmates assigned to special management status. Privileges shall be designed to ensure housing and program areas are safe and secure as well as to encourage inmates to comply with DRC and institution rules and regulations and to motivate them to improve their conduct.

VI. PROCEDURES

A. Each managing officer shall ensure the following privileges are provided for all inmates assigned to special management status excluding protective control inmates. Protective control inmates shall be provided the same privileges as general population.

1. Personal hygiene articles including, at a minimum, one (1) state issued segregation ADA (American Dental Association) approved toothbrush, ADA approved toothpaste, ADA approved dental floss, and soap, unless there is imminent danger that an inmate or any other inmate will destroy an item or induce self-injury. Personally owned deodorant, shampoo, soap, toothpaste, floss and hairbrush/comb shall be permitted; however, for security purposes the managing officer may restrict the size and structure of these items. Female inmates shall be permitted state issued or personally owned sanitary napkins and 1 hair conditioner. At the managing officer's discretion, personally owned electric razors may be stored in special management housing areas and used by special management status female inmates.
2. Stationary supplies including, at a minimum, one (1) security ink pen, two (2) security pencils, legal pads/paper, twenty-five (25) personally owned envelopes, one (1) legal kit minus ink pen, one (1) address book, five (5) greeting cards and one (1) personally owned deck of playing cards.
3. Mail and kite privileges on the same basis as inmates in general population. Two (2) personally owned soft cover books, one (1) personally owned religious book, a reasonable amount of personally owned law books/materials, one (1) current newspaper by subscription only and exchanged on a 1 for 1 basis. Magazines are not permitted and shall be held until release from special management status.
4. Access to reading materials including extra educational or religious material as approved by program staff.
5. Access to legal materials and services.
6. Access to cleaning articles for cell sanitation as approved by the managing officer/designee.
7. Daily visits from the shift supervisor (captain and/or lieutenant), daily visits from a qualified health care official, and visits from members of the program staff upon request.
8. Adequate food.

9. Cell furnishings to include toilet, wash basin, hot and cold running water, sheets, blanket (depending on weather conditions), bunk, and mattress at least twelve (12) inches off of the floor.
10. Unimpeded access to medical and or mental health services, including prescribed medications and medically necessary appliances and supplies.
11. Institution coveralls or clothing, underwear, and footwear. No personally owned clothing is permitted with the exception of personally owned underwear and shower shoes. Clothing shall not be considered as degrading.
12. Adequate lighting for reading.
13. Laundry, barbering and hair care services and the issuance and exchange of clothing, bedding and linen on the same basis as inmates in the general population. Exceptions are permitted only when found necessary by the shift supervisor (captain and/or lieutenant).
14. Opportunities for visitation unless there are substantial reasons for withholding such privileges. Inmates in security control shall have the same access to visitation as general population inmates unless security or safety considerations dictate otherwise. Inmates in disciplinary and local control shall be limited to one (1) visit per visitor per month, during week days, with a two (2) hour limit.
15. A minimum of one (1) hour of exercise per day outside of their cells no less than five (5) days per week to include both indoor and outside recreation as the facility permits and as scheduled by the managing officer, unless security or safety considerations dictate otherwise.
16. The opportunity to shower and shave no less than five (5) times per week.
17. Access to current Administrative Rules, also known as "AR's," 5120-9 series and access to authorized departmental policies.
18. Inmates in security control pending transfer and local control shall be allowed to make commissary purchases once per month with a \$20.00 limit and limited to items described as stationary supplies and personal hygiene articles.
19. At the managing officer's discretion, inmates housed in segregation may qualify for purchases of over-the-counter (OTC) medications from the commissary, except when the inmate's placement is related to suicide, mental health crisis, medication abuse or medication dealing. In these circumstances, all medication shall be nurse administered.
20. One (1) personally owned wedding band, one (1) personally owned religious medallion, and one (1) religious headgear.
21. Regardless of their special management status, inmates shall not be permitted to receive sundry, food, or exempt packages, nor shall they be permitted to make mail order purchases.

