




Department of  
Rehabilitation & Correction

<b>SUBJECT:</b> <b>Restrictive Housing Procedures</b>	PAGE <u>  1  </u> OF <u>  15  </u>
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<b>EFFECTIVE DATE:</b> <b>December 4, 2018</b>	<b>APPROVED:</b> 

## I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

## II. PURPOSE

The purpose of this policy is to establish privilege levels for inmates assigned to Restrictive Housing (RH) within the Ohio Department of Rehabilitation and Correction (ODRC).

## III. APPLICABILITY

This policy applies to all employees of the Ohio Department of Rehabilitation and Correction (ODRC) involved in the monitoring of inmate conduct and determining privileges for inmates assigned to Restrictive Housing status and to those inmates assigned to this placement.

## IV. DEFINITIONS

**Extended Restrictive Housing (ERH)** - A security classification level represented as “E” in the Departmental Offender Tracking System (DOTS). ERH is the most restrictive security level in the ODRC reserved for inmates who constitute the greatest threat to the safety and security of the community, staff, others, and/or the secure operations of a correctional facility.

**Extended Restrictive Housing- Enhanced Behavioral Health Monitoring (EM)** - A classification given to an inmate in ERH who is classified as C1 or IDD. Represented as “EM” in DOTS. An EM classified inmate must be offered more than two hours out of cell time daily.

**Extended Restrictive Housing- Ineligible for Presumptive Release (EN)** - A classification given to an inmate in ERH who is ineligible for presumptive release. It is represented as “EN” in DOTS. EN inmates are the same security level as E inmates, but they have different review procedures as contained in ODRC Policy 53-CLS-10, Review and Release of Extended Restrictive Housing Inmates.

**Extended Restrictive Housing Transitional (ERHT)** - ERHT is a security level where the inmate is introduced to limited and small group congregate recreation and programming in preparation for release to General Population from ERH.

**Inmate Adjustment Plan (IAP)** - A case plan which specifically outlines expected behaviors for an inmate placed in Extended Restrictive Housing (ERH). The IAP is comprised of behavioral and programmatic requirements which relate specifically to the inmate's misbehavior that resulted in the placement in ERH.

**Limited Privilege Housing (LPH)** - Assignment of an inmate to a designated area for the purpose of reducing their privileges, controlling movement, and reducing their access to other inmates. An LPH inmate is considered General Population and shall have access to prison services, although that access can be reasonably limited as part of their privilege reduction. Designated out of cell time shall be more than two (2) hours daily.

**Mental Health Professionals (MHP)** - Those persons who, by virtue of their training and experience, are qualified to provide mental health care within the provisions of the state's licensure laws, policies guidelines, and position descriptions. This category includes psychology assistants, licensed professional counselors (LPC), licensed social workers (LSW), registered nurses (RN), activity therapists (AT), credentialed mental health professional (CMHP), BOBHS social workers, RBHA, MHA 3, MHA 4, as well as ILMHPs.

**Restrictive Housing (RH)** - Housing that separates an inmate from the general population and restricts the inmate to their cell twenty-two (22) hours or more per day.

**Restrictive Housing Program/Service Providers** - Any individual, or department, which is assigned to provide services or programs to inmates in Restrictive Housing (RH). At a minimum, these include unit management, mental health, medical, religious services, education, library, commissary and recreation.

**Senior Correctional Supervisor** - The correctional supervisor who is acting as the shift commander.

**Serious Misconduct Panel (SMP)** - A panel of two (2) correctional staff selected and assigned by a regional director and trained by Legal Services, who are authorized to conduct all misconduct hearings for offenses that would qualify for placement in ERH. The panel must consist of two (2) individuals who are not employed in the same prison where the behavior leading to the recommendation for ERH placement occurred.

**Transitional Program Unit (TPU)** - A specialized housing unit requiring close supervision of inmates that are placed in Restrictive Housing, Extended Restrictive Housing, or may be placed in Limited Privilege Housing.

**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 Restrictive Housing status reviews.

**V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to establish privileges and services for inmates assigned to Restrictive Housing (RH). Privileges shall be designed to ensure housing and program areas are safe and secure as well as to encourage inmates to comply with ODRC and institution rules and regulations and to motivate them to improve their conduct. Inmates shall only be placed in RH when they pose a direct threat to the safety of persons, including themselves, or an elevated, clear and ongoing threat to the safe and secure operations of the facility.

