

# **Adoption of Restorative Housing in the Virginia Department of Corrections**

FY2021 Report



Harold W. Clarke, Director

October 1, 2021



## Authority

This report has been prepared and submitted to fulfill the requirements of Chapter 516 of the Acts of Assembly of 2019.<sup>1</sup> This provision requires the Department of Corrections to report certain information pertaining to the agency's restrictive housing and Shared Allied Management programs to the Governor, the Chairmen of the House Committee on Militia, Police and Public Safety and the Senate Committee on Rehabilitation and Social Services, and the Clerks of the House of Delegates and the Senate by October 1<sup>st</sup> of each year.<sup>2</sup>

## Background

Over the past 20 years, prison systems across the nation have increasingly relied on restrictive housing as a management status for inmates deemed as a risk to the safety of other incarcerated inmates or prison staff. Typically, inmates were assigned to "Administrative Segregation" due to assaultive and disruptive behaviors at lower security level prisons, escape histories, or extremely violent and notorious crimes. Inmates were managed constitutionally, but traditionally with high security control limiting socialization and lack of design for progression into lower security levels or general population. Since 2011, the Virginia Department of Corrections (VADOC) has remained dedicated to developing a culture change and reducing the use of restrictive housing.

VADOC spearheaded an organizational shift and managed the initial risk in the institutional setting to accelerate reentry skill-building. An example of this strategy is the Wallens Ridge and Red Onion State Prison Restrictive Housing Reduction Step-Down Program. The step-down program focuses on risk reduction and risk control; inmates have the opportunity to progress to a general population setting with the use of interactive journaling, therapeutic modules, and programming that is done individually and in group settings. Inmates are evaluated on several different characteristics including behavior, personal hygiene, cell compliance, and demeanor toward staff and other inmates.

VADOC's reform efforts have been nationally recognized. In 2013, the Southern Legislative Conference presented Virginia the State Transformation in Action Recognition (STAR) Award, for its diligent work toward reducing restrictive housing. In 2014, the General Assembly passed Senate Joint Resolution 184 "*commending the Virginia Department of Corrections for its outstanding leadership and dedication to public safety in administering the Step Down program.*"<sup>3</sup> In 2016, the U.S. Department of Justice, in its *Report and Recommendations Concerning the Use of Restrictive Housing*,<sup>4</sup> highlighted five jurisdictions that have undertaken particularly significant reforms in recent years, featuring Red Onion State Prison. Virginia has

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<sup>1</sup> HB1642 (<https://lis.virginia.gov/cgi-bin/legp604.exe?191+ful+CHAP0453>), patroned by Delegates Hope, Carroll Foy, Carter, Guzman, Keam, Kory, Krizek, Levine, Lopez, Price, Sullivan, and Thomas, and SB1777 (<https://lis.virginia.gov/cgi-bin/legp604.exe?191+ful+CHAP0516>), patroned by Senators Saslaw and Ebbin, set forth the information to be contained this report

<sup>2</sup> <https://law.lis.virginia.gov/vacode/title53.1/chapter2/section53.1-39.1/>

<sup>3</sup> SJ 184 (<http://lis.virginia.gov/cgi-bin/legp604.exe?141+ful+SJ184ER>) patroned by Senator Ebbin and Delegate Hope

<sup>4</sup> <https://www.justice.gov/archives/dag/report-and-recommendations-concerning-use-restrictive-housing>



served as a model to thirteen different states who have toured, observed, and applied aspects of the step-down operations in their own jurisdictions.

In 2016, the Vera Institute of Justice (Vera)—in partnership with the U.S. Department of Justice Programs, Bureau of Justice Assistance (BJA)—selected Virginia as one of five new states to join the Safe Alternatives to Segregation Initiative (SAS Initiative). In recognition of the infrastructure that VADOC already had in place as part of its ongoing efforts to reduce the use of restrictive housing, Vera offered to provide targeted technical assistance to VADOC. Vera assisted VADOC with its reform efforts, provided recommendations, and developed a partnership of learning from cultural reform. The Vera Institute of Justice Report highlighted “Great Successes” of Virginia’s Restrictive Housing Reforms and offered support for future initiatives. Vera found that VADOC staff reported “witnessing improved behavior, a calmer environment and higher staff morale in the Restrictive Housing Units.”

Virginia’s efforts have continued with several progressive changes over the past five years. In April 2016, based upon the documented success of the incentivized step-down process with enhanced conditions of confinement, VADOC began a restrictive housing pilot program in four medium security level institutions. This program was successfully expanded to all male facilities by November 2018.

In 2019, VADOC began to offer three hours of out-of-cell time to all inmates in the restrictive housing program, using a combination of structured and unstructured activities. To facilitate this initiative, all security level 3 facilities and higher have added an Interactive Program Aide position in order to coordinate and deliver these programs. These aides work with inmates individually and in small group settings to provide a number of pro-social activities, including interactive journaling, cognitive simulation, art activities, reading, TED talks<sup>5</sup> and guided group discussion.

In January 2020, furthering its progressive changes, VADOC increased its out-of-cell programming opportunities for inmates in the restrictive housing program to offer four or more hours daily. These initiatives are aligned with the goal of offering more meaningful opportunities for inmates to participate in programming, journaling and positive social interactions with peers and staff in an effort to achieve long-term public safety for the Commonwealth of Virginia.

## **FY2021 Transition to Restorative Housing**

Progress over the past decade have led to the gradual reduction, and ultimately, the removal of restrictive housing in the Virginia Department of Corrections. In practice, the end of restrictive housing took place in January 2020. On August 1, 2021, VADOC formally adopted a restorative housing program for all inmates that require enhanced security and programming opportunities.

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<sup>5</sup> TED Conferences, LLC (Technology, Entertainment & Design) is an American media organization that distributes free content under the slogan “ideas worth spreading.”



The restorative housing program is designed to help the participants identify criminogenic thinking patterns through the use of interactive journaling and guided group discussion. In addition, participants engage in a variety of electives such as Coping through Art, a book program, recreation, cognitive stimulation (puzzles, strategy games), and other educational media opportunities. Participants learn strategies to manage difficult situations in a pro-social manner with a goal of leaving the program and successfully completing reentry and rehabilitation goals in a general population setting.

The VADOC restorative housing program provides a number of management pathways for inmates to progress into a setting that addresses the unique risks and needs of each participant. Options include step-down programs for inmates that need a more structured living environment, the Secure Diversionary Treatment Program (SDTP) for inmates with a Serious Mental Illness (SMI), and one for inmates that have an unspecific fear of returning to a general population setting. In the summer of 2021, VADOC was again acknowledged with a STAR award by the Southern Legislative Conference, for SDTP, which diverts inmates with an SMI from restorative housing. This award is further acknowledgement of the outstanding and innovative work by the staff in VADOC.

The Code of Virginia, § 53.1-39.1, requires the VADOC's restrictive housing program, at a minimum, to adhere to the standards adopted by the American Correctional Association (ACA). ACA defines restrictive housing as an assignment separated from general population and confined to a cell for at least 22 hours per day for the safe and secure operation of the facility. The VADOC restorative housing program goes above and beyond the standards adopted by the American Correctional Association (ACA), the accrediting body for the corrections industry. All facilities in the Virginia Department of Corrections have earned ACA accreditation status.

## **FY2021 Restorative Housing Summary**

During FY2021, more inmates exited from the restorative housing program than entered (5,158 exits vs. 5,093 entries). Ninety-three inmates were released from the restorative housing program directly to the community, a 30% decrease from FY2020. Sixty-two of these inmates entered the restorative housing program within 30 days immediately preceding their release.<sup>6</sup> No security level "S" inmates were released directly to the community in FY2021.<sup>7</sup>

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<sup>6</sup> Includes inmates who voluntarily request placement in restorative housing within 30 days of their scheduled release so as to not engage in behavior that may negatively impact their release date

<sup>7</sup> Inmates assigned to security level "S", designated as VADOCs highest level of classification, are considered to be in long-term restorative housing. Inmates work their way out of security level "S" through an incentivized step-down process, with enhanced conditions of confinement, accountability, and cognitive behavioral programming.



## *Restorative Housing*

There were 337 inmates in the restorative housing program on June 30, 2021, comprising 1.4% of VADOC's average daily population (ADP). This is a 21% reduction from FY2020 (N=426).<sup>8</sup>

Demographically, 59% of the inmates were Black while 44% were White. Overall, 55.1% of the VADOC population is Black and 44.2% are White.<sup>9</sup> On average, the restorative housing participants were 34.8 years old. One half (49%) of the participants in the restorative housing program had no history or current evidence of mental health impairment, which is down from 56% in FY2020. Forty-eight percent had either minimal or mild mental health impairment, which is a 27% increase from FY2020.<sup>10</sup>

On June 30, 2021, inmates at all security levels in VADOC have been assigned to the restorative housing program. Over one-quarter (27%) were at a Medium custody level, another 19% were at a Close custody level, and 28% were at a Maximum custody level. On average, the inmates in restorative housing had 5.4 convictions for major disciplinary offenses prior to their placement (median=2.0). On average, the inmates each had 12.8 convictions for less serious disciplinary offenses prior to their placement (median=7.0).<sup>11</sup>

Inmates released from short-term restorative housing during FY2021 had a median length of stay of 11.9 days. Twenty-six percent of the participants were released within five days. Only 23% of the inmates released from restorative housing had a median length of stay of 30 days or more, similar to FY2020.

More detailed information about the restorative housing population can be found in the tables beginning on page 9 of this report.

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<sup>8</sup> In February 2021, VADOC identified a date/time issue in the internal status records used to identify inmates in restorative housing. This issue occurred when an inmate had multiple internal status changes on the same day. The dates generated on the records for these internal status changes were not timestamped. VADOC updated its methodology when this issue was discovered to look at both the date an internal status change occurred and of the actual time of day the record was updated. This change in methodology resolved the issue. This new methodology has been used each month since February 2021. The 21% reduction in the restorative housing population from FY2020 to FY2021 is the actual reduction.

<sup>9</sup> Management Information Summary Annual Report for the Fiscal Year Ending June 30, 2020

<sup>10</sup> A numeric code assigned to an inmate by a Psychology Associate that reflects the inmate's current mental health status and mental health service needs; the coding system is hierarchical, ranging from MH-0 representing no current need for mental health services to MH-4 representing the greatest need for mental health services. Please refer to DOP 730.2 for more detailed information (<https://vadoc.virginia.gov/files/operating-procedures/700/vadoc-op-730-2.pdf>)

<sup>11</sup> Includes all Disciplinary Offense Convictions that have occurred throughout an inmate's current term of state responsible incarceration; major disciplinary offenses (Level 100 Charges) include, but are not limited to, offenses such as killing or attempting to kill another person, escape or attempted escape, possession of a weapon, sexual assault, and aggravated assault; less serious disciplinary offenses (Level 200 Charges) include, but are not limited to, offenses such as refusing to attend class or programming, disobeying an order, threatening bodily harm to another, fighting with any person, and possession of contraband. For a complete list of disciplinary offenses, please refer to DOP 861.1 - Inmate Discipline, Institutions (<https://vadoc.virginia.gov/files/operating-procedures/800/vadoc-op-861-1.pdf>)



## ***Red Onion Step-Down Program***

The population of Red Onion Step-Down Program is much lower than the population in the restorative housing program (63 vs. 337 on June 30, 2021). This is because the Red Onion Step-Down Program was designed for two specific types of inmates: 1) those who have a history that indicates the willingness to carry out intentional, serious, or deadly harm; have a high escape risk; and/or have high profile crimes and/or significant media attention and may be targets of other inmates; and 2) those who have frequently recurring disciplinary violations; have a history of fighting with staff or inmates or violent resistance towards a staff intervention, but without the intent to invoke serious harm or the intent to kill; and/or intentionally commit disciplinary violations with the goal of remaining in restorative housing. The first type of inmate is assigned to the Intensive Management (IM) pathway, while the second type of inmate is assigned to the Special Management (SM) pathway.

There were 63 inmates in the Red Onion Step-Down Program on June 30, 2021, comprising 0.3% of VADOC's average daily population (ADP), which is a slight increase from the 0.2% seen in FY2020. Demographically, half of the inmates were Black. On average, the participants were 36.2 years old. Thirty percent of the participants had no history or current evidence of mental health impairment while the remaining 70% had either minimal or mild mental health impairment.

Inmates in the Red Onion Step-Down Program on June 30, 2021 were all assigned to security level "S".<sup>12</sup> On average, the participants had two times the number of Level 100 disciplinary offense convictions as the inmates in the restorative housing program (10.6 for those in the Step-Down Program compared to 5.4). On average, the participants had more Level 200 disciplinary offense convictions as the inmates in restorative housing (15 for those in the Step-Down Program compared to 12.8).

Inmates released from the Red Onion Step-Down Program during FY2021 had a median length of stay of 6.1 months. 45% of the participants were released within six months, and another 40% were released between six to 12 months. The percentage of inmates that stayed in the Red Onion Step-Down program for more than 18 months was 5%.

More detailed information about the Red Onion Step-Down Program can be found in the tables beginning on page 9 of this report.

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<sup>12</sup> Inmates assigned to security level "S", designated as VADOCs highest level of classification, are considered to be in long-term restorative housing. Inmates work their way out of security level "S" through an incentivized step-down process, with enhanced conditions of confinement, accountability, and cognitive behavioral programming.



## **FY2021 Shared Allied Management Summary**

VADOC's Shared Allied Management (SAM) Units are not part of the restorative housing program. In January 2018, the agency created and ultimately expanded the SAM Units within the general population in its institutions. The intent of SAM Units is to promote safety and stability within institutions while reducing the cycling of certain inmates into and out of restorative housing. The SAM Unit population is composed of three distinct groups of inmates which VADOC identifies as requiring more intense case management:

- **Mental Health Population:** mentally ill or seriously mentally ill (SMI) individuals who are at a greater risk to cycle through restorative housing and/or licensed mental health pods for disruptive behavior related to their mental health diagnoses and symptoms;
- **Medical Population:** medically infirm individuals requiring intermittent medical attention but not requiring placement in the infirmary; or
- **Vulnerable Population:** individuals who are at greater risk for victimization or being bullied in general population due to characteristics such as a cognitive challenge, age (seniors and youthful), or small in stature or timid personality.

SAM Units better address inmate needs and reduce high demands on security, mental health staff, and medical staff while keeping the inmates in a general population setting. The SAM Unit program provides a continuum of services to assist in planning for the inmates' release and successful transition to society. Within this modified therapeutic community, inmates experience unique programs such as Distress Tolerance Skills Group, which includes Dialectical Behavior Therapy (DBT). SAM Unit inmates also review topics such as crisis intervention, anger management, and emotional regulation skills. The goal is to create therapeutic environments for inmates with similar characteristics to encourage prosocial behaviors and interactions amongst others.

There were 506 inmates in a Shared Allied Management (SAM) Unit on June 30, 2021, a decrease of 2% from FY2020. Demographically, 60% of the participants were White and 40% were Black. On average, the inmates were 47 years old, with 42% of these inmates fifty years old or older. Over two-thirds (68%) of the participants had either minimal or mild mental health impairment, while 15% had either a diagnosis of serious mental illness or had moderate mental health impairment. The majority of the participants have a medical condition that is not indicative of a need for a medical/infirmary bed or assisted living bed.

Over one-third (36%) of the SAM participants were classified as medium security. 28% were classified as "close" and 17% as maximum security. On average, the participants had 5.1 convictions for major disciplinary offenses and 13 convictions for less serious disciplinary offense.





More detailed information about the SAM participants can be found in the tables beginning on page 9 of this report. Copies of VADOC procedures related to the restorative housing program, as well as any changes made, during FY2021 begin on page 12 of this report.

## Conclusion

The Virginia Department of Corrections has taken tremendous strides over the past decade in the philosophy and management of what was known as restrictive, and is now restorative, housing. The agency continues to strive for innovation and change.

One program under development is the use of cool-down or reflection spaces in restorative housing, as well as in general population. These programs have shown to be successful in other jurisdictions across the country and are named as a Best Practice by the Vera Institute of Justice.<sup>13</sup> These spaces provide an opportunity for participants in the restorative housing program to be in an area designed to be soothing, in order to reflect after a difficult situation or if experiencing a trigger. These spaces have shown to decrease stress, result in fewer disruptions, and fewer disciplinary infractions.

The collaboration and effective communication among agency leaders, line staff, inmates and external partners enables VADOC to continue its role as an innovative leader in corrections reform. VADOC is committed to furthering its restorative housing program by exploring exciting opportunities for the inmates to further their personal journey for rehabilitation and long term public safety.

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<sup>13</sup> <https://www.vera.org/rethinking-restrictive-housing/recommendations/innovative-programming>



# VADOC Restorative Housing Report - FY2021 (§53.1-39.1)<sup>1</sup>

VADOC Average Daily Population (FY2021) = 24,229

Inmates Placed in Restorative Housing (July 1, 2020 - June 30, 2021) = 5,093

Inmates Released from Restorative Housing (July 1, 2020 - June 30, 2021) = 5,168

Inmates Released from Short Term Restorative Housing<sup>2</sup> Directly to the Community (July 1, 2020 - June 30, 2021) = 93

Inmates Released from ROSP Step Down Program<sup>3</sup> Directly to the Community (July 1, 2020 - June 30, 2021) = 0

Number of Full-Time Mental Health Staff (as of June 30, 2021) = 163

	ACA Restrictive Housing <sup>1</sup>		VADOC Short Term Restorative Housing <sup>2</sup>		ROSP Step Down Program <sup>3</sup>		SAM Unit <sup>4</sup>	
	Number	Col %	Number	Col %	Number	Col %	Number	Col %
Inmates in Restorative Housing or SAM Units (as of June 30, 2021) =	0		337		63		506	
<b>Gender</b>								
Male	0	0%	330	98%	63	100%	506	100%
Female	0	0%	7	2%	0	0%	0	0%
<b>Race</b>								
White	0	0%	135	40%	28	44%	302	60%
Black	0	0%	200	59%	33	52%	197	39%
Other	0	0%	2	1%	2	3%	7	1%
<b>Ethnicity</b>								
Hispanic	0	0%	12	4%	15	24%	12	2%
Non-Hispanic	0	0%	325	96%	48	76%	494	98%
<b>Current Age (as of June 30, 2021)</b>								
Under 18	0	0%	0	0%	0	0%	0	0%
18 - 24	0	0%	41	12%	8	13%	10	2%
25 - 29	0	0%	74	22%	10	16%	44	9%
30 - 34	0	0%	78	23%	15	24%	60	12%
35 - 39	0	0%	59	18%	9	14%	60	12%
40 - 44	0	0%	31	9%	7	11%	65	13%
45 - 49	0	0%	19	6%	6	10%	48	9%
50 - 54	0	0%	15	4%	2	3%	59	12%
55 - 59	0	0%	10	3%	5	8%	61	12%
60 - 64	0	0%	8	2%	0	0%	40	8%
65 and Over	0	0%	2	1%	1	2%	52	10%
Average Age	0.0		34.8		36.2		47.0	