22. Abuse of cell privileges may be dealt with summarily by the employee on duty in special management housing areas in accordance with Administrative Rule 5120-9-11, Security Control and Disciplinary Control, and Administrative Rule 5120-9-13.1, Local Control (except that in no event shall access to kite, medical, mental health, or legal services be denied). This action shall then be reported by such employee to their superior using Report of Denial of Cell Privileges (DRC4087), for review and approval. All denials of cell privileges shall be recorded in the unit log book.
23. Any denial of cell privileges shall be reported in writing to the responsible deputy warden, who shall be responsible for submitting a weekly report to the managing officer of those inmates who have been denied cell privileges, the specific privileges denied, length of time the privilege was denied, and reasons therefore. The rules infraction board (RIB) may order restrictions on personal privileges following an inmate's abuse of such privileges or facilities or when such action is deemed necessary by the managing officer for the safety or security of the institution, or the well-being of the inmate. In no event shall access to kite, medical, mental health, or legal services be denied. Such restrictions shall continue only as long as is reasonably necessary.
24. Each institution shall develop procedures for the control, issue, use, and storage of J-Pay players and education tablets used in restrictive housing by approved inmates.

B. Supervision and Review

1. Correction officers assigned to special management housing areas shall make security rounds and personally observe all special management inmates at least every thirty (30) minutes on an irregular schedule. Additionally, an observation round shall be made within the first fifteen (15) minutes of the beginning of shift, and within the last fifteen (15) minutes of the conclusion of shift.
2. The shift supervisor (captain and/or lieutenant) shall visit all special management housing areas daily.
3. Qualified medical professionals shall visit all special management housing areas at least daily.
4. Inmates confined in special management status shall be reviewed by the unit team at least every seven (7) days for the first sixty (60) days and every thirty (30) days thereafter. The review shall include a face-to-face contact with the inmate to review the status of the inmate and any pending administrative actions. The review shall be documented on the Protective Control Unit Staff Review (DRC2445) for those inmates in protective control status and on the Individual Segregation Record Sheet (DRC4118) for all other special management inmates, excluding inmates in limited privilege housing status. Any concerns regarding the inmate's placement or other issues shall be referred to the appropriate staff for resolution.
5. Inmates confined in special management status shall have access to programs and services to include, but not limited to, educational, commissary, library, social, and counseling services, religious guidance, and recreational programs.

6. Each institution shall develop procedures to facilitate congregate programming for its control unit and/or special management status that include the utilization of program booths, security program tables/chairs, and where appropriate, out of unit opportunities for individual/group services relating to health or programming needs. Program providers may include staff, contractors, approved volunteers, and approved inmates. Additional programming that supports meaningful activities or program plan requirements is encouraged through self-study materials and audio/visual delivery.
7. Institutions utilizing Limited Privilege Housing (LPH) as defined by AR 5120-9-09 may utilize this placement as an alternative immediate placement to the more restrictive placement of security control. This placement must be documented on the Report of Security Control form (DRC4019) and identified as a placement in limited privilege housing in lieu of restrictive housing,

C. Medical Notification and Suicide Questionnaire

Security staff shall complete the Suicide Questionnaire (DRC5404) and immediately notify medical staff when an offender is placed in segregation. The notification to medical staff shall be documented on the Suicide Questionnaire (DRC5404).

D. Documentation for inmates in Segregation Status (Security Control, Disciplinary Control, Local Control)

Documentation of the activities and review of inmates in security control, disciplinary control, and local control shall be primarily contained on the Segregation Unit Daily Activity Log (DRC4117) and the Segregation Unit Individual Record Sheet (DRC4118). Individual DRC4118s shall be posted immediately adjacent to the cell door of the inmate unless the physical layout does not permit and the alternate placement is approved by the appropriate regional operation manager.

1. The following activities and reviews shall be noted on the Segregation Unit Daily Activity Log (DRC4117). The institution and unit/block shall be recorded at the top of the log. The first record on the Segregation Unit Daily Activity Log (DRC4117) shall always be for a Sunday.
 - a. For each day and meal, the times that meals were offered to the inmates shall be noted under Serving Times. The time that the first meal is served in the unit for that particular meal service (Breakfast, Lunch, or Dinner) shall be noted in the Serving Times column.
 - b. Whether or not linen exchange was provided, clothing exchange was provided, and barbering services were available shall be noted on the Segregation Unit Daily Activity Log (DRC4117). A notation (Y or N) shall be recorded for each service on every shift. If the services are provided, the time shall also be recorded. The correction officer documenting activities for that shift shall place their initials in the appropriate box.
 - c. As each Segregation Unit Daily Activity Log (DRC4117) is completed, it shall be maintained in the segregation unit for a period of five years.