No inmate shall be placed in RH solely on the basis of gender identity.

No youthful offender or pregnant female shall be housed in Extended Restrictive Housing.

An inmate diagnosed with a serious mental illness (C1) or who is diagnosed as Intellectually/Developmentally Disabled (IDD) may be designated as security level ERH, but they shall not be subjected to Restrictive Housing conditions of confinement for more than twenty-nine (29) continuous days.

**VI. PROCEDURES****A. Restrictive Housing (RH) Initial Placement Procedures**

1. Inmates placed in RH shall have their placement reviewed by a managing officer, deputy warden, unit management chief or chief of security not directly involved in the event motivating the placement within twenty-four (24) hours. This review shall also be documented on the Report of Change to Conditions of Confinement (DRC4019). This review may be conducted remotely as long as the individual completing the review has access to all of the information needed to assess the need for RH. If the twenty-four (24) hour approval for placement is given over the telephone, or by email, the Report of Change to Conditions of Confinement (DRC4019) shall reflect this.
2. Limited Privilege Housing (LPH) shall be used to secure all inmates requiring investigation, pre-hearing detention, pre-transfer detention or as the result of a hearing officer or Rules Infraction Board (RIB) disposition unless clear information indicates RH is needed to maintain safety and security. RH may only be used when there is a clear and documented threat to the safety and security of the facility or the general public which cannot be mitigated without the use of RH. Any placement in LPH or RH, including the reasons why RH is necessary, must be documented on the Report of Change to Conditions of Confinement (DRC4019). When making a decision to use RH instead of LPH, the person authorizing or reviewing the placement decision shall document:
  - a. The relationship between the behavior of the inmate and the threat they pose to others or the threat to the safe and secure operation of the facility.
  - b. The review by healthcare personnel, prior to placement, where medical and mental health conditions were considered prior to placement.

3. In situations where an inmate allegedly commits a rule violation that requires an investigation, the inmate may be placed in LPH or RH status when there is an immediate or direct threat to the safety and security of the institution.
  - a. A Change of Conditions of Confinement form (DRC4019) shall be completed and reviewed by an authorized staff member listed in section VI.A.1 of this policy within twenty-four (24) hours of LPH or RH placement.
  - b. An authorized staff member listed in section VI.A.1 of this policy shall review the LPH or RH placement. If the authorized staff member listed in section VI.A.1 determines that additional information is needed, he/she shall assign a staff member to conduct an investigation.
4. The staff member assigned to conduct an investigation may request extensions for the following periods:
  - a. If unable to complete the investigation within seven (7) days, the staff member shall submit an Investigation Extension Request (DRC2724) to the managing officer for approval.
  - b. If unable to complete the investigation within fourteen (14) days, the staff member shall submit an Investigation Extension Request (DRC2724) to the regional director/designee for approval.
  - c. In cases where it is not reasonable to complete the investigation within twenty-one (21) days, the staff member shall submit an Investigation Extension Request (DRC2724) to the Director/designee for approval. The Director/designee may authorize holding an inmate in LPH or RH for investigative purposes until the completion of the investigation per AR 5120-9-11.
5. In all cases, an authorized staff member listed in section VI.A.1 of this policy shall notify the inmate of the delay approved at each level.
6. Report of Change to Conditions of Confinement (DRC4019) shall be sent to the mental health administrator or mental health manager for initial placements in a transitional program unit (TPU) or any subsequent change in status while in TPU to ensure timely compliance with Restrictive Housing: Mental Health Assessment Report (DRC5205).

#### **B. Restrictive Housing Medical Notification and Suicide Questionnaire Process**

1. Prior to an inmate being placed into RH, for any reason, healthcare personnel will be informed and shall complete a screening and review of the inmate to determine if the inmate is at imminent risk for serious self-harm, suicide, requires emergency medical care or if the inmate is exhibiting symptoms of a Serious Mental Illness (SMI). If any of these conditions or needs are detected during the screening and review, the appropriate health/behavioral care professional shall be contacted to provide appropriate assessment and treatment prior to placement into RH. The assessment and treatment may also result in the diversion of the inmate from RH if the assessment and treatment requires such

diversion. The notification of healthcare personnel shall also be documented on the Report of Change to Conditions of Confinement (DRC4019), including the name of the individual contacted.

2. To document this review, the medical or mental health staff assigned to complete this task shall complete the Mental Health Restrictive Housing Admission Screening (DRC5404) and convey any pertinent information back to the individual placing the inmate into RH.