**VADOC Restorative Housing Report - FY2021 (§53.1-39.1)<sup>1</sup>**

	ACA Restrictive Housing <sup>1</sup>		VADOC Short Term Restorative Housing <sup>2</sup>		ROSP Step Down Program <sup>3</sup>		SAM Unit <sup>4</sup>	
	Number	Col %	Number	Col %	Number	Col %	Number	Col %
<b>Mental Health Code</b>								
MH X - No code assigned	0	0%	1	0%	0	0%	0	0%
MH O - No history or current evidence of impairment	0	0%	166	49%	19	30%	84	17%
MH 1 - Minimal impairment	0	0%	29	9%	11	17%	24	5%
MH 2 - Mild impairment	0	0%	134	40%	33	52%	320	63%
MH S2 - Diagnosis of serious mental illness	0	0%	6 <sup>5</sup>	2%	0	0%	73	14%
MH 3 - Moderate impairment	0	0%	0 <sup>5</sup>	0%	0	0%	5	1%
MH 4 - Severe impairment	0	0%	0 <sup>5</sup>	0%	0	0%	0	0%
Not Reported	0	0%	1	0%	0	0%	0	0%
<b>Medical Class Code</b>								
A - No Disabilities	0	0%	103	31%	18	29%	50	10%
B - Moderate sight/hearing problems, Mild, controlled hypertensives, Asthmatics	0	0%	81	24%	15	24%	53	10%
D - Hepatitis C Virus on treatment, Documented systemic allergies, IDDM (insulin dependent diabetic mellitus), Psychotropic medication	0	0%	146	43%	27	43%	351	69%
E - Severe cardiac case, Severe respiratory case, Weekly or monthly medical appointments	0	0%	3	1%	0	0%	15	3%
F - Any Facility without hills, or housing/critical areas without steps or barriers	0	0%	2	1%	1	2%	18	4%
G - Adapted for Handicapped MSD	0	0%	1	0%	0	0%	12	2%
H - Assisted Living	0	0%	0	0%	0	0%	2	0%
J - Respiratory Isolation	0	0%	0	0%	0	0%	1	0%
K - Infirmary (DFCC, GRCC, FCCW, PMU)	0	0%	0	0%	0	0%	1	0%
L - Dialysis in Population/infirmary	0	0%	0	0%	0	0%	0	0%
Not Reported	0	0%	1	0%	2	3%	3	1%
<b>Offender Security/Custody Level at Time of Placement</b>								
W - Work center	0	0%	4	1%	0	0%	0	0%
1 - Minimum	0	0%	10	3%	0	0%	2	0%
2 - Moderate	0	0%	62	18%	0	0%	67	13%
3 - Medium	0	0%	91	27%	0	0%	183	36%
4 - Close	0	0%	64	19%	0	0%	144	28%
5 - Maximum	0	0%	93	28%	0	0%	84	17%
6 - Level 6	0	0%	3	1%	0	0%	17	3%
Special <sup>6</sup>	0	0%	0	0%	63	100%	6	1%
Other <sup>7</sup>	0	0%	10	3%	0	0%	3	1%
<b>Disciplinary Offense Convictions Preceding Restorative Housing or SAM Unit Placement<sup>8</sup></b>								
	Mean	Median	Mean	Median	Mean	Median	Mean	Median
Average Number of Level 100 Charges	0.0	0.0	5.4	2.0	10.6	5.0	5.1	2.0
Average Number of Level 200 Charges	0.0	0.0	12.8	7.0	15.0	9.0	13.0	6.0

## VADOC Restorative Housing Report - FY2021 (§53.1-39.1)<sup>1</sup>

<b>Length of Stay in Short Term Restorative Housing for All Releases from Short Term Restorative Housing<sup>9</sup></b>	Number	Col %	Number	Col %
Less Than 5 Days	0	0%	1,977	26%
5 to 9 Days	0	0%	1,410	19%
10 to 14 Days	0	0%	912	12%
15 to 29 Days	0	0%	1,445	19%
30 Days or More	0	0%	1,748	23%
Median Length of Stay (days)	0.0		11.9	
<b>Length of Stay in Step Down Program for All Releases from ROSP Step Down Program<sup>10</sup></b>	Number	Col %	Number	Col %
Less than 3 Months	0	0%	12	30%
3 to 6 Months	0	0%	6	15%
6 to 12 Months	0	0%	16	40%
12 to 18 Months	0	0%	4	10%
18 Months Or More	0	0%	2	5%
Median Length of Stay (months)	0.0		6.1	

<sup>1</sup>The American Correctional Association (ACA) defines restrictive housing as separating an inmate from the general population for an average of 22 hours per day for 15 or more consecutive days; all inmates in VADOC facilities, regardless of security level, are given the opportunity to leave their cells for at least 4 hours each day, 7 days a week; as such, VADOC does not have restrictive housing under the ACA definition

<sup>2</sup>Includes inmates who voluntarily request placement in short term restorative within 30 days of their scheduled release so as to not engage in behavior that may negatively impact their release date

<sup>3</sup>Step Down Program combines structured evidence-based practices, including re-entry programming, with incentives to allow inmates to progress toward increased responsibilities and avenues for inmates to earn their way to a less restrictive environment. The Intensive Management (IM) Pathway is designed for inmates who: have a history that indicates the willingness to carry out intentional serious or deadly harm; have a high escape risk; or have high profile crimes and/or significant media attention and may be targets of other inmates. The Special Management (SM) Pathway is designed for inmates who: have frequently recurring disciplinary violations; have a history of fighting with staff or inmates or violent resistance towards a staff intervention, but without the intent to invoke serious harm or the intent to kill; or intentionally commit disciplinary violations with the goal of remaining in restorative housing.

<sup>4</sup>Shared Allied Management (SAM) Units are specialized units designated for offenders with Serious Mental Illness (SMI) and other vulnerable populations. For example, SAM may appeal to: inmates with mental health diagnoses that result in management challenges in general population or inmates who frequently cycle in and out of restorative housing and/or licensed mental health units; inmates with medical conditions requiring frequent nursing attention, but not requiring admission to the infirmary; and inmates subject to bullying or manipulation due predation characteristics such as an intellectual challenge, age, or size.

<sup>5</sup>ACA Standards require that the placement of inmates with Serious Mental Illness in restorative housing will not exceed 30 days; to accomplish this, the VADOC Multi-Disciplinary Team (MDT) formally reviews these inmates within 3 and 10 days of admission to restorative housing for release or transfer to appropriate housing, programs, and treatment; all of these inmates are removed from restorative housing by Day 28 unless a clinical exception is granted.

<sup>6</sup>Inmates assigned to security level "S", designated as VADOCs highest level of classification, are considered to be in long term restorative housing. inmates work their way out of security level "S" through an incentivized step-down process, with enhanced conditions of confinement, accountability, and cognitive behavioral programming.

<sup>7</sup>Includes Protective Custody, Hearing Impaired, and newly received inmates whose security level has not yet been determined

<sup>8</sup>Includes all Disciplinary Offense Convictions that have occurred throughout an inmate's current term of state responsible incarceration; Level 100 Charges include, but are not limited to, offenses such as killing or attempting to kill another person, escape or attempted escape, possession of a weapon, sexual assault, and aggravated assault; Level 200 Charges include, but are not limited to, offenses such as refusing to attend class or programming, disobeying an order, threatening bodily harm to another, fighting with any person, and possession of contraband. For a complete list of disciplinary offenses, please refer to Department Operating Procedure 861.1 - inmate Discipline, Institutions (<https://vadoc.virginia.gov/files/operating-procedures/800/vadoc-op-861-1.pdf>)

<sup>9</sup>If an inmate was placed into and released from short term restorative housing multiple times during the year, each release is shown here in order to present the length of stay for each stay in short term restorative housing

<sup>10</sup>If an inmate was placed into and released from the ROSP Step Down Program multiple times during the year, each release is shown here in order to present the length of stay for each stay in the ROSP Step Down Program



# Virginia Department of Corrections

## Facility Security and Control

### Operating Procedure 425.4

#### *Management of Bed and Cell Assignments*

##### **Authority:**

Directive 425, *Incarcerated Offender Housing and Work Assignments*

**Effective Date:** August 1, 2021

##### **Amended:**

##### **Supersedes:**

Operating Procedure 425.4, April 1, 2019

**Access:**  Restricted  Public  Inmate

##### **ACA/PREA Standards:**

5-ACI-2C-02, 5-ACI-3D-08, 5-ACI-3D-10,  
5-ACI-4A-14, 5-ACI-4A-19, 5-ACI-4B-01,  
5-ACI-4B-11, 5-ACI-4B-19, 5-ACI-4B-28,  
5-ACI-4B-31, 5-ACI-4B-34, 5-ACI-5D-11;  
§115.14, §115.42, §115.43, §115.68, §115.81

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### REVIEW

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

### COMPLIANCE

This operating procedure applies to all units operated by the Virginia Department of Corrections. Practices and procedures must comply with applicable State and Federal laws and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

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## DEFINITIONS

**“At Risk” Inmate** - An inmate who meets criteria for being “at risk” for deterioration, self-harm, and/or being a danger to others in a Restorative Housing Unit as determined by a Psychology Associate; see *Mental Health and Wellness Services Screening 730\_F12*.

**Central Classification Services (CCS)** - Staff members from the Offender Management Services Unit who review certain recommendations made by the Institutional Classification Authority and Multi-Disciplinary Team to render a final decision regarding inmate status and assignments

**Centralized Restorative Housing Unit** - A housing unit at a designated institution for eligible inmates who cannot return to the general population at their current institution, refuse to participate in their management path, or who are expected to require maximum security management in excess of 30 days.

**Discharge** - The release of an inmate or probationer/parolee from a facility due to satisfying the requirements for release from that facility; discharge may be due to parole, good time release, pardon, court order, completion of Community Corrections Alternative Program or other reasons. Discharge may be to the community with or without probation/parole/post-release obligations or discharge may be to law enforcement authorities for other legal obligations or deportation.

**General Detention** - Special purpose bed assignments, utilized under proper administrative process, for the immediate secure confinement of inmates pending review for an appropriate assignment

**Health Care Practitioner** - A clinician trained to diagnose and treat patients, such as physician, psychiatrist, dentist, optometrist, nurse practitioner, physician assistant, and psychologist

**Healthcare Staff** – Licensed/certified workers who typically provide direct patient care, including RN, LPN, CHA, PA-C, Nurse Practitioner, Certified Nursing Assistant, Dental Hygienist, Dental Assistant, Lab Technician, Psychology Associate, and X-Ray Technician.

**Health Trained Staff** - A DOC employee, generally a Corrections Officer, who has been trained to administer health screening questionnaires, including training as to when to refer to health care staff and with what level of urgency.

**High Risk Sexual Victim (HRSV)** - As identified by the *Classification Assessment* and Psychology Associate assessment, any inmate/probationer/parolee confirmed as a sexual victim or identified as being at high risk of being sexually victimized.

**Inmate** - A person who is incarcerated in a Virginia Department of Corrections facility or who is Virginia Department of Corrections responsible to serve a state sentence.

**Institution** - A prison facility operated by the Department of Corrections; includes major institutions, field units, and work centers.

**Institutional Classification Authority (ICA)** - The facility staff person designated to conduct inmate case review hearings; hearings related to restorative housing status reviews are formal due process hearings and are generally conducted by a Multi-Disciplinary Team.

**Management Path** - The Restorative Housing Unit level to which the inmate is assigned and the remaining steps for the inmate to enter full privilege general population

**Medical Practitioner** - A physician, nurse practitioner, or physician’s assistant.

**Mental Health Residential Treatment Unit** - A designated treatment unit where mental health and wellness services are provided to inmates who are unable to function in a general population setting due to mental disorder but who typically do not meet the criteria for admission to an Acute Care Unit.

**Multi-Disciplinary Team (MDT)** - MDT members are responsible to review individual inmates related to restorative housing and step-down statuses and act as the Institutional Classification Authority to make recommendations for housing status, transfer, security level, good time class, etc.; decisions are the responsibilities of the Facility Unit Head and Regional Administrator.

**Protective Custody Unit** - A special purpose general population housing unit designated by the Director for inmates classified as requiring separation from other inmates as a result of their personal security needs; inmates

requesting and requiring assignment to a Protective Custody Unit may be managed in general detention and restorative housing, as appropriate, pending assignment and transfer.

**Psychology Associate** - An individual with at least a Master's degree in psychology, social work, or relevant human services field with knowledge, training, and skills in the diagnosis and treatment of mental disorders, which may include a Psychiatric Provider, Social Worker, or Registered Nurse.

**Restorative Housing Unit** - A general term for special purpose bed assignments including general detention, restorative housing, and step-down statuses; usually a housing unit or area separated from full privilege general population.

- **Restorative Housing (RHU)** - Special purpose bed assignments operated under maximum security regulations and procedures, and utilized under proper administrative process, for the personal protection or custodial management of inmates.
- **RH Step-Down 1 (SD-1), RH Step-Down 2 (SD-2)** - General population bed assignments operated with increased privileges above restorative housing but more control than full privilege general population.

**Secure Diversionary Treatment Program (SDTP)** - A residential programming unit with bed assignments designated for eligible inmates who are classified as Seriously Mentally Ill (SMI), and who meet the criteria for program admission. The SDTP is a formalized program that operates within structured security regulations and procedures, and provides for programming and treatment services conducive with evidence based treatment protocols and individualized treatment plans.

**Serious Mental Illness (SMI)** - An individual diagnosed with a Psychotic Disorder, Bipolar Disorder, Major Depressive Disorder, Posttraumatic Stress Disorder (PTSD) or Anxiety Disorder, or any diagnosed mental disorder (excluding substance use disorders) currently associated with serious impairment in psychological, cognitive, or behavioral functioning that substantially interferes with the person's ability to meet the ordinary demands of living.

**Shared Allied Management (SAM) Unit** - A residential programming unit operated at designated institutions to deliver intensive services in a safe environment to specific inmate populations that typically require a high level of services from security, mental health, and/or medical staff.

**Steps to Achieve Reintegration (STAR) Program** - A program operated at designated institutions for inmates, who motivated by unspecified fear, refuse to leave restorative housing and enter general population

**Tether** - A strap inserted through the tray slot of the cell door to fasten an inmate's handcuffs while the inmate is kneeling to apply leg irons and for inmate escort, where one Corrections Officer maintains control of the strap that is attached to the handcuffs

**Working Day** - Weekdays, Monday through Friday, except official state holidays

**Youthful Inmate** - Any person under the age of 18 who is under adult court supervision and incarcerated or detained in a prison or jail



## PURPOSE

This operating procedure provides guidance for appropriate assignment of inmates to beds in Department of Corrections (DOC) institutions. Included are review processes for inmates assigned to double cells and considerations for assignment to Restorative Housing Units and other special populations as well as movement from these units to general population.

## PROCEDURE

### I. Bed and Cell Assignments

#### A. Classification Assessment

1. Staff will use information from the inmate's *Classification Assessment* when determining appropriate housing and bed assignments with the goal of: (5-ACI-3D-10)
  - a. Protecting inmates from personal abuse, personal injury, disease, property damage, harassment (5-ACI-3D-08)
  - b. Separating inmates at a high risk of being sexually victimized from those at high risk of being sexually abusive; see Operating Procedure 810.1, *Offender Reception and Classification*, and Operating Procedure 810.2, *Transferred Offender Receiving and Orientation*. (§115.42[a])
  - c. Making individualized determinations about how to ensure the safety of each inmate. (§115.42[b])
2. Housing and bed assignments for transgender or intersex inmates will be made on a case-by-case basis and will take into consideration whether an assignment would ensure the inmate's health and safety or whether the assignment would present management or security problems. (§115.42[c])
  - a. A transgender or intersex inmate's views with respect to their own safety will be given serious consideration. (§115.42[e])
  - b. When an inmate indicates they are transgender or intersex during the *Classification Assessment* or at any time during their incarceration, a "six month follow up" alert must be placed in VACORIS. A Counselor or the staff member completing the *Classification Assessment* will add the alert and notify mental health staff by email. (§115.42[d])
  - c. Lesbian, gay, bisexual, or intersex inmates will not be placed in a dedicated housing unit or wing solely on the basis of such identification or status. (§115.42[g])
3. Any information related to an inmate's sexual victimization or abusiveness that occurred in an institutional setting will be strictly limited to health care practitioners and other staff, as necessary, to make appropriate housing and bed assignments, or as otherwise required by Federal, State, or local law. (§115.81[d])

#### B. Single and Double Cell Assignments

##### 1. Single Cell Assignments

- a. Institutions provide for single cell assignments to meet special needs, including but not limited to inmates with severe medical disabilities, serious mental illnesses, sexual predators, inmates likely to be exploited or victimized by others, and inmates who have other special needs for single cell housing. (5-ACI-2C-02)
- b. The Facility Unit Head may also use single cell assignments to encourage positive behavior.

##### 2. Double Cell Assignments

- a. Inmate assignment to a bed other than a single cell requires an individual judgment based on all available information in order to determine an inmate's double cell compatibility.
- b. Staff must compare inmates for double cell compatibility using the VACORIS *Cell Compatibility Assessment*.
  - i. Factors considered in the *Cell Compatibility Assessment* include history of assaultive behavior, potential for victimization or aggressive behavior, history of prior victimization, special medical

and mental health status, escape history, age, and “Alerts.”

- ii. The Shift Commander or above should use any other related information, including interviews and observations, if needed, when making a cell assignment decision.
- c. The Facility Unit Head or designated authority of management rank must approve all assignments to a double cell when the inmate has a *Double Cell Restriction Alert* in VACORIS.
- d. Program and security staff should review existing double cell assignments following relevant changes in an inmate’s behavior or special needs, or upon identification of information not previously available.

#### C. Cell Assignment and Bed Changes

1. Each institution should provide a process for inmates to request cell assignment and bed changes and a process to appeal the institution’s decision. Existing processes i.e. request or complaint may be utilized.
2. Routine cell assignments and bed moves from one building or housing area to another will occur only during the day shift.
3. Cell assignments and bed moves within an individual building or housing area may take place during an evening shift.
4. Emergency cell assignments and bed moves made at other times will be the exception rather than a routine option, and requires approval of the Facility Unit Head or designated authority of management rank.

D. Cell and bed assignments to Honor Dorms and programs that offer extra privilege incentives will be operated in accordance with institution specific implementation memoranda defining the necessary qualifications and the privileges allowed.

E. The decision to assign inmates to Medical Observation Units, Infirmaries, Mental Health Units or other such units is a decision that must be made by the treating Medical Practitioner or Psychology Associate and is not governed by this operating procedure.

#### F. Youthful Inmates (§115.14) (Under age 18, convicted as an adult; not under *Youthful Offender Law*)

1. The DOC provides specialized housing arrangements for youthful inmates that meet the requirements of this standard.
2. A youthful inmate will not be placed in a housing unit in which the inmate will have sight, sound, or physical contact with any adult inmate through use of a shared dayroom or other common space, shower area, or sleeping quarters.
3. Direct supervision by institutional staff is required at all times when a youthful inmate and an adult inmate have sight, sound, or physical contact with one another.
4. All youthful inmates will be assigned to the specialized unit, unless this assignment would create a risk to the safe, secure, and orderly operation of the institution. Exigent circumstances may require removal to a Restorative Housing Unit.

## II. Restorative Housing Units

A. This operating procedure governs the operation of Restorative Housing Units at Security Level 2 through Security Level 5 institutions. Inmate accessible information on this subject is found in Operating Procedure 841.4, *Restorative Housing Units*.

B. Security Level W institutions, Security Level 1 institutions, and Deerfield Correctional Center do not operate Restorative Housing Units.

1. When warranted, inmates will be expeditiously transferred to the designated parent/host institution for placement on general detention in the Restorative Housing Unit.