2. The following activities and reviews shall be noted on the Segregation Unit Individual Record Sheet (DRC4118):
 - a. The inmate's name, number, assigned cell, institution, status, date in, date out, unit manager, and regular housing unit shall be documented on the Segregation Unit Individual Record Sheet (DRC4118) and shall be continued on subsequent-DRC4118s where indicated.
 - b. Only refusals or alternative meal service shall be documented on the Segregation Unit Individual Record (DRC4118). For each day and meal, the times the meal was refused or the time the alternative meal service was offered shall be noted under meal times.
 - c. If the inmate accepts the opportunity for shower, the opportunity for shaving or replacement/issuance of hygiene items (e.g., toilet paper, etc.) place an "X" in the appropriate box for that date and shift. If the inmate was offered the opportunity but refuses, place an "R" in the appropriate box. Documentation of shower activities on the Segregation Unit Individual Record Sheet (DRC4118) is unnecessary for facilities that have showers in their cells.
 - d. If the inmate was offered an opportunity for exercise and accepts, note the start and end times of the exercise period under either indoor or outdoor as appropriate. If the inmate refuses the exercise opportunity, place an "R" in the start time and note the time refused in the end box under the indoor or outdoor as appropriate.
 - e. The correction officer documenting activities for that shift shall place their signature in the appropriate box.
 - f. The unit staff member initiating the seven (7) day reviews shall sign and date the Segregation Unit Individual Segregation Record Sheet (DRC4118) in the designated area at the time of the review.
 - g. The qualified medical professional making rounds shall enter their initials in the appropriate date and shift box, under the medical heading.
 - h. Visits by other staff and unusual behavior, concerns, or issues shall be noted in the comments box and the staff member making the notes shall provide the date of entry, their signature, and title.
 - i. As each Segregation Unit Individual Segregation Record Sheet (DRC4118) is completed, it shall be forwarded to the inmate's regular housing unit for scanning into the electronic unit file in OnBase.
3. Documentation for Segregation Status Inmates Housed in a Control Unit

Documentation of the activities for segregation status inmates housed in a control unit shall be completed in accordance with DRC policy 53-CLS-02, Privilege Levels 5B, 5A, 4B, 4A.

E. Documentation for Control Unit Inmates (5B, 5A, and 4B only)

Documentation of the activities for Level 5B, 5A, and 4B inmates housed in a control unit shall be completed in accordance with DRC policy 53-CLS-02, Privilege Levels 5B, 5A, 4B, 4A.

F. Special Management Unit Manager

The managing officer shall appoint a staff member to oversee the institution special management unit(s) and manage the daily functions of this area. This individual should be exempt staff whom may or may not be the RIB chair. This appointment shall not relinquish the unit manager and or shift supervisor's responsibility to this area. The special management unit manager duties shall include but not be limited to:

1. Maintain a special management tracking system of all inmates which shall include at a minimum:
 - a. In/out date;
 - b. Mental Health case load information;
 - c. Status (SC, DC, LC);
 - d. Housing unit;
 - e. Race;
 - f. STG;
 - g. Transfer information.
2. Ensure the Segregation Unit Daily Activity Log (DRC4117) and the Segregation Unit Individual Record Sheet (DRC4118) is accurate and complete.
3. Review cell assignments regularly.
4. Approve porters that will be:
 - a. Non-disruptive STG;
 - b. Rotated after thirty (30) days;
 - c. Racially balanced.
5. Act as liaison between inmate and support staff (i.e., unit team, mental health, commissary, medical, education, religious services, etc.). The special management unit manager shall make contact with the above areas as needed to ensure the needs of the inmate are being addressed.

G. Monitoring

The chief of security shall be responsible for assigning staff to review the special management unit(s) security cameras, at a minimum of five (5) hours (sporadic) per week to observe the security practices/processes, ensuring compliance with written requirements. Any deviation from policy and /or post orders shall be recorded on an Incident Report (DRC1000).

Related Department Forms:

Incident Report	DRC1000
Protective Control Unit Staff Review	DRC2445
Report of Security Control	DRC4019
Report of Denial of Cell Privileges	DRC4087
Segregation Unit Daily Activity Log	DRC4117
Segregation Unit Individual Record Sheet	DRC4118
Suicide Questionnaire	DRC5404