### **C. Mental Health Appraisal & Review Procedures**

1. All inmates placed in RH shall have a mental health appraisal completed within seven (7) calendar days of placement as outlined in ODRC Policy 67-MNH-31, Mental Health Procedures for TPU and Death Row Housing Units. If the inmate is released prior to day seven (7), the appraisal is not required.
2. If a mental health IDD, C1, or C2 caseload inmate is to remain in RH greater than thirty (30) days, a new Multi-Disciplinary Treatment Team meeting shall be held to develop interventions appropriate to address his/her mental health needs in the RH setting. This may include increased out-of-cell participation in mental health programming. This treatment plan revision shall be completed by the 30<sup>th</sup> day the inmate is in RH. In addition, for all IDD and C1 inmates who must remain in RH greater than thirty (30) days for any reason, they shall receive more than two hours out of cell time daily.
3. All inmates remaining in RH greater than thirty (30) days shall be reviewed by mental health staff according to timelines as outlined in ODRC Policy 67-MNH-31, Mental Health Procedures for TPU and Death Row Housing Units.
4. Inmates on psychotropic medication shall not be exposed to sustained elevated temperature or direct sunlight for extended periods of time. Patients on certain psychotropic medications have increased sensitivity to sunlight and are at higher risk of heat-induced syndromes: heatstroke, hyperthermia, and heat prostration. In view of these factors, inmates and correctional staff shall be provided the following information annually:
  - a. Inmates shall be directed to wear protective clothing and/or sunscreen when in direct sunlight;
  - b. Inmates shall be directed to avoid excessive, exhausting activities outdoors in the heat of summer;
  - c. Inmates shall be directed to consume an adequate intake of fluids (8-12 glasses of liquid per day) to avoid dehydration.

5. Institutional staff, as designated by the managing officer, shall ensure the following steps are taken:
  - a. The temperature of the buildings and interior of the cells must be monitored regularly during the summer months or whenever outdoor temperatures are elevated and logged on a temperature log in accordance with the Cell Temperature Log (DRC5292). Temperatures shall be measured at least once per hour between the hours of 2:00 PM and 8:00 PM. In housing units with multiple cells, the temperature may be taken in one randomly selected cell on each range when temperatures are measured rather than measuring the temperature in every cell.
  - b. If the inmate housing areas exceed ninety degrees (90°) Fahrenheit, the following “Heat Plan” measures shall be instituted:
    - i. Provide increased ventilation to the area through utilization of fans to improve air flow and reduce ambient temperature to less than ninety degrees (90<sup>0</sup>) Fahrenheit;
    - ii. Make provisions for increased fluids and ice;
    - iii. Permit additional showers to provide cooling;
    - iv. Consideration shall be given by the managing officer/designee to permit a temporary reassignment of the inmate to an area of the institution that is cooler and more compatible with the inmate’s clinical status.
6. The temperature log shall also record whether any heat plan measures were implemented, which plans were implemented, and how long they were in effect.
7. Completed logs shall be submitted to the MHA/MHM.
8. Any inmate classified as C1 or IDD shall receive more than two (2) hours out-of-cell time daily once he/she has been in RH thirty (30) days or more.

#### **D. Restrictive Housing Privileges and Program Opportunities**

Each managing officer shall ensure the following privileges, services and program opportunities are provided/available for all inmates assigned to RH. For the purposes of this policy, any reference to RH refers also to any inmate in ERH unless otherwise specified.

These privileges and program opportunities are considered minimum requirements for RH and ERH units. With the approval of the managing officer, the units which house RH and ERH inmates at any prison may have operational and privilege variations which exceed the minimum standards outlined in these policies to meet an operational need or goal.

1. Personal hygiene articles including, at a minimum, one (1) state issued Restrictive Housing 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 RH areas and used by RH 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 RH status. No inmate in RH/ERH has the right to access e-mails. Providing access to JPay kiosks or other ways to access email is solely at the discretion of the managing officer.
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 senior correctional supervisor, daily visits from a qualified health care official, and visits from members of the program staff and mental health staff weekly.
8. Adequate food.
9. Cell furnishings to include toilet, wash basin, access to 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 (including dental services) and or mental health services, including prescribed medications and medically necessary appliances and supplies.
11. Institution coveralls or clothing, underwear, and footwear. Personally owned clothing is permitted at the discretion of the managing officer. 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 senior correctional supervisor.