2. Detention in restraints or holding cells is authorized pending transfer of the inmate.
3. Only the Shift Commander or a higher authority may authorize the detention of an inmate pending transfer for placement on general detention.
4. A person with direct knowledge of the need for the inmate's detention and the specific facts supporting the placement must complete an *Internal Incident Report* in VACORIS documenting:
  - a. What behavior demonstrated by the inmate warrants consideration for assignment to a Restorative Housing Unit?
  - b. How is this behavior a threat to public, staff, inmate safety, or the orderly operation of the institution?
  - c. What alternatives to the Restorative Housing Unit are available?
5. The inmate may be detained in a secured holding cell or in approved restraints; see Operating Procedure 420.2, *Use of Restraints and Management of Inmate Behavior*.
  - a. When an inmate is detained, the Administrative Duty Officer must be notified immediately, and permission secured to continue the use of restraints and/or placement in a holding cell.
  - b. The inmate should not be detained in restraints for a period greater than four hours. If it becomes necessary to maintain the restraints for a period of more than four hours due to the inmate's behavior, the inmate will be given the opportunity to use the restroom.
6. Use of Holding Cells
  - a. The Facility Unit Head or Assistant Facility Unit Head must review the inmate's detention in a holding cell and will determine if the inmate can be returned to general population at that institution or if the inmate must be transferred for placement on general detention in a Restorative Housing Unit.
  - b. The Facility Unit Head's/Assistant Facility Unit Head's decision and the inmate's return to general population or transfer should be completed within 24 hours of the inmate's placement in the holding cell.
  - c. While the inmate remains in the holding cell, the inmate will be:
    - i. Fed the same meals on the same schedule as the rest of the population when detained through a meal.
    - ii. Given prescribed medication as scheduled.
    - iii. Provided with the same bed linens and mattress and pillow as permitted the general population, inmate behavior permitting.
    - iv. Forfeit all personal property privileges but may be permitted to have one religious book. All personal property must be secured and inventoried at the time the inmate is placed in the holding cell.
    - v. Provided appropriate clothing.
    - vi. Checked by a Corrections Officer at least twice per hour, no more than 40 minutes apart, on an irregular schedule with each check recorded in a logbook.
  - d. Holding cells used for overnight housing is to be equipped with a bed above floor level, a working toilet, hand basin, appropriate lighting, and ventilation. If a holding cell with toilet and wash basin is not available, the inmate should be allowed to use the toilet and wash hands minimum of seven times during each twenty-four hour period including one half hour prior to each mealtime.
  - e. While detained in a holding cell, each inmate that is believed to be under the influence of drugs or intoxicants should be placed on a constant watch by a Corrections Officer and documented on a *Special Watch Log 425\_F5*.
  - f. While detained in a holding cell, each inmate who is believed to be a threat to self should be placed on a constant watch by a Corrections Officer documented on the *Special Watch Log 425\_F5*.
7. Transfer to the Parent/Host Institution

- a. With the approval of the Regional Administrator or Regional Duty Officer, these institutions are authorized to coordinate the temporary, emergency removal of inmates from their units with their parent/host institution using an *Intra-Regional Transfer Authorization 050\_F8*; see Operating Procedure 050.3, *Facility Release of Offenders*.
    - i. If the Facility Unit Head of the parent/host institution accepts the inmate for temporary transfer, no further authorization for transfer is necessary.
    - ii. The Transportation Coordinator, Offender Management Services, must be notified immediately via telephone or email.
  - b. The inmate will be placed on general detention upon arrival at the parent/host institution.
  - c. The parent/host institution MDT will be responsible for conducting ICA hearings based on the *Internal Incident Report* and any relevant *Disciplinary Offense Reports* or other documentation provided by the sending institution.
- C. Restorative Housing Units at institutions that house Security Levels 5, 6 and S inmates will operate in accordance with this operating procedure for Security Level 5 inmates and the Red Onion State Prison/Wallens Ridge State Prison local operating procedure addressing the *Restorative Housing Reduction Step Down Program*, for Security Level 6 and S inmates.
- D. For institutions designated for multiple security level inmates, the Restorative Housing Unit will operate in accordance with their *Restorative Housing Operating Level Designation*; see Operating Procedure 841.4, *Restorative Housing Units*.

### III. Restorative Housing Unit Assignment Process

- A. Restorative Housing Units provide for personal protection and custodial management measures, exercised by the institution for the welfare of the inmate, the institution, or both and will not be used as punishment.
1. Inmates will only be placed in a Restorative Housing Unit when their presence in the general population poses a direct threat to the inmate (to include when an inmate requires personal protection and no reasonable alternative is available), other inmates, institutional staff, or a clear threat to the safe, secure operation of the institution. The goals of a Restorative Housing Unit are to: **(5-ACI-4B-01)**
    - a. Manage inmates in a safe and secure manner
    - b. Provide a consistent, systems approach to the operation of Restorative Housing Units in all institutions to maximize positive outcomes in inmate adjustment
    - c. Provide opportunities for inmates to increase their likelihood for success in a full privilege general population
  2. An inmate moved from general population into a Restorative Housing Unit must be initially assigned to general detention, which is authorized by the Shift Commander or above for the immediate secure confinement of an inmate when there is no other alternative to ensure the safety and security of the inmate and the institution.
    - a. Inmates moved from SD-1 or SD-2 for the immediate secure confinement of the inmate must be initially assigned to general detention.
    - b. Inmates moved from SD-1 or SD-2 by the MDT as a result of a formal ICA hearing will be placed directly on RHU status, initial assignment to general detention is not required.
  3. Assignment to any other restorative housing status requires a formal due process hearing held by the Multi-Disciplinary Team (MDT), and must be approved by the Facility Unit Head or designee in accordance with Operating Procedure 830.1, *Institution Classification Management*.
- B. Multi-Disciplinary Team (MDT)
1. The MDT conducts ICA hearings related to Restorative Housing Units and is responsible to review individual inmates and make recommendations concerning the inmate's management path as well as

the inmate's security level, good time class, transfer, etc.

2. The MDT at Security Level 2 and above institutions (5-ACI-4B-31)
  - a. MDT members may include but are not limited to the following staff:
    - i. Chief of Housing and Programs or Chief of Security - Mandatory
    - ii. Counselor - Mandatory
    - iii. Psychology Associate - Mandatory
    - iv. PREA Compliance Manager (Mandatory-PREA incidents, only)
    - v. Unit Manager
    - vi. Institutional Program Manager
    - vii. Investigator/Intelligence Officer
    - viii. Medical Staff
    - ix. Corrections Officer
  - b. A quorum of three members is required to be present for the MDT to conduct a formal ICA hearing.
    - i. Mandatory MDT members who are unable to attend a hearing must provide a written statement for consideration.
    - ii. Non-Mandatory MDT members who are unable to attend a hearing where they have relevant input should provide a written statement for consideration.
  - c. Health Care staff, as appropriate, will serve as mandatory members on the MDT for inmates assigned to a Restorative Housing Unit for a mental health or medical hold.
    - i. The Psychology Associate will assist in the development of the inmate's management path and programmatic goals, when an inmate will remain in the Restorative Housing Unit.
    - ii. A Psychology Associate will advise the MDT when the inmate has recovered adequately and can return to general population, whether the inmate must remain in the Restorative Housing Unit, and/or transfer to a Protective Custody Unit or the *Steps to Achieve Reintegration (STAR) Program*. See Operating Procedure 830.5, *Transfers, Institution Reassignments*.
  - d. The PREA Compliance Manager will serve as a mandatory member on the MDT when an inmate is assigned to the Restorative Housing Unit for a PREA related incident. If the PREA Compliance Manager is unable to attend a hearing, they must provide a written statement for consideration.

### C. Restorative Housing Initial Assignment

1. Only the Shift Commander or a higher authority may authorize an inmate's placement in a Restorative Housing Unit on general detention.
  - a. The person referring the inmate for assignment to general detention (such as but not limited to Corrections Officer, Investigator, Psychology Associate, or Health Authority) must complete an *Internal Incident Report* in VACORIS documenting the reason for the inmate's placement in general detention and the specific facts supporting that placement to include: (5-ACI-4B-01)
    - i. What behavior demonstrated by the inmate warrants consideration for assignment to the Restorative Housing Unit?
    - ii. How is this behavior a threat to public, staff, inmate safety, or the orderly operation of the institution?
    - iii. What alternatives to the Restorative Housing Unit are available?
  - b. An inmate will not be assigned to general detention and placed in a Restorative Housing Unit solely based on a *Disciplinary Offense Report*.
  - c. An inmate will not be placed in the Restorative Housing Unit on the basis of Gender Identity alone. (5-ACI-4B-34)
  - d. The Shift Commander will meet with the referring staff member and the inmate, and will either place the inmate on general detention or return the inmate to general population.
  - e. The Shift Commander will document their decision, the reason for their decision and any alternatives considered, prior to the inmate's placement in the Restorative Housing Unit, in the

*Level 1 Review* section of the *Internal Incident Report* and prepare the *Institutional Classification Authority Hearing Notification* generated in VACORIS. See Operating Procedure 830.1, *Institution Classification Management*.

2. When an inmate requests protective custody and the need for protective custody is documented and no alternative exists, the Shift Commander will authorize the inmate's assignment to general detention in accordance with Operating Procedure 830.5, *Transfers, Institution Reassignments*, and Operating Procedure 830.6, *Offender Keep Separate Management*.
3. When mental health or medical staff determine that an inmate should be placed in a Restorative Housing Unit to protect the inmate, other inmates, institutional staff, or the safe, secure operation of the institution, they may request to the Shift Commander that the inmate be placed on general detention.
4. Inmates identified as High Risk Sexual Victim (HRSV) or inmates alleged to have suffered sexual abuse or sexual harassment will not be placed in the Restorative Housing Unit without their consent unless an assessment of all available alternatives has been made, and it has been determined by the Psychology Associate in consultation with the Shift Commander and Regional PREA Analyst that there are no available alternative means of separation from likely abusers. (§115.43[a], §115.68).
  - a. The institution must clearly document the basis for the institution's concern for the inmate's safety and the reason why no alternative means of separation can be arranged. (§115.43[d], §115.68)
    - i. The Shift Commander must complete the *Sexual Abuse/Sexual Harassment Available Alternatives Assessment 425\_F6* prior to placing the inmate in a Restorative Housing Unit.
    - ii. If the *Sexual Abuse/Sexual Harassment Available Alternatives Assessment* cannot be conducted immediately, the Shift Commander may place the inmate in a Restorative Housing Unit on general detention for up to two hours while completing the assessment. (§115.43[a], §115.68)
    - iii. Immediately upon completion, a copy of the *Sexual Abuse/Sexual Harassment Available Alternatives Assessment* must be sent to the Regional PREA Analyst with a copy maintained in the PREA Investigation file. (§115.68)
  - b. Inmates will remain in the Restorative Housing Unit only until an alternative means of separation from likely abuse can be arranged; this assignment will not ordinarily exceed 30 days. (§115.43[c], §115.68)

#### IV. Restorative Housing Assignment Mental Health and Medical Reviews

- A. A Psychology Associate will screen and complete the *Mental Health and Wellness Screening 730\_F12* before an inmate's placement or within one working day after placement on general detention to evaluate the impact that restorative housing may have on mental health conditions exhibited by the inmate. (5-ACI-4B-01)
  1. The screening will be conducted and special instructions provided in accordance with Operating Procedure 730.5, *Mental Health and Wellness Services: Behavior Management*.
    - a. At institutions with no Psychology Associate, health care personnel or health trained staff should interview the inmate within one working day after placement in general detention using the *Restorative Housing Review* section of the *Health Screening - Health-Trained Staff 720\_F10* to identify if there is any indication the inmate may be "at risk".
    - b. If the results of the screening indicate the inmate is at imminent risk for serious self-harm, suicide, or exhibits debilitating symptoms of a SMI, contact with a Psychology Associate will be made for appropriate assessment and treatment. See the *Guidelines to Access Emergency Mental Health Services* attachment to Operating Procedure 730.2, *Mental Health and Wellness Services: Screening, Assessment, and Classification*. (5-ACI-4B-28)
  2. Any inmates identified as "at risk" will be monitored in accordance with Operating Procedure 730.5, *Mental Health and Wellness Services: Behavior Management*.
  3. If the Psychology Associate determines an inmate assigned to general detention or RHU status is "at



risk,” they will complete an *"At Risk" Inmate Notification 730\_F13* to communicate relevant management information to security staff.

- a. A Building Supervisor, where the inmate is housed, should countersign the *"At Risk" Inmate Notification 730\_F13* to confirm receipt of any *Special Management Instructions*.
- b. Special Management Instructions must be entered on the *Individual Inmate Log 425\_F4* or *Special Watch Log 425\_F5*, as appropriate.

4. If the Psychology Associate determines that placement in general detention or RHU status may have a deleterious effect on an inmate's mental health, the Psychology Associate must notify the Facility Unit Head that the inmate's placement in general detention or RHU status is not recommended.

- a. The Psychology Associate will offer alternatives for mental health care such as commitment to an acute care setting, transfer to another institution, or strategies for management within the general population.
- b. The Facility Unit Head's signature is required on the *"At Risk" Inmate Notification 730\_F13* for placement of an "at risk" inmate in general detention or RHU status against Psychology Associate recommendations.

B. Health care personnel will be informed immediately when an inmate is transferred from general population to general detention in order to provide assessment per protocols established by the Health Authority. This assessment will determine the impact that restorative housing may have on medical conditions exhibited by the inmate and the possible alternatives that may be available to compensate for such conditions. (5-ACI-4B-01)

V. Initial Assignment to General Detention - Inmate Classification Process

A. The Facility Unit Head or other Administrative Duty Officer must review the *Internal Incident Report* and any other available, relevant information within 24 hours of the inmate's placement on general detention to determine if the placement is warranted.

1. The reviewing authority must not have been involved in the initial placement of the inmate on general detention.
2. The reviewing authority will either approve the placement or order the inmate returned to their previous status when general detention is not warranted.

B. Within three working days of an inmate's initial placement on general detention, the MDT will review the *Internal Incident Report*, any other available, relevant information, and conduct a formal ICA hearing to determine if the inmate can return to the previous housing status (general population or step-down) or if the inmate will remain in the Restorative Housing Unit and assign to RHU or other appropriate internal status in restorative housing.

C. Within 10 working days (15 working days for investigative status) of an inmate's initial placement on general detention, the MDT will conduct a formal ICA hearing to determine the following:

1. Security Level 2 institutions
  - a. The MDT will evaluate the inmate and determine if the inmate will be released to general population at their current institutional assignment.
  - b. Inmates who cannot return to the general population at the current institution but would be suitable for general population at another equal or higher level institution should be recommended for transfer to an appropriate institution.
  - c. Inmates who cannot return to the general population at the current institution and who are expected to require maximum security management in excess of 30 days should be recommended for transfer to the Centralized Restorative Housing Unit.
2. Security Level 3 and above institutions
  - a. The MDT will determine if the inmate will be released to general population at their current



institutional assignment.

- b. Inmates, who will remain in the Restorative Housing Unit at their current institution, will be provided a management path (RHU, SD-1, SD-2) that is designed to address their behaviors and needs so that the inmate can enter a full privilege general population. Restorative housing inmates will be reviewed for placement in step-down statuses and general population as soon as the risk is reduced to an acceptable level.
  - c. Inmates who cannot return to the general population at the current institution and who are expected to require maximum security management in excess of 30 days (not achieve assignment to a step-down level or full privilege general population) should be recommended for transfer to the Centralized Restorative Housing Unit.
  - d. Inmates who cannot return to the general population at the current institution but would be suitable for general population at another equal or higher level institution, based on the severity of behaviors, should be recommended for transfer to an appropriate institution.
  - e. Restorative housing inmates will be reviewed for placement in step-down statuses and general population as soon as the risk is reduced to an acceptable level.
- D. SMI Inmates as indicated on the *Mental Health Serious Mental Illness (SMI) Determination 730\_F34* must be reviewed within 10 working days after the initial placement on general detention; the MDT will conduct a formal ICA hearing to evaluate the inmate and determine the following:
1. If the inmate will be released to general population or placed in SD-1 or SD-2 within 28 days of the initial placement on general detention at their current institution
  2. SMI inmates who will not be released to general population or placed in SD-1 or SD-2 within 28 days must be reviewed to determine appropriate placement from the options below:
    - a. Referral to Marion Correctional Treatment Center's (MCTC) Acute Care Unit if the inmate meets the legal commitment criteria; see Operating Procedure 730.3, *Mental Health Services: Levels of Service*.
    - b. Referral to a Mental Health Residential Treatment Unit or other Mental Health Unit when the inmate does not meet the criteria for commitment to an Acute Care Unit but is unable to function in a general population; see Operating Procedure 730.3, *Mental Health Services: Levels of Service*.
    - c. Referral to a *Secure Diversionary Treatment Program* if the inmate frequently engages in assaultive, disruptive, and/ or unmanageable behaviors, see Operating Procedure 830.5, *Transfers, Institution Reassignments*.
    - d. Specialized placement in a *Secured Allied Management Unit (SAM)*; see Operating Procedure 830.5, *Transfers, Institution Reassignments*.
  3. SMI inmates must be moved out of RHU status within 28 days of placement on general detention unless a *Serious Mental Illness (SMI) 28 Day Exemption Request 425\_F7* has been granted.
    - a. If it is determined by the MDT that an SMI inmate will remain on RHU status for more than 28 days, the Psychology Associate must complete the *Serious Mental Illness (SMI) 28 Day Exemption Request 425\_F7*.
    - b. The *Exemption Request* must be submitted to the Facility Unit Head, Mental Health Clinical Supervisor, Regional Administrator, and Regional Operations Chief for each level of review and approval.
    - c. A copy of the completed *Serious Mental Illness (SMI) 28 Day Exemption Request 425\_F7* with required approval and signatures must be forwarded to the Director, the Chief of Corrections Operations, the Chief of Mental Health and Wellness Services, and the DOCSMI mailbox at [docsmi@vadoc.virginia.gov](mailto:docsmi@vadoc.virginia.gov).
- E. Pregnant inmates and inmates under the age of 18 must be reviewed within 10 working days after the initial placement on general detention; the MDT will conduct a formal ICA hearing to evaluate the inmate and determine the following:

1. If the inmate will be released to their previous housing assignment in general population or placed in SD-1 or SD-2 at their current institution within 28 days of the initial placement on general detention.
2. If the inmate poses a risk to the safe, secure, and orderly operation of the institution and will not be released to their previous housing assignment in general population or placed in SD-1 or SD-2 within 28. The MDT will review the inmate to determine appropriate alternate housing.
3. If the inmate is a pregnant inmate or an inmate under the age of 18 who is also SMI and will not be released to their previous housing assignment in general population or placed in SD-1 or SD-2 within 28 days. The MDT will consult with the Psychology Associate Senior at CCS to determine appropriate alternate housing.
4. Pregnant inmates and inmates under the age of 18 must be moved out of Restorative Housing (RHU) within 28 days of placement on general detention.

F. Inmates in a Restorative Housing Unit who refuse assignment to general population due to an unspecified fear and not for a specific fear or threat, violent or aggressive behavior, or legitimate protective custody needs should be reviewed for transfer to the *Steps to Achieve Reintegration (STAR) Program*; see Operating Procedure 830.5, *Transfers, Institution Reassignments*.

G. Inmates in a Restorative Housing Unit who require separation from other inmates because of their personal security needs should be reviewed for transfer to a Protective Custody Unit; see Operating Procedure 830.1, *Institution Classification Management*, and Operating Procedure 830.5, *Transfers, Institution Reassignments*.

H. Security Level S inmates temporarily transferred to an institution for medical, court, etc. may be managed in the institution's Restorative Housing Unit.

1. Security Level S inmates in a Restorative Housing Unit in excess of 90 consecutive days (SM-Special Management) or 180 consecutive days (IM-Intensive Management) must be provided adequate recreation, program services, and privileges.
2. Recreation, program services, and privileges provided will be consistent with the requirements of the Red Onion State Prison/ Wallens Ridge State Prison local operating procedure addressing the *Segregation Reduction Step-Down Plan*.

#### VI. Inmate Management Path Development

A. Inmates at Security Level 2 institutions are not provided a management path. Inmates will be required to participate in journaling and/or other program assignments as deemed appropriate by the MDT.

B. Inmates at Security Level 3 and above institutions who will remain in the Restorative Housing Unit at their current institutional assignment will be evaluated and provided a management path that is designed to address their behaviors and needs so that the inmate can enter a full privilege general population.

1. Restorative Housing (RHU) - To be used for inmates that must be managed under maximum security conditions.
2. Step-down 1 (SD-1) - To be used for inmates whose behavior does not rise to the level of RHU or whose behavior has improved since assignment to RHU to include completion of required programmatic goals.
3. Step-down 2 (SD-2) - To be used for inmates who have been identified as needing a more structured living environment than in general population but do not need the level of control provided in RHU or SD-1 and/or inmates whose behavior has improved since assignment to RHU or SD-1 to include completion of required programmatic goals.

C. MDT members will evaluate the inmate and develop the inmate's management path (RHU, SD-1, SD-2) within 10 working days (15 working days for investigative status) in accordance with this operating procedure.