14. Opportunities for visitation unless there are substantial reasons for withholding such privileges. Inmates in RH for pre-hearing detention or investigation shall have the same access to visitation as general population inmates unless security or safety considerations dictate otherwise. Inmates in RH as a result of an RIB disposition, SMP disposition, or security increase 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 outdoor recreation as the facility permits and as scheduled by the managing officer, unless security or safety considerations dictate otherwise. At no time shall an inmate be required to choose between meal service and recreation. If an inmate is being recreated during a meal time and they still have time left for their allotted recreation, they shall have the option to eat and then return to recreation.
16. The opportunity to shower and shave no less than five (5) times per week.
17. Access to current Administrative Rules, also known as “ARs,” 5120-9 series and access to authorized DRC policies.
18. Inmates in RH or ERH pending transfer 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. Inmates in a Transitional Program Unit (TPU) in ERH status pending a transfer to a permanent ERH unit shall be provided privileges and property in accordance with the TPU where they are currently being held. However, all credit for time served pending transfer shall be applied to their maximum stay in ERH as long as they are compliant with their Inmate Adjustment Plan (IAP) while awaiting the transfer.
20. At the managing officer’s discretion, inmates housed in RH 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.
21. One (1) personally owned wedding band, one (1) personally owned religious medallion, and one (1) religious headgear.
22. Inmates in RH or ERH pending transfer shall not be permitted to receive sundry, food, or exempt packages, nor shall they be permitted to make mail order purchases.
23. Abuse of cell privileges may be dealt with summarily by the employee on duty in RH areas in accordance with 5120-9-10 (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.



24. 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.
25. Each institution shall develop procedures for the control, issue, use, and storage of approved electronic devices used in RH by approved inmates. No inmate in RH/ERH has the right to possess, or have access to, the GTL tablets which can be used to access telephones from an inmate's cell. Access to these devices may be granted or restricted at the discretion of the managing officer based on the current/past behavior of the inmate, the physical infrastructure of the facility, or the inmate's current status.
26. Inmates in RH shall be allowed telephone privileges to access the judicial process and family emergencies in accordance with ODRC Policy 76-VIS-02, Inmate Access to the Telephone and Electronic Mail (Email), unless safety or security considerations dictate otherwise.
27. Inmates confined in RH 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. Unit management and mental health shall document their activities on the Restrictive Housing Individual Record (DRC4118/4115) as well as signing in to the unit on the Employee Visit Record (DRC6011). Education, commissary, library, recovery, religious and recreation service providers shall document their activities using the Restrictive Housing Program Staff Activity Log (DRC4112) and signing in to the unit on the Employee Visit Record (DRC6011).
28. Each institution which routinely houses ERH inmates, regardless of the reason the inmate is ERH, shall develop procedures to facilitate congregate programming for ERH inmates 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. Facilities may also apply these requirements to short-term RH inmates (up to 29 days) at their discretion

#### **E. Restrictive Housing Staff Supervision and Review Procedures**

For the purposes of this policy, any reference to RH also includes ERH unless otherwise noted.

1. Correction officers assigned to RH areas shall make security rounds and personally observe all RH 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 senior correctional supervisor shall visit all RH areas daily and document the round in the Employee Visit Record (DRC6011).
3. Restrictive housing program/service providers, as defined in this policy and each specific program area policy, shall visit RH inmates as defined in this policy and document this visit in both the Restrictive Housing Program Staff Activity Log (DRC4112) and the Employee Visit Record (DRC6011)
4. Unless needed more frequently, each inmate in RH shall receive a daily visit from healthcare personnel. The presence of healthcare personnel in RH is announced and recorded in the unit log book. The contact shall also be documented on the Restrictive Housing Individual Record (DRC4118/DRC4114 for SOCF). If additional assessment or treatment is required which requires the inmate to be removed from the cell and moved to a private treatment/counseling area, the inmate shall be removed from the cell and taken to this area.
5. Unless mental health attention is needed more frequently, each inmate in RH shall receive a weekly visit from mental health staff. The gap between visits shall be no longer than seven (7) calendar days, excluding state holidays. The presence of mental health personnel in RH is announced and recorded in the unit log book. The contact shall also be documented on the Restrictive Housing Individual Record (DRC4118/DRC4115 for SOCF). If additional assessment or treatment is required which requires the inmate to be removed from the cell and moved to a private treatment/counseling area, then the inmate shall be removed from the cell and taken to this area.
6. Inmates confined in RH shall have their status reviewed by the unit team at least every seven (7) calendar 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 Restrictive Housing Individual Record (DRC4118/4115 for SOCF) for all RH inmates. Any concerns regarding the inmate's placement or other issues shall be referred to the appropriate staff for resolution.

#### **F. Documentation for inmates in Restrictive Housing Status**

Documentation of the activities and review of inmates in RH shall be primarily contained on the Restrictive Housing Daily Activity Log (DRC4117/DRC4114 for SOCF) and the Restrictive Housing Individual Record (DRC4118/DRC 4115 for SOCF). Restrictive Housing Individual Records (DRC4118/DRC4115 for SOCF) shall be posted immediately adjacent to the cell door of the inmate unless the physical layout or the operation of the unit makes it impractical to do so and the alternate placement is approved by the appropriate regional operations manager.

1. The following activities and reviews shall be noted on the Restrictive Housing Daily Activity Log (DRC4117/4114 for SOCF). The institution and unit/block shall be recorded at the top of the log. The first record on the Restrictive Housing Daily Activity Log (DRC4117/4114) 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 (i.e., Breakfast, Lunch, or Dinner) shall be noted in the Serving Times column.
  - b. Whether or not linen exchange was provided, clothing exchange was provided, cell cleaning and barbering services were available shall be noted on the Restrictive Housing Daily Activity Log (DRC4117/4114). 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 officers documenting activities for that shift shall place their initials in the appropriate box.
  - c. As each Restrictive Housing Daily Activity Log (DRC4117/4114) is completed, it shall be maintained for a period of five (5) years.
2. The following activities and reviews shall be noted on the Restrictive Housing Individual Record Sheet (DRC4118/4115 for SOCF):
  - a. The inmate's name, number, assigned cell, institution, status, date in, and regular housing unit (for RH inmates in a TPU) shall be documented on the Restrictive Housing Individual Record (DRC4118/4115 for SOCF) and shall be continued on subsequent DRC4118s/4115s where indicated.
  - b. Only refusals or alternative meal service shall be documented on the Restrictive Housing Individual Record (DRC4118/4115 for SOCF). 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, soap, 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 Restrictive Housing Individual Record (DRC4118/4115 for SOCF) 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 officers documenting activities for that shift shall place their signature in the appropriate box.

- f. The unit staff member initiating the seven (7) day or thirty (30) day reviews shall sign and date the Restrictive Housing Individual Segregation Record (DRC4118/4115 for SOCF) in the designated area at the time of the review.
- g. The qualified medical professionals making rounds shall enter their initials in the appropriate date and shift box, under the medical heading on the Restrictive Housing Individual Record (DRC4118). For SOCF, the qualified medical professional making rounds shall document their round, attesting to the fact that they saw all inmates currently in the unit, by signing, dating and printing their name on the Restrictive Housing Daily Activity Log (DRC4114).
- h. The mental health staff member initiating the weekly mental health visit shall sign and date the Restrictive Housing Individual Record (DRC4118/4115 for SOCF) in the designated area at the time of the review. This refers to the weekly visit documentation. The seven (7) day appraisals and 30/90 day reviews shall be documented on the Restrictive Housing: Mental Health Assessment Report (DRC5205) in the Electronic Health Record.
- i. Visits by other staff and unusual behavior, concerns, or issues shall be noted in the comments box on the Restrictive Housing Individual Record (DRC 4118/4115 for SOCF) and the staff member making the notes shall provide the date of entry, signature, and title.
- j. As each Restrictive Housing Individual Record (DRC4118/4115 for SOCF) is completed, it shall be forwarded to the inmate's regular housing unit for scanning into the electronic unit file in OnBase.

#### **G. Restrictive Housing (RH) Manager**

The managing officer shall appoint a staff member to oversee the areas of the prison where RH inmates are housed and manage the daily functions of this area. This individual should be an exempt staff member who 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 RH manager duties shall include but not be limited to:

1. Maintain a RH and LPH tracking system of all inmates which shall include at a minimum:
  - a. Name/number of inmate;
  - b. Type of infraction or reason for admission;
  - c. Tentative release date;
  - d. In/out date;
  - e. Special medical or behavioral health problems or needs;
  - f. Status;
  - g. Housing unit;
  - h. Race;
  - i. STG;
  - j. Transfer information.