1. Evaluation tools and program components include but are not limited to the following:
  - a. Review of COMPAS findings
  - b. Case Plan review and development
  - c. History of behavior
  - d. Risk/Needs assessment
  - e. Assessment of:
    - i. Disciplinary Violation Goals - Reduce or eliminate disciplinary violations
    - ii. Mental Health Goals - Medication compliant, number of office visits per month, etc.
    - iii. Responsible Behavior Goals - Personal hygiene, standing for count, cell compliance, department; satisfactory rapport with staff and inmates with compliance documented on the *Responsible Behavior Goals Progress Report 841\_F22*
    - iv. Journaling and/or program assignments relevant to inmate needs and goals
2. Once the inmate's management path is approved, the inmate's Case Plan in VACORIS must be updated.
3. Inmates who refuse to participate in the requirements of their designated management path will subject to disciplinary action; see Operating Procedure 861.1, *Offender Discipline, Institutions*.
  - a. Inmates at Security Level 2 institutions, who refuse to participate in journaling and/or other program assignments, and inmates at Security Level 3 institutions will be given a warning for their first refusal.
    - i. If the inmate again refuses to participate, the inmate will be charged with Offense Code 200, Refusing to work or refusing to attend school or other program assignments mandated by procedure or by law, or failure to perform work or program assignment as instructed.
    - ii. Upon conviction of Offense Code 200, the MDT will review the inmate for transfer to the Centralized Restorative Housing Unit.
  - b. Inmates who refuse to participate in the requirements of their designated management path in the Centralized Restorative Housing Unit will be given a warning for the first refusal.
    - i. If the inmate again refuses to participate, the inmate will be charged with Offense Code 119f, *Refusal to participate in the Restorative Housing Unit assignment*.
    - ii. Upon conviction of Offense Code 119f, the MDT will review the inmate for transfer to higher security level institution.
  - c. Inmates who refuse to participate at Security Level 4 and above institutions will be charged with Offense Code 119f, *Refusal to participate in the Restorative Housing Unit assignment* and managed in the Restorative Housing Unit at their current location.
  - d. After the first refusal and warning, the inmate must be given the opportunity to comply. The inmate cannot be charged with a disciplinary offense until the next seven day *Restorative Housing Status Review*.
  - e. Upon conviction for refusal to participate, staff should review the inmate for a reduction to Good Time Class IV; see Operating Procedure 830.3, *Good Time Awards*.
  - f. The inmate can only be charged once during a continued period of refusal.

## VII. Centralized Restorative Housing Unit Transfers

- A. The designated Centralized Restorative Housing Unit for Security Level W, 1, 2, 3 male inmates is Greenville Correctional Center.
  1. Each institutional recommendation for inmate transfer to the Centralized Restorative Housing Unit must be based on a formal ICA Hearing conducted by the MDT and submitted via VACORIS; see Operating Procedure 830.1, *Institution Classification Management*.
  2. The MDT must submit their justification for assignment to the Centralized Restorative Housing Unit

with their recommendation for transfer documented on the *Institutional Classification Authority Hearing Notification* for review and approval by the Facility Unit Head.

- B. Upon the Facility Unit Head's approval of the MDT recommendation in VACORIS, the case will be escalated to Central Classification Services (CCS).
  - 1. CCS will review each inmate reclassification assignment to the Centralized Restorative Housing Unit.
  - 2. Each inmate approved by CCS for transfer to the Centralized Restorative Housing Unit will be reviewed by the Facility Unit Head or designee (Assistant Facility Unit Head) of the Centralized Restorative Housing Unit and the appropriate Regional Operations Chief or designee (Regional Administrator).
  - 3. Upon approval by the Regional Operations Chief or designee, CCS will be notified via VACORIS and the Transportation Coordinator, Offender Management Services, will arrange the transfer.
  - 4. For each inmate not accepted, the Centralized Restorative Housing Unit must notify the requesting institution who will reevaluate the inmate and develop a new management path.
- C. Security Level 4 and above institutions will not transfer inmates to the Centralized Restorative Housing Unit, inmates who require maximum security management in excess of 30 days will be managed in the Restorative Housing Unit at their current location.
- D. MDT recommendations for transfer other than to the Centralized Restorative Housing Unit will be made through the normal processes appropriate to the type of transfer; see Operating Procedure 830.5, *Transfers, Institution Reassignments*.

#### VIII. Restorative Housing Status Reviews

- A. Every seven days of an inmate's first 60 days in RHU status and every 30 days thereafter, the MDT will perform a *Restorative Housing Status Review* in VACORIS of all the inmates assigned to RHU to monitor the appropriateness of the inmate's status.
  - 1. The *Restorative Housing Status Review Report* must be printed, signed by the reviewer and maintained as documentation of the review.
  - 2. If a formal review of the inmate's status is warranted, the inmate will be served an *Institutional Classification Authority Hearing Notification*; see Operating Procedure 830.1, *Institution Classification Management*.
  - 3. All inmates identified as HRSV or as an alleged victim of sexual abuse will be listed on the *Restorative Housing Status Review Report* and reviewed to determine whether there is a continuing need for separation from general population. (§115.43[e], §115.68)
  - 4. Additional inmates will be added to the *Multi-Disciplinary Team Hearing Docket 425\_F8* as needed.
- B. The MDT will formally review an inmate's status at least once every 30 days while the inmate is assigned to the Restorative Housing Unit.
  - 1. The MDT will conduct a formal due process hearing and review the inmate's adjustment and behavior; see Operating Procedure 830.1, *Institution Classification Management*.
    - a. The MDT will evaluate the inmate and determine whether to recommend that the inmate continue in their current Restorative Housing Unit status for a subsequent period of up to 30 days or be assigned to another status.
    - b. The MDT should base its recommendation on the reason for the assignment, the inmate's behavior, and any progress made on the management path and treatment objectives.
  - 2. When the MDT determines that an inmate's behavior or circumstances no longer warrant the current Restorative Housing Unit status, a recommendation for the inmate's reclassification to a different status or release to full privilege general population should be made.

- a. Upon completion of the *Multi-Disciplinary Team Hearing Docket 425\_F8*, the Facility Unit Head or Assistant Facility Unit Head (or Administrative Duty Officer in their absence) will review the MDT recommendation for a housing status change.
  - b. If the MDT recommendation is approved, the Records Manager or designee will schedule the inmate to be moved as needed upon availability of bed space.
    - i. Inmates pending release to general population are not required to participate in programs.
    - ii. The inmate will be managed as an SD-2 inmate until release.
  - c. If the MDT recommendation is disapproved, the inmate will remain in their current status and will receive another formal review within the next 30 days.
  - d. Inmates transferred for placement in the Centralized Restorative Housing Unit who complete SD-2 will be reviewed by the MDT to determine if the inmate will be released to full privilege general population at that institution or transferred to general population at another Security Level 3 institution.
3. The MDT should determine whether the inmate poses an unacceptable risk to them self to include personal protection and keep separates in the general population, or is a threat to other inmates, institutional staff, or the safe, secure operation of the institution.
- a. Inmates in the Restorative Housing Unit pending approval for and transfer to a Protective Custody Unit or to the *Steps to Achieve Reintegration (STAR) Program* may be managed in the Restorative Housing Unit on RHU or SD-1 status as deemed appropriate by the MDT and approved by the Facility Unit Head or designee.
  - b. Inmates under investigation by the Special Investigations Unit (SIU), who cannot return to general population and must remain in the Restorative Housing Unit, may be managed on RHU or SD-1 status as deemed appropriate by the MDT and approved by the Facility Unit Head.
  - c. The MDT may recommend a transfer to another institution when return to the full privilege general population at that institution is not appropriate.
- C. ICA hearings may be conducted by the MDT at the institution's discretion any time a significant change in circumstances or the inmate's behavior warrants a review; see Operating Procedure 830.1, *Institution Classification Management*.
- D. Inmates assigned to a Restorative Housing Unit in excess of 30 days should not be discharged directly to the community.
1. The MDT, no less than 30 days prior to the inmate's discharge date, will conduct a formal due process hearing to review the inmate's status and determine if the inmate can return to general population or if the inmate must be discharged from the Restorative Housing Unit.
  2. If the inmate will be discharged from the Restorative Housing Unit, the MDT must document their justification on the *Institutional Classification Authority Hearing Notification* for review and approval by the Regional Operations Chief or Regional Administrator.
  3. In addition to the release requirements mandated for all inmate in Operating Procedure 050.3, *Facility Release of Offenders*, Operating Procedure 720.3, *Health Maintenance Program*, and Operating Procedure 820.2, *Inmate Re-Entry Planning*, the following steps at a minimum must be taken:
    - a. Development of a release plan that is tailored to specific needs of the inmate
    - b. Notification of release to the supervising P&P Office who will contact state and local law enforcement
    - c. Notification to releasing inmate of applicable community resources
    - d. Notification to Victim through Victim Services, if applicable
- E. Temporary Suspension of Time Frames
1. In the event of a widespread institutional disruption, natural disaster, or other unusual occurrence that

requires emergency action, the Facility Unit Head may temporarily suspend any or all portions of this operating procedure.

2. Inmates involved in the emergency may be detained without being served an *Institutional Classification Authority Hearing Notification* or conducting an ICA Hearing throughout the course of the emergency.
3. Upon restoration of institutional order, all detained inmates will be subject to ICA and other reviews in accordance with this operating procedure.

## IX. Restorative Housing Unit Operational Management

### A. Staffing

1. A written mental health training program should be provided to staff (non-mental health services staff) assigned to work in Restorative Housing Units.
  - a. This training program will be developed, reviewed, and provided by a Psychology Associate.
  - b. Staff assigned to Restorative Housing Units must complete their training as soon as possible and no later than nine months after their assignment to the unit.
  - c. Following completion of the training, staff must complete a minimum of one day of in-service training every two years related to mental health issues.
2. Staff who work directly with inmates in a Restorative Housing Unit on a regular and daily basis should be selected based on the following considerations:
  - a. Must be a Certified Corrections Officer; should have at least one year's experience as a Corrections Officer
  - b. Must be able to perform physical activities required of Restorative Housing Unit staff
  - c. Must demonstrate ability to effectively communicate and respond appropriately to difficult inmates
  - d. Must demonstrate ability to react appropriately in stressful situations
  - e. Satisfactory job performance
  - f. Completion of required mental health training
  - g. Supervisors should closely monitor Restorative Housing Unit staff performance and morale to determine when a Corrections Officer needs to be rotated to a less stressful post

### B. Security, Movement, and Control of Contraband

1. Corrections Officers assigned to Restorative Housing Units will maintain a permanent log to record routine information, emergency situations, and unusual incidents. (5-ACI-4A-14)
  - a. Institutional post orders will designate the post(s) responsible for maintaining Restorative Housing Unit logbook(s).
  - b. Smaller Restorative Housing Units may record this information in a general logbook, while larger units may require separate logbooks for floor officers, control room officers, and to record official visits to the Restorative Housing Unit by ADOs, Security Supervisors, medical staff, Psychology Associates, Chaplains, treatment staff, etc.
2. Security Staff assigned to Restorative Housing Units should complete a *Restorative Housing Unit: Shift Report 425\_F2* for each housing area on each shift to pass significant information to the next shift, to the Restorative Housing Unit Supervisor, and the Chief of Security as directed in institutional post orders.
3. A Corrections Officer must check each inmate in general detention or on RHU status twice per hour, no more than 40 minutes apart, on an irregular schedule, with each check recorded on the *Individual Inmate Log 425\_F4*. (5-ACI-4B-11)
  - a. Inmates in SD-1 or SD-2 statuses should be checked on a similar schedule with documentation maintained in a logbook. Use of the *Individual Inmate Log 425\_F4* or use of an institution specific

- inmate log is not permitted.
- b. Inmates who are violent or mentally disordered or who demonstrate unusual or bizarre behavior receive more frequent observation; suicidal inmates are under continuous observation; see Operating Procedure 730.5, *Mental Health and Wellness Services: Behavior Management*.
  - c. In addition to supervision provided by the unit's Corrections Officers, the Shift Commander or higher authority will visit the Restorative Housing Unit daily. The visit should be recorded in the Restorative Housing Unit logbook.
4. Prior to inmate movement for showers and/or outside exercise, a Security Supervisor will visit the Restorative Housing Unit to make a round and determine which inmates want take a shower and/or participate in outside recreation.
- a. The Security Supervisor will blow their whistle and make an announcement to alert the inmates of their presence before making their round in the housing unit.
  - b. During the round, the Security Supervisor will compile a written list of those inmates who indicate that they wish to shower and/or participate in outside exercise; the list of participating inmates must be documented in a logbook.
5. Inmate Confinement Record
- a. A permanent *Individual Inmate Log 425\_F4* will be maintained on each inmate assigned to general detention and RHU status.
    - i. The *Individual Inmate Log* will show the date of admission, weight of the inmate upon entering and leaving, and will note special conditions such as diet, exercise, and special precautions for "at risk" inmates.
    - ii. The Corrections Officer's initials of the officer making the twice hourly checks, the date, and the time will be recorded on the *Individual Inmate Log*.
    - iii. The *Individual Inmate Log* will also show other pertinent information such as weekly weight, medical requests and visits, medications administered or refused, and meals accepted or refused.
    - iv. The *Individual Inmate Log* will be utilized all Restorative Housing Units, when necessary, and is the only log approved for this purpose.
    - v. A new *Individual Inmate Log* must be started each time the inmate's status changes to general detention and RHU.
  - b. If an inmate is placed on a 15-minute or Constant Watch, the *Individual Inmate Log* will be suspended and the *Special Watch Log 425\_F5* will be used for the duration of the special watch using a new page for each day.
  - c. When inmates are released from the Restorative Housing Unit, a file containing all completed *Individual Inmate Logs*, *Special Watch Logs*, and *Denials of Activity or Service* should be retained in the Restorative Housing Unit. (5-ACI-4A-19, 5-ACI-4B-19)
6. Searches to Control Contraband
- a. Corrections Officers must strip search each inmate assigned to the Restorative Housing Unit before the inmate is removed from their cell.
  - b. A Corrections Officer must frisk search each inmate, immediately after the inmate is removed from their cell or other secure area.
  - c. A Corrections Officer must frisk search each inmate prior to returning the inmate to their cell.
  - d. A Corrections Officer must search all items entering the Restorative Housing Unit to detect and eliminate contraband.
7. Restraints and escort requirements for inmate movement are based on Security Level and status as follows:
- a. General Detention and RHU status
    - i. At Security Level 3 institutions and above, inmates must be restrained in handcuffs with their hands behind their back and leg irons whenever outside a secure area, such as a cell, shower, or



- exercise module.
    - (a) Such inmates must be escorted by two certified Corrections Officers.
    - (b) See Operating Procedure 420.2, *Use of Restraints and Management of Inmate Behavior*, for exceptions allowing the restraints in front of such an inmate with use of a waist chain.
  - ii. At Security Level 2 institutions, inmates must be restrained in handcuffs whenever the inmate is outside the cell or other secured area such as a shower.
    - (a) If the handcuffs are placed in the rear, two certified Corrections Officers are required for escort.
    - (b) One Corrections Officer may escort the inmate if the handcuffs are placed in the front.
  - iii. SD-1 Status
    - (a) At Security Level 4 and above institutions and the Centralized Restorative Housing Unit, inmates will be placed in handcuffs and escorted by two certified Corrections Officers.
    - (b) At Security Level 3 institutions, inmates may be moved within the unit without restraints and without direct escort by two certified Corrections Officers.
  - iv. SD-2 Status
    - Inmates on SD-2 status may be moved within the unit without restraints and without direct escort by one certified Corrections Officer.
  - b. Door Tether
    - i. At Security Level 4 and above institutions, an approved tether may be used to apply and remove the restraints at the door of a secured area i.e., cell, shower, and for inmate escort.
    - ii. At Security Level 3 and below institutions, the tether will not be used for escorting an inmate or for any purpose other than applying and removing restraints.
  - c. Any deviation from the restraint requirements must be approved by the Chief of Security or higher authority.
8. Only one inmate at a time may be out of a secure area in the Restorative Housing Unit unless both inmates are restrained and with separate security escorts.
    - a. With approval of the Facility Unit Head, an exception may be made for inmates participating in small group programs (SD-2 - maximum ten inmates) within the Restorative Housing Unit.
    - b. Protective custody inmates must be separated from known keep separates. Such inmates must be housed in separate cells and have no direct contact unless both inmates are in restraints with separate security escorts.
  9. A Corrections Officer must inspect each Restorative Housing Unit cell whenever the inmate is removed from the cell.
    - a. This inspection is a general review of sanitation conditions and scan for contraband.
    - b. One Corrections Officer may conduct the cell inspection and the inmate need not be present.
    - c. A Corrections Officer must document that a thorough search and inspection of the Restorative Housing Unit cell was completed each time an inmate is moved out of a cell, before another inmate is moved into the cell.
  10. The Restorative Housing Unit inmate exercise areas must be inspected and searched, prior to use.
    - a. Special attention is paid to the condition of fence ties, metal braces, and fence fabric integrity.
    - b. Inspections should be documented in a Restorative Housing Unit logbook.
  11. Inmates from other general population housing units may provide housekeeping and other services in the Restorative Housing Unit.
    - a. If allowed to do so, each inmate worker must be specifically authorized by the Chief of Security.
    - b. The inmate will be searched (strip search for Security Level 3 and higher) upon entrance and exit, and must remain under direct supervision of a staff member at all times.
    - c. No inmate worker will be allowed physical contact with a Restorative Housing Unit inmate except as required for services rendered, i.e. barber.

12. All housing areas in the Restorative Housing Unit, to include cells housing inmates identified as potentially suicidal, must have readily accessible equipment and supplies necessary in an emergency.

X. Mental Health and Medical Reviews and Care

- A. No inmate will be denied necessary or proper medical, dental, and or mental health care while assigned to a Restorative Housing Unit.
  1. Any inmate with identified mental health problems who is placed in general detention or is on RHU status will be monitored per Operating Procedure 720.1, *Access to Health Services*, and Operating Procedure 730.5, *Mental Health and Wellness Services: Behavior Management*.
  2. Medical services will be provided in accordance with Operating Procedure 720.1, *Access to Health Services*, and Operating Procedure 720.2, *Medical Screening, Classification, and Levels of Care*.
  3. Dental staff will determine the need to provide dental care while the inmate is in a Restorative Housing Unit. Inmates should request dental services if needed.
  4. Prescribed medications will be provided in accordance with Operating Procedure 720.5, *Pharmacy Services*.
  5. "At risk" inmates should receive a physical screening i.e., weight and vital signs taken and recorded on the *Health Services "At Risk" Physical Screening 720\_F18* and should be checked for symptoms of possible side-effects to prescribed medication by appropriate health care staff no less than once every 14 days.
- B. Unless medical attention is needed more frequently, each inmate in general detention or on RHU status will receive a daily visit from appropriate health care staff to ensure that inmates have access to the health care system; not required for institutions that do not health care staff on duty on weekends.
  1. The presence of health care staff in the Restorative Housing Unit is announced and recorded in the Restorative Housing Unit logbook.
  2. Health care requests, health care staff visits, and medications administered or refused must be recorded on the *Individual Inmate Log 425\_F4*, *Special Watch Log 425\_F5* or the Restorative Housing Unit logbook if the inmate is not on an individual log.
  3. Medical Practitioner visits to the Restorative Housing Unit are not required; inmates will submit a request to be seen by the Medical Practitioner through the established sick call process.
- C. Unless mental health attention is needed more frequently, each inmate on RHU status will receive a weekly visit from a Psychology Associate; see Operating Procedure 730.5, *Mental Health and Wellness Services: Behavior Management*.
  1. The presence of a Psychology Associate in the Restorative Housing Unit is announced and recorded.
  2. A Psychology Associate will personally interview any inmate remaining on RHU status for more than seven days.
  3. If confinement continues beyond seven days, a Psychology Associate will conduct a mental health screening every seven days thereafter or more frequently if clinically indicated.
- D. In-person assessments or examinations for an inmate on general detention or on RHU status by a health care staff will be accomplished in the following manner:
  1. The inmate will be restrained with handcuffs behind the back.
    - a. If the examination cannot be successfully completed with the hands cuffed behind the inmate's back, the health care staff should step back and allow the Corrections Officers to move the handcuffs to the front of the inmate.
    - b. The use of leg irons is optional dependent on security level and the inmate's behavior pattern.
  2. The inmate will be instructed to sit on their bunk.

3. Two certified Corrections Officers and the health care staff member will enter the cell to perform the assessment or examination.
4. Portable blood pressure equipment, scales, etc. should be available for checking vital signs and for routine assessments and examinations.
5. If the assessment or examination cannot be successfully completed in the cell, the inmate must be removed from the cell and escorted in appropriate restraints to an area where the assessment or examination can be completed.
6. In-person mental health interviews and assessments will be conducted in a manner that ensures confidentiality and provides for a therapeutic atmosphere as determined by the Psychology Associate.

## XI. General Requirements for Restorative Housing Units

- A. On initial assignment to a Restorative Housing Unit, inmates should receive an orientation (written preferred but not required) on available services and how to access them.
  1. Inmates will have access to programs, privileges, education, and work opportunities to the extent possible while ensuring the inmate's safety.
  2. Inmates will receive laundry, barbering, and hair care services and are issued and afforded the opportunity to exchange clothing, bedding, and linen on the same basis as inmates in the general population.
- B. Restorative Housing Units provide living conditions that approximate those of the general inmate population; all exceptions are clearly documented in this operating procedure.
  1. Cell Conditions
    - a. Restorative housing cells/rooms permit the inmates assigned to them to converse with and be observed by staff members.
    - b. Space is available inside the Restorative Housing Unit or external to the unit for treatment staff consultation with inmates.
    - c. Restorative housing cells/rooms should be well ventilated, adequately lighted, appropriately heated and maintained in a sanitary condition at all times.
    - d. Except in emergencies, the number of inmates confined to each cell/room should not exceed the number for which it is designed, usually one inmate per cell.
      - i. With the approval of the Facility Unit Head, in cells with proper equipment, suitable inmates in SD-2 may be double bunked if the inmates are screened using the *Cell Compatibility Assessment*.
      - ii. If an emergency creates excess occupancy in the Restorative Housing Unit, the Facility Unit Head, or designee, should provide temporary written approval to exceed design capacity, and alleviate the situation as promptly as possible by providing other housing for the inmates so confined.
  2. Correspondence
    - a. Inmates are generally subject to the same mail regulations and privileges, including sending and receiving legal mail, as inmates assigned to general population; see Operating Procedure 803.1, *Inmate and Probationer/Parolee Correspondence*.
    - b. Secure messaging is a privilege, inmates assigned to general detention and RHU status are not provided access to the kiosk in order to retrieve or send their secure messages.
    - c. Inmates assigned to SD-1 and SD-2 will not have access to kiosks but may access their secure messages through the following process:
      - i. When requested by the inmate, all incoming messages will be printed by mailroom staff and delivered to the inmate through the institutional mail.
      - ii. If a pre-paid stamp is purchased by the sender, the pre-paid stamp will remain on the inmate's

account for use once the inmate is released to a housing unit with kiosk access.

- iii. The inmate may hand write a return letter and forward their response to the mailroom through the institutional mail for processing and delivery through the US Postal Service in the same manner as all other outgoing inmate correspondence.
  - d. Inmates in the Restorative Housing Unit will not receive the contents of packages unless approved by the Facility Unit Head. Disapproved items may be stored if approved for general population, returned to the sender at the expense of the inmate or the sender, or disposed of in accordance with Operating Procedure 802.1, *Offender Property*.
3. Food
- a. Inmates assigned to a Restorative Housing Unit will receive the same number and type of meals served the general population.
  - b. Food will not be used as a disciplinary measure. Punitive diets i.e., bread and water for inmates are prohibited.
  - c. On initial placement in a Restorative Housing Unit, the inmate, if not on Common Fare or the Sealed Religious Diet, will designate if they want to receive regular or alternate entrée food trays.
    - i. The Restorative Housing Unit Supervisor must allow the inmate the opportunity to change their choice of tray type every 90 days that they remain in a Restorative Housing Unit.
    - ii. An inmate approved for Common Fare or the Sealed Religious Diet will be provided Common Fare meals and Sealed Religious Diet meals while in the Restorative Housing Unit, if available at that institution.
  - d. Whenever the inmate refuses to eat, staff will document the refusal on the *Individual Inmate Log 425\_F4*, *Special Watch Log 425\_F5* or the Restorative Housing Unit logbook if the inmate is not on an individual log.
  - e. Inmates who refuse to eat will be managed in accordance with Operating Procedure 420.2, *Use of Restraints and Management of Inmate Behavior*, and Operating Procedure 730.5, *Mental Health and Wellness Services: Behavior Management*.
  - f. Inmates who abuse the trays or food products served to them will be managed in accordance with Operating Procedure 420.2, *Use of Restraints and Management of Inmate Behavior*.
4. Legal Access
- a. Inmates are not prohibited from conducting litigation on their own behalf.
    - i. Inmates will be afforded access to institutional legal services to include the Facility Court Appointed Attorney and to Law Library materials; see Operating Procedure 866.3, *Offender Legal Access*.
    - ii. During orientation, inmates will be provided institution specific information on how to access legal services.
  - b. Attorney visits will occur during normal working hours of the institution unless otherwise approved by the Facility Unit Head or designee; see Operating Procedure 851.1, *Visiting Privileges*.
  - c. Legal calls will be conducted through the inmate telephone system; see Operating Procedure 866.3, *Offender Legal Access*.
5. Telephone
- a. Inmates are permitted to place telephone calls in accordance with Operating Procedure 803.3, *Offender Telephone Service*.
    - i. General Detention/RHU will be allowed two calls per month
    - ii. SD-1 will be allowed four calls per month
    - iii. SD-2 will be allowed six calls per month
  - b. During orientation, inmates should be provided institution specific information on how to access telephone services including legal and emergency calls.

6. Visitation
  - a. Inmates will have opportunities for visitation unless there are substantial reasons for withholding such privileges.
  - b. The Facility Unit Head determines the visitation schedule, as permitted by available staff and institution resources, for inmates in a Restorative Housing Unit.
    - i. Inmates should be provided a maximum of one visit per week for one hour with no more than five persons.
    - ii. Some facilities may set a lower limit on the number of visitors due to space limitations.
    - iii. Visitation will be non-contact unless approved by the Facility Unit Head.
- C. All inmates assigned to a Restorative Housing Unit will be provided clothing that is not degrading, and will have access to basic personal items for use in their cells unless there is imminent danger that an inmate or any other inmate(s) will destroy an item, use it as a weapon or instrument of escape, or induce self-injury.
  1. Clothing and Bedding
    - a. Upon arrival in a Restorative Housing Unit, inmates will be strip searched and should dress in state issue clothing.
    - b. The inmate's personal clothing will be removed, and the inmate will be furnished appropriate clothing and bedding; see Operating Procedure 802.1, *Offender Property*.
      - i. At least three times per week, clean state issue clothing will be immediately available when dirty clothes are taken off to be laundered.
      - ii. A clean washcloth and towel will be issued on a one-for-one exchange basis at shower time or included in the weekly linen exchange.
      - iii. Linens will be exchanged weekly.
    - c. At the discretion of the Facility Unit Head, inmates may be issued the required amount of state clothing, wash clothes, towels, and linens on a weekly basis; the inmate must receive three complete sets of clean clothing, a clean towel, washcloth, and linen at least once per week.
    - d. Blankets will be exchanged as needed per the institution's schedule.
  2. Personal Property
    - a. A Corrections Officer and the inmate, or two Corrections Officers in the inmate's absence, will inventory all personal property items when an inmate is placed in the Restorative Housing Unit; see Operating Procedure 802.1, *Offender Property*.
      - i. Inmates will be issued only those items specified on the appropriate *Authorized Personal Property Matrix* while assigned to the Restorative Housing Unit.
      - ii. In addition to those property items allowed on the *Authorized Personal Property Matrix*, inmates assigned to SD-2, will be permitted to purchase consumable food items sold through the institution's commissary.
      - iii. Other personal property items that are not issued to the inmate, but are allowed at the inmate's security level and current institution will be placed in storage.
      - iv. Inmate personal clothing should be washed and when necessary disinfected before being placed in storage. (5-ACI-5D-11)
    - b. The inmate will be given a copy of the property inventory and must sign for all property issued while assigned to the Restorative Housing Unit.
    - c. The inmate may request in writing any authorized personal property that was stored and not initially issued to the inmate i.e. hygiene items to replace items that have been consumed. All property taken from the inmate's property storage and delivered to the inmate will be documented on the initial inventory that was completed when the inmate was initially placed in the Restorative Housing Unit.
    - d. Inmates in a Restorative Housing Unit will not be allowed to purchase any property that is not

specifically authorized for possession on the appropriate *Authorized Personal Property Matrix*.

- i. Any pre-approved item of personal property received that is not specifically authorized for inmate possession in the Restorative Housing Unit, will be held in Personal Property and will not be issued to the inmate.
- ii. The inmate will be notified of the receipt of property items by Personal Property staff using the *Personal Property Request - Add/Drop 802\_F1*.
- iii. Inmates will not be allowed to view, try-on, or examine this property while assigned to the Restorative Housing Unit.
- iv. When an inmate is discharged from a Restorative Housing Unit, the Restorative Housing Unit Supervisor will be notified and will have the inmate's property ready to be issued to the inmate upon their release. The inmate must sign for the property when issued.

### 3. Personal Hygiene

- a. Inmates are permitted to shower and shave not less than three times each week and have the opportunity to sponge bathe whenever they choose.
    - i. Inmates will be moved directly to and from the showers.
    - ii. Inmates are allowed to take only the minimum items needed.
  - b. Inmates are allowed to possess a reasonable quantity of personal hygiene items as determined by the Facility Unit Head consistent with the security needs of the institution.
    - i. If the inmate does not have basic personal hygiene items and is indigent, the institution should furnish them.
    - ii. The institution should provide security toothbrushes. Personal toothbrushes are generally not allowed since they may be used as weapons.
    - iii. No oils or lotions should be allowed, except prayer oil.
  - c. Inmates should be provided razors by the institution.
    - i. Barbering services will be available on a regular basis.
    - ii. Personal razors should not be allowed.
    - iii. The type of razor should be consistent with the security level of the institution; see Attachment 1, *Authorized Security Razor*.
    - iv. When disposable razors are provided, the institution should ensure the inmate does not destroy the razor and use the blade to create a weapon or cause self-harm.
      - (a) Staff should inspect the razor after use to ensure the inmate has not tampered with the razor and the blade is present.
      - (b) The institution must use an accountability system to ensure the same disposable razor is not issued to more than one inmate.
    - v. If the institution provides electric razors, they should be cordless with removable cutting heads. Cutting heads and screen covers should be sanitized after each use by soaking in a solution of suitable disinfectant in accordance with manufacturer's instructions.
- D. Within the resources available to the institution, unless security or safety considerations dictate otherwise, inmates in Restorative Housing Units have access to meaningful programs such as Interactive Journals and group elective options, educational services, commissary services, library services, social services, treatment services, religious guidance, and exercise programs.
1. Interactive Journals and Group Electives
    - a. Inmates with complete one hour of Interactive Journaling with group facilitation twice per week.
    - b. Daily group elective options are provided during non-programming days.
  2. Commissary
    - a. Commissary orders will be taken at least three times per month on scheduled days.
    - b. Inmates are allowed a \$40.00 spend limit per month. SD-2 inmates will be allowed an additional \$10.00 per month of consumable items.

- c. Glass, metal, and other hazardous containers or products may be restricted if determined by the institution to pose a risk to security.
  - d. Security writing instruments should be provided by the institution. Inmates assigned to a Restorative Housing Unit in excess of 30 days may be required to purchase personal security writing instruments after the initial issue.
  - e. A list of approved commissary items for inmates should be available in the Restorative Housing Unit inmates.
3. Educational and Library Book Services
- a. Inmates will have access to library books for personal use.
  - b. Inmates will have access to educational services as determined by the institution Principal
4. Counseling Services
- a. During orientation, inmates will be provided institution specific information on how to access counseling services and program staff upon request and for emergencies.
  - b. At a minimum, each inmate on RHU status will receive a weekly visit from treatment staff.
5. Religious Guidance
- a. Inmates are afforded access to religious guidance.
  - b. During orientation, inmates will be provided institution specific information on how to access the Chaplain or other available religious services.
  - c. Visits from spiritual leaders may be requested in accordance with Operating Procedure 851.1, *Visiting Privileges*.
6. Out of Cell Activity
- a. All inmates will be provided the opportunity to participate in a minimum of four hours out of cell activity consisting of showers, outdoor exercise, visitation, interactive journaling, programming, and other group elective options, seven days a week.
  - b. During periods of total institutional lockdown, out of cell exercise may be suspended for Restorative Housing Units.
  - c. Exercise
    - i. A record will be made in both the Restorative Housing Unit logbook and the inmate's *Individual Inmate Log* or *Special Watch Log* when exercise is accepted or refused.
    - ii. Staff will randomly assign exercise modules.
    - iii. A Corrections Officer must be posted to patrol the exercise area when occupied by inmates.
- E. Exceptions to normally provided living conditions, activities, and services are permitted only when found necessary by the Shift Commander; exceptions must be recorded in the Restorative Housing Unit logbook and on a *Denial of Activity or Service* 425\_F3, for inmates assigned to general detention or RHU status. **(5-ACI-4A-19, 5-ACI-4B-19)**
- 1. Unless inmate behaviors or medical/mental health needs warrant the removal of specific property items or denial of specific activities, conditions for Mental Health and Medical Hold will conform to the living conditions for Restorative Housing Units. If a normally allowed property item or activity is denied, the denial must be documented using *Denial of Activity or Service* 425\_F3.
  - 2. If access to activities and services is more restrictive for inmates identified as HRSV or who have alleged to have suffered sexual abuse or sexual harassment than for others in their housing status, staff will document the opportunities that have been limited, the duration of the limitation and the reasons for such limitations on the *Denial of Activity or Service* 425\_F3. **(§115.43[b], §115.68)**

## REFERENCES

[Operating Procedure 050.3, Facility Release of Offenders](#)



[Operating Procedure 420.2, Use of Restraints and Management of Inmate Behavior](#) (Restricted)  
[Operating Procedure 720.1, Access to Health Services](#)  
[Operating Procedure 720.2, Medical Screening, Classification, and Levels of Care](#)  
[Operating Procedure 720.3, Health Maintenance Program](#)  
[Operating Procedure 720.5, Pharmacy Services](#)  
[Operating Procedure 730.2, Mental Health and Wellness Services: Screening, Assessment, and Classification](#)  
[Operating Procedure 730.3, Mental Health Services: Levels of Service](#)  
[Operating Procedure 730.5, Mental Health and Wellness Services: Behavior Management](#)  
[Operating Procedure 802.1, Offender Property](#)  
[Operating Procedure 803.1, Inmate and Probationer/Parolee Correspondence](#)  
[Operating Procedure 803.3, Offender Telephone Service](#)  
[Operating Procedure 810.1, Offender Reception and Classification](#)  
[Operating Procedure 810.2, Transferred Offender Receiving and Orientation](#)  
[Operating Procedure 820.2, Inmate Re-Entry Planning](#)  
[Operating Procedure 830.1, Institution Classification Management](#)  
[Operating Procedure 830.3, Good Time Awards](#)  
[Operating Procedure 830.5, Transfers, Institution Reassignments](#)  
[Operating Procedure 830.6, Offender Keep Separate Management](#)  
[Operating Procedure 841.4, Restorative Housing Units](#)  
[Operating Procedure 851.1, Visiting Privileges](#)  
[Operating Procedure 861.1, Offender Discipline, Institutions](#)  
[Operating Procedure 866.3, Offender Legal Access](#)

## **ATTACHMENTS**

[Attachment 1, Authorized Security Razor](#)

## **FORM CITATIONS**

[Intra-Regional Transfer Authorization 050 F8](#)  
[Restorative Housing Unit: Shift Report 425 F2](#)  
[Denial of Activity or Service 425 F3](#)  
[Individual Inmate Log 425 F4](#)  
[Special Watch Log 425 F5](#)  
[Sexual Abuse/Sexual Harassment Available Alternatives Assessment 425 F6](#)  
[Serious Mental Illness \(SMI\) 28 Day Exemption Request 425 F7](#)  
[Multi-Disciplinary Team Hearing Docket 425 F8](#)  
[Health Screening - Health-Trained Staff 720 F10](#)  
[Health Services "At Risk" Physical Screening 720 F18](#)  
[Mental Health and Wellness Screening 730 F12](#)  
["At Risk" Inmate Notification 730 F13](#)  
[Mental Health Serious Mental Illness \(SMI\) Determination 730 F34](#)  
[Personal Property Request - Add/Drop 802 F1](#)





# Operating Procedure

<b>Effective Date</b> April 1, 2019	<b>Number</b> 425.4
<b>Amended</b> 7/1/19, 9/1/19, 1/1/20, 4/1/20, 9/15/20, 3/1/21	<b>Operating Level</b> Department
<b>Supersedes</b> Operating Procedure 425.4 (9/1/16) Operating Procedure 425.4 RH (2/1/16)	
<b>Authority</b> COV §53.1-10, §53.1-25	
<b>Subject</b> <b>MANAGEMENT OF BED AND CELL ASSIGNMENTS</b>	
<b>ACA/PREA Standards</b> 5-ACI-2C-02, 5-ACI-3D-08, 5-ACI-3D-10, 5-ACI-4A-14, 5-ACI-4A-19, 5-ACI-4B-01, 5-ACI-4B-11, 5-ACI-4B-19, 5-ACI-4B-28, 5-ACI-4B-31, 5-ACI-4B-34, 5-ACI-5D-11; 4-4133, 4-4260, 4-4265, 4-4281, 4-4281-2, 4-4339; §115.5, §115.14, §115.42, §115.43, §115.68, §115.81	
<b>Incarcerated Offender Access</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Public Access</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>Attachments</b> Yes <input checked="" type="checkbox"/> #1 No <input type="checkbox"/>
<b>Office of Primary Responsibility</b> Director of Security and Correctional Enforcement	

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## I. PURPOSE

This operating procedure provides guidance for appropriate assignment of offenders to beds in Department of Corrections institutions. Included are review processes for offenders assigned to double cells and considerations for assignment to restrictive housing units and other special populations as well as movement from these units to general population.

## II. COMPLIANCE

This operating procedure applies to all units operated by the Department of Corrections (DOC). Practices and procedures must comply with applicable State and Federal laws and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

## III. DEFINITIONS

**“At Risk” Offender** - An offender identified by a Qualified Mental Health Professional as meeting the criteria in Operating Procedure 730.5, *Mental Health Services: Behavior Management*, based on evaluation of the impact that restrictive housing may have on mental health conditions exhibited by the offender

**Central Classification Services (CCS)** - Staff members from the Offender Management Services Unit who review certain recommendations made by the Institutional Classification Authority and Multi-Disciplinary Team (MDT) to render a final decision regarding offender status and assignments

**Discharge** - The release of an offender from a facility due to satisfying the requirements for incarceration at that facility; discharge may be due to parole, good time release, pardon, court order, completion of Community Corrections program or other reasons. Discharge may be to society with or without probation/parole/ post-release obligations or discharge may be to law enforcement authorities for other legal obligations or deportation.

**General Detention** - Special purpose bed assignments, utilized under proper administrative process, for the immediate secure confinement of offenders pending review for an appropriate assignment

~~**Grooming Standards Violator Housing Unit (VHU)** - An offender housing unit designated to house Grooming Standards Violators with the objective to manage and encourage compliance of male offenders determined to be in violation of Department of Corrections grooming standards (deleted 7/1/19)~~

**Health Trained Staff** - A DOC employee, generally a Corrections Officer who has been trained to administer health screening questionnaires, including training as to when to refer to health care staff and with what level of urgency

**High Risk Sexual Victim (HRSV)** - As identified by the *Classification Assessment* and ~~QMHP~~ *Psychology Associate* assessment, any incarcerated offender confirmed as a sexual victim or identified as being at high risk of being sexually victimized (changed 4/1/20)

**Institution** - A prison facility operated by the Department of Corrections - includes major institutions, field units, and work centers

**Institutional Classification Authority (ICA)** - The facility staff person designated to conduct offender case review hearings; hearings related to restrictive housing status review are formal due process hearings and are generally conducted by a Multi-Disciplinary Team.