2. Ensure the Restrictive Housing Daily Activity Log (DRC4117/4114 for SOCF) and the Restrictive Housing Individual Record Sheet (DRC4118/4115 for SOCF) is accurate and complete.
3. Review cell assignments regularly.
4. Approve porters who 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 RH manager shall make contact with the above areas as needed to ensure the needs of the inmate are being addressed.
6. The TPU manager shall complete a unit plan and operations schedule to clearly demonstrate how any LPH inmates housed in the area are receiving more than two (2) hours out of cell time and have access to more General Population services than other Restrictive Housing inmates housed in the area. These services include, but not limited to, the following:
  - a. Access to phones, commissary, and other similar services (can be limited based on privilege reduction);
  - b. Barber, laundry, cell cleaning, and hygienic activities;
  - c. Recreation;
  - d. Education Services;
  - e. Library Services;
  - f. Mental Health Services;
  - g. Religious Services;
  - h. Medical Services.

#### **H. Release of Inmates from Restrictive Housing to General Population or the Community**

1. An inmate shall be released from RH when:
  - a. Their RH term imposed by the RIB or SMP expires (credit for all time served in RH must be provided as required in ODRC Policies 56-DSC-01, 56-DSC-03 and 53-CLS-04); or
  - b. The managing officer/designee determines an RH placement is no longer necessary under the provisions outlined in the policy.
2. Every effort shall be made to not release an inmate from RH to the community. In circumstances when an inmate in RH status must be released to the community, staff shall follow the procedures outlined in ODRC Policy 78-REL-01, Offender Transitional Release Planning.

**I. Monitoring**

The chief of security shall be responsible for assigning staff to review the RH 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. These checks may be documented on the DRC XXRH-01 "Random Security Camera Check of TPU Operations Report" and forwarded to the chief of security. If any concerns about procedural compliance or security practices are detected, they shall be documented in the report and the supervisor shall also report the immediate actions they took to rectify any security breaches or to correct the procedure. In circumstances where an employee violated a work rule or any other employee standards of conduct, the supervisor shall preserve the video footage and in addition to completing the DRCXXRH-01 they shall also complete an Incident Report (DRC1000) thoroughly explaining the work rule violation and forward the report to the managing officer.

The chief of security shall ensure at least five (5) hours of checks have been completed each week and shall maintain these records for a period of three (3) years matching the audit cycle for the particular prison.

**J. Privileges for Inmates in ERH**

1. A joint standing committee comprised of the managing officers from all permanent ERH facilities shall establish and monitor a privilege system for inmates officially in any ERH status. This system shall be applicable to inmates who have been placed into ERH via the SMP process as outlined in ODR Policy 53-CLS-04, Extended Restrictive Housing, and are being housed in a permanent ERH prison. The privilege system shall be designed to maintain as much parity between prison sites in addition to incentivizing good behavior. The granting of privileges shall be based on an inmate's individual behavior rather than designated status, and shall include increases in privileges for the completion of programs which address the behaviors which resulted in placement into ERH or prepares an inmate for release to General Population/Community. This committee shall create a report which outlines privileges for all inmates in an official ERH status and this report shall be unanimously approved by the regional directors for all permanent ERH prisons. This report shall be updated annually and placed in the inmate handbook at all permanent ERH facilities.
2. Inmates held in RH for thirty (30) days or more at a non-permanent ERH site, regardless of the reason they are being held, shall be provided the conditions of confinement and privileges which meet the minimum standards established in this policy. This includes inmates in an official ERH status while pending transfer to a permanent ERH prison. Individual managing officers may, depending on the infrastructure and services available at his/her prison, exceed the minimum standards for these inmates as long as the privileges granted to the inmates are tied to incentivized behavioral plans or program participation.

**Related Department Forms:**

Incident Report	DRC1000
Investigation Extension Request	DRC2724
Report of Change to Conditions of Confinement	DRC4019
Random Security Camera Check of TPU Operations Report	DRC4041
Report of Denial of Cell Privileges	DRC4087
Restrictive Housing Program Staff Activity log	DRC4112
Restrictive Housing Daily Activity Log-SOCF	DRC4114
Restrictive Housing Individual Record Sheet- SOCF	DRC4115
Restrictive Housing Daily Activity Log	DRC4117
Restrictive Housing Individual Record Sheet	DRC4118
Restrictive Housing: MH Assessment Report	DRC5205
Suicide Questionnaire	DRC5404