**Management Path** - The restrictive housing unit level to which the offender is assigned and the remaining steps for the offender to enter full privilege general population

**Medical Practitioner** - A physician, physician's assistant, or nurse practitioner licensed to practice medicine in the Commonwealth of Virginia or in the jurisdiction where the treatment is to be rendered or withheld

**Mental Health Residential Treatment Unit** - A designated treatment unit where mental health services are provided to offenders who are unable to function in a general population setting due to mental disorder but who typically do not meet the criteria for admission to an Acute Care unit

**Multi-Disciplinary Team (MDT)** - MDT members are responsible to review individual offenders related to restrictive housing and step-down statuses and act as the Institutional Classification Authority to make recommendations for housing status, transfer, security level, good time class, etc.; decisions are the responsibilities of the Facility Unit Head and Regional Administrator.

**Offender with Serious Mental Illness (SMI)** - An offender diagnosed with a Psychotic Disorder, Bipolar Disorder, Major Depressive Disorder, Posttraumatic Stress Disorder (PTSD) or Anxiety Disorder, or any diagnosed mental disorder (excluding substance abuse disorders) currently associated with serious impairment in psychological, cognitive, or behavioral functioning that substantially interferes with the person's ability to meet the ordinary demands of living.

**Psychology Associate** - An individual with at least a Master's degree in psychology, social work, or relevant human services field with knowledge, training, and skills in the diagnosis and treatment of mental disorders, which may include Psychiatric Provider, Social Worker or Registered Nurse. (added 4/1/20)

**Protective Custody Unit** - A special purpose general population housing unit designated by the Director for offenders classified as requiring separation from other offenders as a result of their personal security needs; offenders requesting and requiring assignment to a protective custody unit may be managed in General Detention and Restrictive Housing, as appropriate, pending assignment and transfer.

~~**Qualified Mental Health Professional (QMHP)** - An individual employed in a designated mental health services position as a Psychologist or Psychology Associate, Psychiatric Provider, Social Worker (Masters level) or Registered Nurse or an individual with at least a Master's degree in psychology, social work or relevant human services field with knowledge, training, and skills in the diagnosis and treatment of mental disorders (deleted 4/1/20)~~

**Restrictive Housing Unit** - A general term for special purpose bed assignments including general detention, restrictive housing, and step-down statuses; usually a housing unit or area separated from full privilege general population

- **Restrictive Housing (RHU)** - Special purpose bed assignments operated under maximum security regulations and procedures, and utilized under proper administrative process, for the personal protection or custodial management of offenders
- **RH Step-down 1 (SD-1), RH Step-down 2 (SD-2)** - General population bed assignments operated with increased privileges above Restrictive Housing but more control than full privilege general population

**Secure Diversionary Treatment Program (SDTP)** - Bed assignments designated for offenders who have been classified as SMI; operates with structured security regulations and procedures, and provides programming and treatment services conducive with evidence based treatment protocols and individualized treatment plans

**Shared Allied Management (SAM) Unit** - A residential programming unit operated at designated DOC institutions to deliver intensive services in a safe environment to specific offender populations that typically require a high level of services from security, mental health, and/ or medical staff

**Steps to Achieve Reintegration (STAR) Program** - A DOC program operated at designated DOC institutions for offenders, who motivated by an unspecified fear, refuse to leave restrictive housing and enter general population

**Tether** - A strap inserted through the tray slot of the cell door to fasten an offender's handcuffs while the offender is kneeling to apply leg irons and for offender escort, where one officer maintains control of the strap that is attached to the handcuffs

**Working Day** - Weekdays, Monday through Friday, except official state holidays

**Youthful Inmate** - Any person under the age of 18 who is under adult court supervision and incarcerated or detained in a prison or jail (§115.5)

#### IV. BED AND CELL ASSIGNMENTS

##### A. Use of Offender *Classification Assessment*

1. Institutional staff will use information from the offender's *Classification Assessment* when determining appropriate housing and bed assignments with the goal of protecting offenders from personal abuse, personal injury, disease, property damage, harassment, and to separate those offenders at high risk of being sexually victimized from those at high risk of being sexually abusive in accordance with Operating Procedure 810.1, *Offender Reception and Classification*, and Operating Procedure 810.2, *Transferred Offender Receiving and Orientation*. (5-ACI-3D-08, 5-ACI-3D-10; 4-4281, 4-4281-2; §115.42[a])
  - a. Staff will make individualized determinations about how to ensure the safety of each offender. (§115.42[b])
  - b. Housing and bed assignments for transgender or intersex offenders will be made on a case-by-case basis and will take into consideration whether an assignment would ensure the offender's health and safety and whether the assignment would present management or security problems. (§115.42[c])
    - i. A transgender or intersex offender's views with respect to their own safety will be given serious consideration. (§115.42[e])
    - ii. When an offender indicates they are transgender or intersex during the *Classification Assessment* or at any time during their incarceration, a "six month follow up" alert must be placed in VACORIS. A Counselor or the staff member completing the *Classification Assessment* will add the alert and notify mental health staff by email. (§115.42[d])
    - iii. Lesbian, gay, bisexual, or intersex offenders will not be placed in a dedicated housing unit or wing solely on the basis of such identification or status. (§115.42[g])
2. Any information related to sexual victimization or abusiveness that occurred in an institutional setting will be strictly limited to medical and mental health practitioners and other staff, as necessary, to make appropriate housing and bed assignments, or as otherwise required by Federal, State, or local law. (§115.81[d])

##### B. Bed and Cell Assignments

1. Single Cell Assignments
  - a. Institutions will provide for single cell assignments to meet special needs, including but not limited to offenders with severe medical disabilities, serious mental illnesses, sexual predators, offenders likely to be exploited or victimized by others, and offenders who have other special needs for single housing. (5-ACI-2C-02; 4-4133)
  - b. Single cell assignments may also be used to encourage positive behavior.
2. Assignment to a Double Cell

- a. Offender assignment to a bed other than a single cell requires judgment based on all available information in order to determine offender double cell compatibility.
- b. Offenders must be compared for double cell compatibility using the VACORIS *Cell Compatibility Assessment*.
  - i. Factors considered in the *Cell Compatibility Assessment* include history of assaultive behavior, potential for victimization or aggressive behavior, history of prior victimization, special medical and mental health status, escape history, age, and “Alerts.”
  - ii. The Shift Commander or above should use any other related information, including interviews and observations if needed in the cell assignment decision.
- c. The Facility Unit Head or designated authority of management rank must approve any assignment to a double cell for an offender with a *Double Cell Restriction Alert* in VACORIS.
- d. Program and security staff should review existing double cell assignments following relevant changes in an offender’s behavior or special needs, or upon identification of information not previously available.

C. Cell Assignment and Bed Changes

1. Each institution should provide a process for offenders to request cell assignment and bed changes and a process to appeal the institution’s decision. Existing processes i.e. *Offender Request* or *Informal Complaint* may be utilized.
2. Routine cell assignments and bed moves from one building or housing area to another will occur only during the day shift.
3. Cell assignments and bed moves within an individual building or housing area may take place during an evening shift.
4. Emergency cell assignments and bed moves made at other times will be the exception rather than a routine option, and will require the approval of the Facility Unit Head or designated authority of management rank.

D. Cell and bed assignments to Honor Dorms and programs that offer extra privilege incentives will be operated in accordance with institution specific implementation memoranda defining the necessary qualifications and the privileges to be allowed.

E. Medical Observation Units, Infirmaries, or Mental Health Units - The decision to assign offenders to such units is a medical decision to be made by the treating physician or **Psychology Associate QMHP** and is not governed by this operating procedure. (changed 4/1/20)

F. Youthful Inmates (§115.14) (Under age 18, convicted as an adult; not under *Youthful Offender Law*)

1. The DOC provides specialized housing arrangements for youthful inmates that meet the requirements of this standard.
2. A youthful inmate will not be placed in a housing unit in which the offender will have sight, sound, or physical contact with any adult offender through use of a shared dayroom or other common space, shower area, or sleeping quarters.
3. Direct supervision by institutional staff is required at all times when a youthful inmate and an adult offender have sight, sound, or physical contact with one another.
4. All youthful inmates will be assigned to the specialized unit, unless this assignment would create a risk to the safe, secure, and orderly operation of the institution. Exigent circumstances may require removal to a restrictive housing unit.

V. RESTRICTIVE HOUSING UNITS

A. This operating procedure governs the operation of restrictive housing units at Security Level ~~1~~ 2 through Security Level 5 institutions. Offender accessible information on this subject can be found in Operating Procedure 841.4, *Restrictive Housing Units*. (changed 1/1/20)

1. Security Level W institutions, Security Level 1 institutions, and Deerfield Correctional Center do not operate restrictive housing units; when warranted, offenders will be ~~immediately~~ expeditiously transferred to the designated parent/host institution for placement on General Detention in the restrictive housing unit. (changed 1/1/20)
  - a. Only the Shift Commander or a higher authority may authorize detention of an offender pending transfer for placement on General Detention.
  - b. A person with direct knowledge of the precipitating incident must complete an *Internal Incident Report* in VACORIS documenting the need for the offender's detention and the specific facts supporting that placement to include:
    - i. What behavior demonstrated by the offender warrants consideration for assignment to a restrictive housing unit?
    - ii. How is this behavior a threat to public, staff, offender safety, or the orderly operation of the institution?
    - iii. What alternatives to the restrictive housing unit are available?
  - c. Any offender may be detained in approved restraints in accordance with Operating Procedure 420.2, *Use of Restraints and Management of Offender Behavior*, or a secured holding cell.
  - d. Any time an offender is detained, the facility Administrative Duty Officer must be notified immediately, and permission will be secured to continue the use of restraints and/or placement in a holding cell.
  - e. An offender should not be detained in restraints for a period greater than four hours. If it becomes necessary to maintain the restraints for a period of more than four hours due to the offender's behavior, the offender will be given the opportunity to use the restroom.
  - f. Use of Holding Cells
    - i. The Facility Unit Head or Assistant Facility Unit Head must review the detention in a holding cell to determine if the offender can be returned to general population at that facility or must be transferred for placement on General Detention in a restrictive housing unit. The return to general population or transfer should be completed within 24 hours of the offender's placement in the holding cell.
    - ii. Any offender detained in a holding cell through a meal will be fed the same meals on the same schedule as the rest of the population.
    - iii. Any offender detained in a holding cell must be given prescribed medication as scheduled.
    - iv. A holding cell used for overnight housing is to be equipped with a bed above floor level, a working toilet, hand basin, appropriate lighting, and ventilation. If a holding cell with toilet and wash basin is not available, the offender should be allowed to use the toilet and wash hands minimum of seven times during each twenty-four hour period including one half hour prior to each mealtime.
    - v. Any offender detained in a holding cell overnight should be provided with the same bed linens and mattress and pillow as permitted the general population, offender behavior permitting.
    - vi. Offenders that are detained in a holding cell should forfeit all personal property privileges.
      - (a) Offenders should be provided appropriate clothing and may be permitted to have one religious book.
      - (b) All personal property must be secured and inventoried at the time the offender is placed in the holding cell.
    - vii. Each offender detained in a holding cell should be checked by a Corrections Officer at least twice per hour, no more than 40 minutes apart, on an irregular schedule with each check recorded in a logbook.
    - viii. While detained in a holding cell, each offender that is believed to be under the influence of drugs or intoxicants should be placed on a constant watch by a Corrections Officer documented on the [Special Watch Log 425\\_F5](#).
    - ix. While detained in a holding cell, each offender who is believed to be a threat to self should be placed on a constant watch by a Corrections Officer documented on the [Special Watch Log](#)



425\_F5.

- g. Transfer to the Parent/ Host Institution
    - i. With the approval of the Regional Administrator or Regional Duty Officer, these institutions are authorized to coordinate the temporary, emergency removal of offenders from their units with their parent/ host institution using an [Intra-Regional Transfer Authorization](#) 050\_F8; see Operating Procedure 050.3, *Facility Release of Offenders*.
    - ii. If the Facility Unit Head of the parent/ host institution accepts the offender for temporary transfer, no further authorization for transfer is necessary.
    - iii. The Transportation Supervisor must be notified via telephone or email immediately.
    - iv. The offender will be placed on General Detention on arrival at the parent/ host institution.
    - v. The parent/ host institution will be responsible for conducting MDT hearings based on the *Internal Incident Report* and any relevant *Disciplinary Offense Reports* or other documentation provided by the sending institution.
  2. Restrictive housing units at institutions that house Security Levels 5, 6 and S offenders will operate in accordance with this operating procedure for Security Level 5 offenders and the Red Onion State Prison/Wallens Ridge State Prison local operating procedure addressing the *Restrictive Housing Reduction Step Down Program*, for Security Level 6 and S offenders.
  3. For institutions designated for multiple security level offenders, the restrictive housing unit will operate in accordance with the *Restrictive Housing Operating Level Designation*. (See Operating Procedure 841.4, *Restrictive Housing Units*.)
- B. Restrictive housing units provide for personal protection and custodial management measures, exercised by the institution for the welfare of the offender, the institution, or both and will not be used as punishment.
1. Offenders will only be placed in a restrictive housing unit when their presence in the general population poses a direct threat to the offender (to include when an offender requires personal protection and no reasonable alternative is available), other offenders, institutional staff, or a clear threat to the safe, secure operation of the institution. The goals of a restrictive housing unit are to: **(5-ACI-4B-01)**
    - a. Manage offenders in a safe and secure manner
    - b. Provide a consistent, systems approach to the operation of restrictive housing units in all institutions to maximize positive outcomes in offender adjustment
    - c. Provide opportunities for offenders to increase their likelihood for success in a full privilege general population
  2. An offender moved from general population into a restrictive housing unit must be initially assigned to General Detention, which is authorized by the Shift Commander or above for the immediate secure confinement of an offender when there is no other alternative to ensure the safety and security of the offender and the institution.
    - a. Offenders who are moved from SD-1 or SD-2 for the immediate secure confinement of the offender when there is no other alternative to ensure the safety and security of the offender and the institution must be initially assigned to General Detention.
    - b. Offenders moved from SD-1 or SD-2 by the MDT as a result of a formal ICA hearing will be placed directly on RHU status, initial assignment to General Detention is not required.
  3. Assignment to any other restrictive housing status requires a formal due process hearing held by the Multi-Disciplinary Team (MDT), and must be approved by the Facility Unit Head or designee in accordance with Operating Procedure 830.1, *Institution Classification Management*.
- C. Multi-Disciplinary Team (MDT)
1. The MDT conducts Institutional Classification Authority hearings related to restrictive housing units and is responsible to review individual offenders and make recommendations concerning the offender's management path as well as the offender's security level, good time class, transfer, etc.



~~2. The MDT at Security Level 1 institutions and Baskerville Correctional Center will be comprised of three members representing different departments as designated by the Facility Unit Head. (deleted 1/1/20)~~

3. The MDT at Security Level 2 and above institutions (5-ACI-4B-31)

- a. MDT members may include but are not limited to the following staff:
  - i. Chief of Housing and Programs or Chief of Security - Mandatory
  - ii. Counselor - Mandatory
  - iii. Psychology Associate QMHP - Mandatory (changed 4/1/20)
  - iv. PREA Compliance Manager (Mandatory-PREA incidents, only)
  - v. Unit Manager
  - vi. Institutional Program Manager
  - vii. Investigator/ Intelligence Officer
  - viii. Medical Staff
  - ix. Corrections Officer
- b. A quorum of three members is required to be present for the MDT to conduct a formal ICA hearing.
  - i. Mandatory MDT members who are unable to attend a hearing must provide a written statement for consideration.
  - ii. Non-Mandatory MDT members who are unable to attend a hearing where they have relevant input should provide a written statement for consideration.
- c. Mental Health or Medical staff will serve as mandatory members on the MDT for offenders assigned to a restrictive housing unit for Mental Health or Medical Hold.
  - i. Mental Health staff will advise the MDT when the offender has recovered adequately to be returned to general population, whether the offender must be assigned to the restrictive housing unit and/ or transferred to a Protective Custody Unit or the *Steps to Achieve Reintegration (STAR) Program*. (See Operating Procedure 830.5, *Transfers, Institution Reassignments*.)
  - ii. When the offender will remain in the restrictive housing unit, Mental Health staff will assist in development of the offender's management path and programmatic goals.
- d. When an offender is assigned to the restrictive housing unit for a PREA related incident, the PREA Compliance Manager will serve as a mandatory member on the MDT. If the PREA Compliance Manager is unable to attend a hearing, they must provide a written statement for consideration.

D. Restrictive Housing Assignment Process

1. Only the Shift Commander or a higher authority may authorize an offender's placement in a restrictive housing unit on General Detention.
  - a. The person referring the offender for assignment to General Detention (such as but not limited to Corrections Officer, Investigator, Psychology Associate QMHP, or Health Authority) must complete an *Internal Incident Report* in VACORIS documenting the reason for the offender's placement in General Detention and the specific facts supporting that placement to include: (5-ACI-4B-01) (changed 4/1/20)
    - i. What behavior demonstrated by the offender warrants consideration for assignment to the restrictive housing unit?
    - ii. How is this behavior a threat to public, staff, offender safety, or the orderly operation of the institution?
    - iii. What alternatives to the restrictive housing unit are available?
  - b. An offender will not be assigned to General Detention and placed in a restrictive housing unit solely based on a *Disciplinary Offense Report*.
  - c. An offender will not be placed in the restrictive housing unit on the basis of Gender Identity alone. (5-ACI-4B-34)
  - d. The Shift Commander will meet with the referring staff member and the offender, and will either place the offender on General Detention or return the offender to general population.

- e. The Shift Commander will document their decision, the reason for their decision and any alternatives considered, prior to the offender's placement in restrictive housing, in the *Level 1 Review* section of the *Internal Incident Report* and prepare the *Institutional Classification Authority Hearing Notification* generated in VACORIS. (See Operating Procedure 830.1, *Institution Classification Management*.)
- 2. When an offender requests protective custody and the need for protective custody is documented and no alternative exists, the Shift Commander will authorize the offender's assignment to General Detention in accordance with Operating Procedure 830.5, *Transfers, Institution Reassignments*, and Operating Procedure 830.6, *Offender Keep Separate Management*.
- 3. When Mental Health or Medical staff determine that an offender should be placed in a restrictive housing unit to protect the offender, other offenders, institutional staff, or the safe, secure operation of the institution, they may request to the Shift Commander that the offender be placed on General Detention.
- 4. Offenders identified as HRSV or offenders alleged to have suffered sexual abuse or sexual harassment will not be placed in the restrictive housing unit without their consent unless an assessment of all available alternatives has been made, and it has been determined by the Psychology Associate QMHP in consultation with the Shift Commander and Regional PREA Analyst that there are no available alternative means of separation from likely abusers. (§115.43[a], §115.68). (changed 4/1/20)
  - a. The institution must clearly document the basis for the institution's concern for the offender's safety and the reason why no alternative means of separation can be arranged. (§115.43[d], §115.68)
    - i. A [Sexual Abuse/Sexual Harassment Available Alternatives Assessment](#) 425\_F6 must be completed by the Shift Commander prior to placing the offender in a restrictive housing unit.
    - ii. If the [Sexual Abuse/Sexual Harassment Available Alternatives Assessment](#) cannot be conducted immediately, the Shift Commander may place the offender in a restrictive housing unit on General Detention for up to two hours while completing the assessment. (§115.43[a], §115.68)
    - iii. A copy of the completed [Sexual Abuse/Sexual Harassment Available Alternatives Assessment](#) must be sent to the Regional PREA Analyst immediately upon completion with a copy maintained in the PREA Investigation file. (§115.68)
  - b. Offenders will remain in the restrictive housing unit only until an alternative means of separation from likely abuse can be arranged; this assignment will not ordinarily exceed 30 days. (§115.43[c], §115.68)

#### E. Restrictive Housing Assignment Mental Health and Medical Reviews

- 1. A Psychology Associate ~~Qualified Mental Health Professional (QMHP)~~ will screen and complete the [Mental Health Screening: Restrictive Housing Unit Assignment \(DOC MH 14\)](#) 730\_F12 before an offender's placement or within one working day after placement in General Detention to evaluate the impact that restrictive housing may have on mental health conditions exhibited by the offender. (5-ACI-4B-01) (changed 4/1/20)
  - a. Screening will be conducted and special instructions provided in accordance with Operating Procedure 730.5, *Mental Health Services: Behavior Management*.
    - i. At institutions with no Psychology Associate QMHP, health care personnel or health trained staff should interview the offender within one working day after placement in General Detention using the *Restrictive Housing Review* section of the [Health Screening - Health-Trained Staff](#) 720\_F10 to identify if there is any indication the offender may be "at risk". (changed 4/1/20)
    - ii. If the results of the screening indicate the offender is at imminent risk for serious self-harm, suicide, or exhibits debilitating symptoms of a SMI, contact with a Psychology Associate QMHP will be made for appropriate assessment and treatment. See the *Guidelines to Access Emergency Mental Health Services* attachment to Operating Procedure 730.2, *Mental Health Services: Screening, Assessment, and Classification*. (5-ACI-4B-28) (changed 4/1/20)
  - b. Any offenders identified as "at risk" will be monitored in accordance with Operating Procedure

730.5, *Mental Health Services: Behavior Management.*

- c. If the Psychology Associate QMHP determines an offender assigned to General Detention or RHU status to be "at risk," they will complete an ["At Risk" Offender Notification \(MH 14A\)](#) 730\_F13 to communicate relevant management information to security staff. (changed 4/1/20)
    - i. A Building Supervisor where the offender is housed should countersign the ["At Risk" Offender Notification \(MH 14A\)](#) 730\_F13 to confirm receipt of any *Special Management Instructions*.
    - ii. *Special Management Instructions* must be entered on the [Individual Offender Log](#) 425\_F4 or [Special Watch Log](#) 425\_F5.
  - d. If the Psychology Associate QMHP determines that placement in General Detention or RHU status may have a deleterious effect on an offender's mental health, the Psychology Associate QMHP must notify the Facility Unit Head that the offender's placement in General Detention or RHU status is not recommended. (5-ACI-4B-01) (changed 4/1/20)
    - i. The Psychology Associate QMHP will offer alternatives for mental health care such as commitment to an acute care setting, transfer to another institution, or strategies for management within the general population. (changed 4/1/20)
    - ii. The Facility Unit Head's signature is required on the ["At Risk" Offender Notification \(MH 14A\)](#) 730\_F13 for placement of an "at risk" offender in General Detention or RHU status against Psychology Associate QMHP recommendations. (changed 4/1/20)
2. Health care personnel will be informed immediately when an offender is transferred from general population to General Detention in order to provide assessment per protocols established by the Health Authority. This assessment will determine the impact that restrictive housing may have on medical conditions exhibited by the offender and the possible alternatives that may be available to compensate for such conditions. (5-ACI-4B-01)
- F. Initial Assignment to General Detention - Offender Classification Process
1. The Facility Unit Head or other Administrative Duty Officer must review the *Internal Incident Report* and any other available, relevant information within 24 hours of the offender's placement on General Detention to determine if the placement is warranted.
    - a. The reviewing authority must not have been involved in the initial placement of the offender on General Detention.
    - b. The reviewing authority will either approve the placement or order the offender returned to their previous status when General Detention is not warranted.
  2. Within three working days of an offender's initial placement on General Detention, the MDT will review the *Internal Incident Report*, any other available, relevant information, and conduct a formal ICA hearing to determine the following:
    - a. ~~For Security Level 1 institutions and Baskerville Correctional Center (deleted 1/1/20)~~
      - i. ~~The MDT will determine if the offender will be released to general population at their current institutional assignment.~~
      - ii. ~~Offenders who cannot return to the general population at the current institution but would be suitable for general population at another equal or higher level institution should be recommended for transfer to an appropriate institution.~~
      - iii. ~~Offenders who cannot return to the general population at the current institution and who are expected to require maximum security management in excess of 30 days should be recommended for transfer to the Centralized Restrictive Housing Unit.~~
    - b. For Security Level 2 and above institutions, the MDT will determine if the offender can return to the previous housing status (general population or step-down) or remain in the restrictive housing unit and assign to RHU or other appropriate internal status in restrictive housing.
  3. For Security Level 2 and above institutions, within 10 working days (15 working days for investigative status) of an offender's initial placement on General Detention, the MDT will conduct a formal ICA hearing to determine the following:

- a. Security Level 2 institutions
    - i. The MDT will evaluate the offender and determine if the offender will be released to general population at their current institutional assignment.
    - ii. Offenders who cannot return to the general population at the current institution but would be suitable for general population at another equal or higher level institution should be recommended for transfer to an appropriate institution.
    - iii. Offenders who cannot return to the general population at the current institution and who are expected to require maximum security management in excess of 30 days should be recommended for transfer to the Centralized Restrictive Housing Unit.
  - b. Security Level 3 and above institutions
    - i. The MDT will determine if the offender will be released to general population at their current institutional assignment.
    - ii. Offenders, who will remain in the restrictive housing unit at their current institution, will be provided a management path (RHU, SD-1, SD-2) that is designed to address their behaviors and needs so that the offender can enter a full privilege general population. Restrictive housing offenders will be reviewed for placement in Step-down statuses and general population as soon as the risk is reduced to an acceptable level.
    - iii. Offenders who cannot return to the general population at the current institution and who are expected to require maximum security management in excess of 30 days (not achieve assignment to a Step-down level or full privilege general population) should be recommended for transfer to the Centralized Restrictive Housing Unit.
    - iv. Offenders who cannot return to the general population at the current institution but would be suitable for general population at another equal or higher level institution, based on the severity of behaviors, should be recommended for transfer to an appropriate institution.
    - v. Restrictive housing offenders will be reviewed for placement in Step-down statuses and general population as soon as the risk is reduced to an acceptable level.
4. Offenders with a Serious Mental Illness (SMI) as indicated on the [Mental Health Serious Mental Illness \(SMI\) Determination 730\\_F34](#) must be reviewed within 10 working days after the initial placement on General Detention; the MDT will conduct a formal ICA hearing to evaluate the offender and determine the following:
- a. If the offender will be released to general population or placed in SD-1 or SD-2 within 28 days of the initial placement on General Detention at their current institution
  - b. SMI offenders who will not be released to general population or placed in SD-1 or SD-2 within 28 days will be reviewed to determine appropriate placement from the options below:
    - i. Referral to Marion Correctional Treatment Center's (MCTC) Acute Care Unit in accordance with Operating Procedure 730.3, *Mental Health Services: Levels of Service*, if the offender meets the legal commitment criteria.
    - ii. Referral to a Mental Health Residential Treatment Unit or other Mental Health Unit in accordance with Operating Procedure 730.3, *Mental Health Services: Levels of Service*, when the offender does not meet the criteria for commitment to an Acute Care Unit but is unable to function in a general population.
    - iii. Referral to a *Secure Diversionary Treatment Program* in accordance with in Operating Procedure 830.5, *Transfers, Institution Reassignments*, if the offender frequently engages in assaultive, disruptive, and/ or unmanageable behaviors.
    - iv. Specialized placement in a *Secured Allied Management Unit (SAM)* in accordance with Operating Procedure 830.5, *Transfers, Institution Reassignments*.
  - c. SMI offenders must be moved out of Restrictive Housing (RHU) within 28 days of placement on General Detention unless a [Serious Mental Illness \(SMI\) 28 Day Exemption Request 425\\_F7](#) has been granted.
    - i. If it is determined by the MDT that an SMI offender will remain in RHU for more than 28 days, the Psychology Associate ~~QMHP~~ must complete the [Serious Mental Illness \(SMI\) 28 Day](#)

[Exemption Request 425\\_F7](#). (changed 4/1/20)

- ii. The *Exemption Request* must be submitted to the Facility Unit Head, Mental Health Clinical Supervisor, Regional Administrator, and Regional Operations Chief for each level of review and approval.
  - iii. A copy of the completed [Serious Mental Illness \(SMI\) 28 Day Exemption Request 425\\_F7](#) with required approval and signatures must be forwarded to the Director, the Chief of Corrections Operations, ~~and~~ the Chief of Mental Health Services, and the DOCSMI mailbox at [docsmi@vadoc.virginia.gov](mailto:docsmi@vadoc.virginia.gov). (changed 9/15/20)
5. Pregnant offenders and offenders under the age of 18 must be reviewed within 10 working days after the initial placement on General Detention; the MDT will conduct a formal ICA hearing to evaluate the offender and determine the following:
- a. If the offender will be released to their previous housing assignment in general population or placed in SD-1 or SD-2 at their current institution within 28 days of the initial placement on General Detention
  - b. Pregnant offenders and offenders under the age of 18 who will not be released to their previous housing assignment in general population or placed in SD-1 or SD-2 within 28 days because they pose a risk to the safe, secure, and orderly operation of the institution will be reviewed by the MDT to determine appropriate alternate housing.
  - c. Pregnant offenders and offenders under the age of 18 who are SMI who will not be released to their previous housing assignment in general population or placed in SD-1 or SD-2 within 28 days must be reviewed by the MDT who will consult with the Psychology Associate Senior at CCS to determine appropriate alternate housing.
  - d. Pregnant offenders and offenders under the age of 18 must be moved out of Restrictive Housing (RHU) within 28 days of placement on General Detention.
- ~~6. Offenders placed in the restrictive housing unit for non-compliance with the established DOC grooming standards and who have been convicted of Offense Code 133, *Refusal to obey an order to comply with the Department's grooming standard*, should be reviewed by the institution for transfer to the *Grooming Standards Violator Housing Unit (VHU)*. (See Operating Procedure 864.1, *Offender Grooming and Hygiene*.) (deleted 7/1/19)~~
- ~~a. The offender will remain on RHU status in restrictive housing until the offender is in compliance with the grooming standards or the offender is transferred to the VHU designated institution. Only the VHU designated institution may assign an offender to SD-1.~~
  - ~~b. Within three working days of arrival at the VHU designated institution, the offender will be reviewed by the MDT to determine if the offender will remain on RHU status, will be assigned to SD-1, or will be housed in the *Grooming Standards Violator Housing Unit* subject to bed space availability.~~
7. Offenders in a restrictive housing unit who refuse assignment to general population due to an unspecified fear and not for a specific fear or threat, violent or aggressive behavior, or legitimate protective custody needs should be reviewed for transfer to the *Steps to Achieve Reintegration (STAR) Program*. (See Operating Procedure 830.5, *Transfers, Institution Reassignments*.)
8. Offenders in a restrictive housing unit and who are classified as requiring separation from other offenders as a result of their personal security needs should be reviewed for transfer to a Protective Custody Unit. (See Operating Procedure 830.1, *Institution Classification Management*, and Operating Procedure 830.5, *Transfers, Institution Reassignments*.)
9. Security Level S offenders temporarily transferred to an institution for medical, court, etc. may be managed in the institution's restrictive housing unit.
- a. Security Level S offenders in a restrictive housing unit in excess of 90 consecutive days (SM-Special Management) or 180 consecutive days (IM-Intensive Management) must be provided adequate recreation, program services, and privileges.



- b. Recreation, program services, and privileges provided will be consistent with the requirements of the Red Onion State Prison/ Wallens Ridge State Prison local operating procedure addressing the *Segregation Reduction Step-Down Plan*.

#### G. Offender Management Path Development

1. Offenders at Security Level 2 institutions are not provided a management path. Offenders will be required to participate in journaling and/or other program assignments as deemed appropriate by the MDT.
2. Offenders at Security Level 3 and above institutions who will remain in the restrictive housing unit at their current institutional assignment will be evaluated and provided a management path that is designed to address their behaviors and needs so that the offender can enter a full privilege general population.
  - a. Restrictive Housing (RHU) - To be used for offenders that must be managed under maximum security conditions.
  - b. Step-down 1 (SD-1) - To be used for offenders whose behavior does not rise to the level of RHU or whose behavior has improved since assignment to RHU to include completion of required programmatic goals.
  - c. Step-down 2 (SD-2) - To be used for offenders who have been identified as needing a more structured living environment than in general population but do not need the level of control provided in RHU or SD-1 and/ or offenders whose behavior has improved since assignment to RHU or SD-1 to include completion of required programmatic goals.
3. Appropriate members of the MDT will evaluate the offender and develop the offender's management path (RHU, SD-1, SD-2) within 10 working days (15 working days for investigative status) in accordance with this operating procedure. Evaluation tools and program components include but are not limited to the following:
  - a. Review of COMPAS findings
  - b. Case Plan review and development
  - c. History of behavior
  - d. Risk/Needs assessment
  - e. Assessment of:
    - i. Disciplinary Violation goals - to reduce or eliminate disciplinary violations
    - ii. Mental Health goals - medication compliant, number of office visits per month, etc.
    - iii. Responsible behavior goals - personal hygiene, standing for count, cell compliance, department; satisfactory rapport with staff and offenders with compliance documented on the [\*Responsible Behavior Goals Progress Report\*](#) 841\_F22
    - iv. Journaling and/or program assignments relevant to offender needs and goals
4. Once the offender's management path is approved, the offender's Case Plan in VACORIS must be updated.
5. Offenders who refuse to participate in the requirements of their designated management path will subject to disciplinary action in accordance with Operating Procedure 861.1, *Offender Discipline, Institutions*.
  - a. Offenders at Security Level 2 institutions, who refuse to participate in journaling and/or other program assignments, and offenders at Security Level 3 institutions will be given a warning for their first refusal to participate.
    - i. If the offender again refuses to participate, the offender will be charged with Offense Code 200, *Refusing to work or refusing to attend school or other program assignments mandated by procedure or by law, or failure to perform work or program assignment as instructed*.
    - ii. Upon conviction of Offense Code 200, the offender will be reviewed by the MDT for transfer to the Centralized Restrictive Housing Unit.

- b. Offenders who refuse to participate in the requirements of their designated management path in the Centralized Restrictive Housing Unit will be given a warning for the first refusal.
  - i. If the offender again refuses to participate, the offender will be charged with Offense Code 119f, *Refusal to participate in the restrictive housing unit assignment*.
  - ii. Upon conviction of Offense Code 119f, the offender will be reviewed by the MDT for transfer to higher security level institution.
- c. Offenders who refuse to participate at Security Level 4 and above institutions will be charged with Offense Code 119f, *Refusal to participate in the restrictive housing unit assignment* and managed in the restrictive housing unit at their current location.
- d. After the first refusal and warning, the offender must be given the opportunity to comply. The offender cannot be charged with a disciplinary offense until the next seven day *Restrictive Housing Status Review*.
- e. Upon conviction for refusal to participate, the offender should be reviewed for reduction to Good Time Class IV in accordance with Operating Procedure 830.3, *Good Time Awards*.
- f. An offender shall be charged only once during a continued period of refusal.

#### H. Centralized Restrictive Housing Unit Transfers

1. Security Level 4 and above institutions will not transfer offenders to the Centralized Restrictive Housing Unit, offenders who require maximum security management in excess of 30 days will be managed in the restrictive housing unit at their current location.
2. The designated Centralized Restrictive Housing Unit for Security Level W, 1, 2, 3 male offenders is Greenville Correctional Center.
  - a. Each institutional recommendation for offender transfer to the Centralized Restrictive Housing Unit must be based on a formal ICA Hearing conducted by the MDT and submitted via VACORIS in accordance with Operating Procedure 830.1, *Institution Classification Management*.
  - b. The MDT must submit justification with each request for transfer on the *Institution Classification Authority Hearing Notification* for review and approval by the Facility Unit Head.
  - c. Upon the Facility Unit Head's approval of the MDT recommendation in VACORIS, the case will be escalated to Central Classification Services (CCS).
    - i. CCS will review each reclassification assignment of offenders to the Centralized Restrictive Housing Unit.
    - ii. Each offender approved by CCS for transfer to the Centralized Restrictive Housing Unit will be reviewed by the Facility Unit Head or designee (Assistant Facility Unit Head) of the Centralized Restrictive Housing Unit and the appropriate Regional Operations Chief or designee (Regional Administrator).
    - iii. Upon approval by the Regional Operations Chief or designee, CCS will be notified via VACORIS and the Transportation Coordinator, Offender Management Services, will arrange the transfer.
    - iv. For each offender not accepted, the Centralized Restrictive Housing Unit must notify the requesting institution to reevaluate the offender and develop a new management path.
3. MDT recommendations for transfer other than to the Centralized Restrictive Housing Unit will be made through the normal processes appropriate to the type of transfer in accordance with Operating Procedure 830.5, *Transfers, Institution Reassignments*.

#### I. Restrictive Housing Status Reviews

1. Every seven days of an offender's first 60 days in RHU status and every 30 days thereafter, the MDT will perform a *Restrictive Housing Status Review* in VACORIS of all offenders assigned to RHU to monitor the appropriateness of the offender's status.
  - a. The *Restrictive Housing Status Review Report* must be printed, signed by the reviewer and maintained as documentation of the review.

- b. Additional offenders will be added to the [Multi-Disciplinary Team Hearing Docket](#) 425\_F8 as needed. If a formal review of the offender's status is warranted, the offender will be served notice of an ICA hearing in accordance with Operating Procedure 830.1, *Institution Classification Management*.
  - c. All offenders identified as HRSV or an alleged victim of sexual abuse will be reviewed to determine whether there is a continuing need for separation from general population and listed on the *Restrictive Housing Status Review Report*. (§115.43[e], §115.68)
2. At least once every 30 days, the offender's status while they are assigned to any restrictive housing unit level, will be formally reviewed by the MDT.
    - a. The MDT will conduct a formal due process hearing and review the offender's adjustment and behavior in accordance with Operating Procedure 830.1, *Institution Classification Management*.
      - i. The MDT will evaluate the offender and determine whether to recommend that the offender continue in the current restrictive housing level for a subsequent period of up to 30 days or be assigned to another level.
      - ii. The MDT should base its recommendation on the reason for the assignment, the offender's behavior, and any progress made on the management path and treatment objectives.
    - b. When the MDT determines that an offender's behavior or circumstances no longer warrant the current restrictive housing unit status, a recommendation for the offender's reclassification to a different status or release to full privilege general population should be made.
      - i. Upon completion of the [Multi-Disciplinary Team Hearing Docket](#) 425\_F8, the Facility Unit Head or Assistant Facility Unit Head (or Administrative Duty Officer in their absence) will review the MDT recommendation for a housing status change.
      - ii. If the MDT recommendation is approved, the Records Manager or designee will schedule the offender to be moved as needed upon availability of bed space. Offenders pending release to general population are not required to participate in programs. The offender will be managed as an SD-2 offender until release.
      - iii. If the MDT recommendation is disapproved, the offender will remain in their current housing status and receive another formal review within the next 30 days.
      - iv. Offenders transferred for placement in the Centralized Restrictive Housing Unit who have completed SD-2 will be reviewed by the MDT to determine if the offender will be released to general population at that institution or transferred to general population at another Security Level 3 institution.
    - c. The MDT should determine whether the offender poses an unacceptable risk to the offender to include personal protection and keep separates in the general population, or is a threat to other offenders, institutional staff, or the safe, secure operation of the institution.
      - i. Offenders in the restrictive housing pending approval for and transfer to a Protective Custody Unit or to the *Steps to Achieve Reintegration (STAR) Program* may be managed on RHU status or SD-1 as deemed appropriate by the MDT and approved by the Facility Unit Head or designee.
      - ii. Offenders under investigation by the Special Investigations Unit (SIU) who cannot return to general population and must remain in the restrictive housing unit, may be managed on RHU or SD-1 status as deemed appropriate by the MDT and approved by the Facility Unit Head.
      - iii. The MDT may recommend a transfer to another institution when return to the full privilege general population at that institution is not appropriate.
  3. ICA hearings may be conducted by the MDT at the institution's discretion any time a significant change in circumstances or the offender's behavior warrants a review in accordance with Operating Procedure 830.1, *Institution Classification Management*.
  4. Offenders assigned to a restrictive housing unit in excess of 30 days should not be discharged directly to the community.
    - a. No less than 30 days prior to the offender's discharge date, the MDT will conduct a formal due process hearing to review the offender's status and determine if the offender can return to general



population or if the offender must be discharged from the restrictive housing unit.

- b. If the offender will be discharged from the restrictive housing unit, the MDT must document their justification on the *Institutional Classification Authority Hearing Notification* for review and approval by the Regional Operations Chief or Regional Administrator.
  - c. In addition to the release requirements mandated for all offender in Operating Procedure 050.3, *Facility Release of Offenders*, Operating Procedure 720.3, *Health Maintenance Program*, and Operating Procedure 820.2, *Re-Entry Planning*, the following must be taken at a minimum
    - i. Development of a release plan that is tailored to specific needs of the offender
    - ii. Notification of release to the supervising P&P Office who will contact state and local law enforcement
    - iii. Notification to releasing offender of applicable community resources
    - iv. Notification to Victim, if applicable
5. Temporary Suspension of Time Frames
- a. In the event of a widespread institutional disruption, natural disaster, or other unusual occurrence that requires emergency action, the Facility Unit Head may temporarily suspend any or all portions of this operating procedure.
  - b. Offenders involved in the emergency may be detained without being served an *Institutional Classification Authority Hearing Notification* or conducting an ICA Hearing throughout the course of the emergency.
  - c. Upon restoration of institutional order, all detained offenders will be subject to Institutional Classification Authority and other reviews in accordance with this operating procedure.

## VI. RESTRICTIVE HOUSING UNIT OPERATIONAL MANAGEMENT

### A. Staffing

- 1. A written mental health training program should be provided to staff (non-mental health services staff) assigned to work in restrictive housing units.
  - a. This training program will be developed, reviewed, and provided by mental health services staff.
  - b. Staff assigned to restrictive housing units must complete their training as soon as possible and no later than nine months after their assignment to the unit.
  - c. Following completion of the training, staff must complete a minimum of one day of in-service training every two years related to mental health issues.
- 2. Staff who work directly with offenders in a restrictive housing unit on a regular and daily basis should be selected based on the following considerations:
  - a. Must be a Certified Corrections Officer; should have at least one year's experience as a Corrections Officer
  - b. Must be able to perform physical activities required of restrictive housing unit staff
  - c. Must demonstrate ability to effectively communicate and respond appropriately to difficult offenders
  - d. Must demonstrate ability to react appropriately in stressful situations
  - e. Satisfactory job performance
  - f. Completion of *Basic Skills in Mental Health* training
  - g. Supervisors should closely monitor restrictive housing unit staff performance and morale to determine when a Corrections Officer needs to be rotated to a less stressful post

### B. Security, Movement, and Control of Contraband

- 1. Staff assigned to restrictive housing units will maintain a permanent log to record routine information, emergency situations, and unusual incidents. (5-ACI-4A-14; 4-4260)
  - a. Institutional post orders will designate the post(s) responsible for maintaining restrictive housing

- unit logbook(s).
- b. Smaller restrictive housing units may record this information in a general logbook, while larger units may require separate logbooks for floor officers, control room officers, and to record official visits to the restrictive housing unit by administrative duty officers, security supervisors, medical staff, mental health staff, chaplains, treatment staff, etc.
2. Security Staff assigned to restrictive housing units should complete a [Restrictive Housing Unit: Shift Report](#) 425\_F2 for each housing area on each shift to pass significant information to the next shift, to the Restrictive Housing Unit Supervisor, and the Chief of Security as directed in institutional post orders.
  3. A Corrections Officer must check each offender in General Detention or on RHU status twice per hour, no more than 40 minutes apart, on an irregular schedule, with each check recorded on the [Individual Offender Log](#) 425\_F4. (5-ACI-4B-11)
    - a. Offenders in SD-1 or SD-2 statuses should be checked on a similar schedule with documentation maintained in a logbook. Use of the [Individual Offender Log](#) 425\_F4 or use of an institution specific offender log is not allowed.
    - b. Offenders who are violent or mentally disordered or who demonstrate unusual or bizarre behavior receive more frequent observation; suicidal offenders are under continuous observation in accordance with Operating Procedure 730.5, *Mental Health Services: Behavior Management*.
    - c. In addition to supervision provided by the unit Corrections Officers, the Shift Commander or higher authority will visit the restrictive housing unit daily. The visit should be recorded in a restrictive housing unit logbook.
  4. Prior to inmate movement for showers and/or outside recreation, a Security Supervisor will visit the restrictive housing unit to make a round and determine which inmates want take a shower and/or participate in outside recreation. (added 3/1/21)
    - a. The Security Supervisor will blow their whistle and make an announcement to alert the inmates of their presence before making their round in the housing unit.
    - b. During the round, the Security Supervisor will compile a written list of those inmates who indicate that they wish to shower and/or participate in outside recreation; the list of participating inmates must be documented in a logbook.
  5. Offender Confinement Record
    - a. A permanent [Individual Offender Log](#) 425\_F4 will be maintained on each offender assigned to General Detention or on RHU status.
      - i. The *Individual Offender Log* will show the date of admission, weight of the offender upon entering and leaving, and note special conditions such as diet, exercise, and special precautions for "at risk" offenders.
      - ii. The initials, date, and time of the Corrections Officer making the twice hourly checks will be recorded on the *Individual Offender Log*.
      - iii. The *Individual Offender Log* will also show other pertinent information such as weekly weight, medical requests and visits, medications administered or refused, and meals accepted or refused.
      - iv. The *Individual Offender Log* will be utilized at all institutions and is the only log approved for this purpose.
      - v. A new *Individual Offender Log* must be started each time there is a change in status.
    - b. If an offender is placed on a 15-minute or Constant Watch, the *Individual Offender Log* will be suspended and the [Special Watch Log](#) 425\_F5 will be used for the duration of the special watch using a new page for each day.
    - c. When offenders are released from the restrictive housing unit, a file containing all completed *Individual Offender Logs*, *Special Watch Logs*, and *Denials of Activity or Service* should be retained in the restrictive housing unit. (5-ACI-4A-19, 5-ACI-4B-19; 4-4265)
  6. A strip search must be conducted on each offender assigned to the restrictive housing unit before the

offender exits their cell.

7. Restraints and escort requirements for offender movement are based on Security Level and status as follows: (changed 7/1/19)
  - a. Each offender in General Detention or on RHU status will be placed in restraints (~~hand-cuffed from behind and leg irons~~) and escorted by two certified Corrections Officers whenever outside a secure area, such as a cell, shower, or exercise module.
    - i. Security Level 2 and below offenders in General Detention or on RHU status must be restrained in handcuffs whenever the offender is outside the cell or other secured area such as a shower.
      - (a) If the handcuffs are placed in the rear, two certified Corrections Officers are required for escort.
      - (b) One Corrections Officer may escort such an offender if the handcuffs are placed in the front.
    - ii. Security Level 3 - S offenders in General Detention or on RHU status must be restrained in handcuffs with their hands behind their back and in leg irons whenever the offender is outside the cell or other secured area such as a shower.
      - (a) Such offenders must be escorted by two certified Corrections Officers.
      - (b) See Operating Procedure 420.2, *Use of Restraints and Management of Offender Behavior*, for exceptions allowing the restraints in front of such an offender with use of a waist chain.
    - iii. An offender in SD-1 status at Security Level 4 and above institutions and the Centralized Restrictive Housing Unit will placed in handcuffs and escorted by two certified Corrections Officers. SD-1 offenders in Security Level 3 institutions may be moved within the restrictive housing unit area by two certified Corrections Officers without restraints and without direct escort.
    - iv. An offender in SD-2 status may be moved within the restrictive housing unit area by one certified Corrections Officer without restraints and without direct escort.
    - v. An approved tether may be used to apply and remove restraints at the door of a secured area i.e., cell, shower, and for offender escort at Security Level 4 and above institutions. The tether will not be used for escorting an offender or for any purpose other than for applying and removing restraints at Security Level 3 and below institutions.
    - vi. Any deviation from the restraint requirements must be approved by the Chief of Security or higher authority.
  - b. A frisk search will be conducted immediately after a restrictive housing unit offender is removed from their cell or other secure area.
  - c. A frisk search must be conducted on each offender prior to returning the offender to their restrictive housing unit cell.
8. Only one offender at a time may be out of a secure area in the restrictive housing unit unless both offenders are restrained with separate security escorts.
  - a. With approval of the Facility Unit Head, an exception may be made for offenders participating in small group programs (SD-2 - maximum ten offenders) within the restrictive housing unit area.
  - b. Protective custody offenders must be separated from known keep separates. Such offenders must be housed in separate cells and have no direct contact unless both offenders are in restraints with separate security escorts.
9. Each restrictive housing unit cell will be inspected whenever an offender is removed from the cell.
  - a. This inspection is a general review of sanitation conditions and scan for contraband.
  - b. The restrictive housing unit cell inspection may be conducted by one Corrections Officer and the offender need not be present.
  - c. A thorough search and inspection of the restrictive housing unit cell will be conducted and documented each time an offender is moved out of a cell, before another offender is moved into the cell.
10. The exercise areas for restrictive housing unit offenders are searched and inspected prior to use.

Special attention is paid to the condition of fence ties, metal braces, and fence fabric integrity. Inspections should be documented in a restrictive housing unit logbook.

11. All items entering the restrictive housing unit must be searched to detect and eliminate contraband.
12. Offenders from general population may provide housekeeping and other services in the restrictive housing unit.
  - a. If allowed to do so, each worker must be specifically authorized by the Chief of Security, will be searched (strip search for Security Level 3 and higher) upon entrance and exit, and must remain under direct supervision of a staff member at all times.
  - b. No offender worker will be allowed physical contact with a restrictive housing unit offender except as required for services rendered, i.e. barber.
13. All housing areas in the restrictive housing unit, to include cells housing offenders identified as potentially suicidal, must have readily accessible equipment and supplies necessary in an emergency.

#### C. Mental Health and Medical Reviews and Care

1. No offender will be denied necessary or proper medical, dental, and or mental health care while in a restrictive housing unit.
  - a. Any offender with identified mental health problems who is placed in General Detention or is on RHU status will be monitored per Operating Procedure 720.1, *Access to Health Services*, and Operating Procedure 730.5, *Mental Health Services: Behavior Management*.
  - b. Medical services will be provided in accordance with Operating Procedure 720.1, *Access to Health Services*, and Operating Procedure 720.2, *Medical Screening, Classification, and Levels of Care*.
  - c. Offenders should request dental services if needed. Dental staff will determine the need to provide dental care while the offender is in a restrictive housing unit.
  - d. Prescribed medications will be provided in accordance with Operating Procedure 720.5, *Pharmacy Services*.
  - e. Any “at risk” offender should receive a physical screening (i.e., weight and vital signs taken and recorded on a [Health Services “At Risk” Physical Screening 720\\_F18](#) and checked for symptoms of possible side-effects to prescribed medication) by a qualified health care professional (i.e., RN, LPN/CNT, or CHA) no less than once every 14 days.
2. Unless medical attention is needed more frequently, each offender in General Detention or on RHU status will receive a daily visit from a qualified health care professional (not required for institutions that do not have medical staff on duty on weekends).
  - a. The visit ensures that offenders have access to the health care system.
  - b. The presence of a health care professional in the restrictive housing unit is announced and recorded in the restrictive housing unit logbook.
  - c. Medical requests, medical staff visits, and medications administered or refused must be recorded on the [Individual Offender Log 425\\_F4](#), [Special Watch Log 425\\_F5](#) or the restrictive housing unit logbook if the offender is not on an individual log.
  - d. Medical Practitioner visits to the restrictive housing unit are not required, offenders will submit a request to be seen by the Medical Practitioner through the established sick call process.
3. Unless mental health attention is needed more frequently, each offender on RHU status will receive a weekly visit from mental health staff in accordance with Operating Procedure 730.5, *Mental Health Services: Behavior Management*.
  - a. A **Psychology Associate QMHP** will personally interview any offender remaining on RHU status for more than 7 days. (changed 4/1/20)
  - b. If confinement continues beyond 7 days, a mental health screening by a **Psychology Associate QMHP** must be conducted within 7 days thereafter or more frequently if clinically indicated. (changed 4/1/20)

4. Any in-person assessment or examination of an offender in General Detention or on RHU status by a health care professional will be accomplished in the following manner:
  - a. The offender will be restrained by handcuffs behind the back; use of leg irons is optional dependent on security level and the offender's behavior pattern.
  - b. The offender will be instructed to sit on their bunk.
  - c. Two certified Corrections Officers and the health care professional will enter the cell to perform the assessment or examination.
  - d. Portable blood pressure equipment, scales, etc. should be available for checking vital signs and for routine assessments and examinations.
  - e. If the examination cannot be successfully completed with the hands cuffed behind the offender's back, the health care professional should step back and allow the Corrections Officers to move the handcuffs to the front of the offender.
  - f. If the assessment or examination cannot be successfully completed in the cell, the offender must be removed from the cell and escorted in appropriate restraints to an area where the assessment or examination can be completed.
  - g. In-person mental health interviews and assessments will be conducted in a manner that ensures confidentiality and provides for a therapeutic atmosphere as deemed appropriate by Mental Health staff.

#### D. Living Conditions and General Requirements for Restrictive Housing Units

1. On initial assignment to a restrictive housing unit, offenders should receive an orientation (written preferred but not required) on available services and how to access them. Offenders will have access to programs, privileges, education, and work opportunities to the extent possible while ensuring the offender's safety.
2. Offenders will receive laundry, barbering, and hair care services and are issued and afforded the opportunity to exchange clothing, bedding, and linen on the same basis as offenders in the general population.
3. Restrictive housing units provide living conditions that approximate those of the general offender population; all exceptions are clearly documented in this operating procedure.
  - a. Cell Conditions
    - i. Restrictive housing cells/rooms permit the offenders assigned to them to converse with and be observed by staff members.
    - ii. Space is available either inside the restrictive housing unit or external to the unit for treatment staff consultation with restrictive housing offenders.
    - iii. Restrictive housing cells or units should be well ventilated, adequately lighted, appropriately heated and maintained in a sanitary condition at all times.
    - iv. Except in emergencies, the number of offenders confined to each cell or room should not exceed the number for which it is designed (usually one offender per cell).
      - (a) With the approval of the Facility Unit Head, in cells with proper equipment, suitable offenders in SD-2 may be double bunked if they are screened in accordance with this operating procedure
      - (b) If an emergency creates excess occupancy in the restrictive housing unit, the Facility Unit Head, or designee, should provide temporary written approval to exceed design capacity, and alleviate the situation as promptly as possible by providing other housing for the offenders so confined.
  - b. Correspondence
    - i. Offenders are generally subject to the same mail regulations and privileges, including sending and receiving legal mail, as offenders assigned to general population in accordance with Operating Procedure 803.1, *Offender Correspondence*.
    - ii. Secure messaging is a privilege, offenders assigned to General Detention and RHU status will

- not be provided access to the kiosk in order to retrieve or send their secure messages.
- iii. Offenders assigned to SD-1 and SD-2 will not have access to kiosks but may access their secure messaging messages through the following process. (changed 9/1/19)
    - (a) When requested by the offender, all incoming messages will be printed by institutional mailroom staff and delivered to the offender through the institutional mail.
    - (b) If a pre-paid stamp is purchased by the sender, the pre-paid stamp will remain on the offender's account for use once the offender is released to a housing unit with kiosk access.
    - (c) The offender may hand write a return letter ~~on the blank pre-labelled page provided with their incoming message~~ and forward their response to the mailroom through the institutional mail for processing and delivery through the US Postal Service in the same manner as all other outgoing offender correspondence.
    - ~~(d) Upon receipt of the offender response, mailroom staff will scan the offender's letter for delivery to the sender.~~
  - iv. Offenders in the restrictive housing unit will not receive the contents of packages unless approved by the Facility Unit Head. Disapproved items may be stored if approved for general population, returned to the sender at the expense of the offender or the sender, or disposed of in accordance with Operating Procedure 802.1, *Offender Property*.
- c. Food
- i. Offenders assigned to a restrictive housing unit will receive the same number and type of meals served the general population.
  - ii. Food will not be used as a disciplinary measure. Punitive diets (i.e., bread and water) for offenders are prohibited.
  - iii. On initial placement in a restrictive housing unit, the offender (if not on Common Fare) will designate if they want to receive regular or alternate entrée food trays.
    - (a) The Restrictive Housing Unit Supervisor must allow the offender the opportunity to change their choice of tray type every 90 days that they remain in a restrictive housing unit.
    - (b) An offender approved for Common Fare will be provided Common Fare meals while in the restrictive housing unit, if Common Fare is available at that institution.
  - iv. Whenever the offender refuses to eat, a record should be made on the [Individual Offender Log](#) 425\_F4, [Special Watch Log](#) 425\_F5 or the restrictive housing unit logbook if the offender is not on an individual log.
  - v. Offenders who refuse to eat will be managed in accordance with Operating Procedure 420.2, *Use of Restraints and Management of Offender Behavior*, and Operating Procedure 730.5, *Mental Health Services: Behavior Management*.
  - vi. Offenders who abuse the trays or food products served to them will be managed in accordance with Operating Procedure 420.2, *Use of Restraints and Management of Offender Behavior*.
- d. Legal Access
- i. Offenders will not be prohibited from conducting litigation on their own behalf.
  - ii. Offenders will be afforded access to institutional legal services to include the Facility Court Appointed Attorney and Law Library materials in accordance with Operating Procedure 866.3, *Offender Legal Access*. During orientation, offenders will be provided institution specific information on how to access legal services.
  - iii. Attorney visits will occur during normal working hours of the institution unless otherwise approved by the Facility Unit Head or designee. Attorneys will be required to present proper identification before being admitted to the institution and the visit will be conducted in accordance with Operating Procedure 851.1, *Visiting Privileges*.
  - iv. Legal calls will be conducted through the offender telephone system in accordance with Operating Procedure 866.3, *Offender Legal Access*.
- e. Telephone
- i. Offenders will be permitted to place telephone calls in accordance with Operating Procedure 803.3, *Offender Telephone Service*.

- (a) General Detention/RHU will be allowed two calls per month
- (b) SD-1 will be allowed four calls per month
- (c) SD-2 will be allowed six calls per month
- ii. During orientation, offenders should be provided institution specific information on how to access telephone services including legal and emergency calls.
- f. Visitation
  - i. Offenders will have opportunities for visitation unless there are substantial reasons for withholding such privileges.
  - ii. The visitation schedule for offenders in a restrictive housing unit will be established by the Facility Unit Head.
    - (a) Offenders should be provided a maximum of one visit per week for one hour with no more than five persons.
    - (b) Some facilities may set a lower limit on the number of visitors due to space limitations.
  - iii. Visitation will be non-contact unless approved by the Facility Unit Head.
- 4. All offenders in a restrictive housing unit will be provided clothing that is not degrading, and access to basic personal items for use in their cells unless there is imminent danger that an offender or any other offender(s) will destroy an item, use it as a weapon or instrument of escape, or induce self-injury.
  - a. Clothing and Bedding
    - i. Upon arrival in a restrictive housing unit, offenders will be strip searched and should dress in state issue clothing.
    - ii. The offender's personal clothing will be removed, and the offender will be furnished appropriate clothing and bedding in accordance with Operating Procedure 802.1, *Offender Property*.
      - (a) At least three times per week, clean state issue clothing should be immediately available when dirty clothes are taken off to be laundered.
      - (b) A clean washcloth and towel will be issued on a one-for-one exchange basis at shower time or included in the weekly linen exchange.
      - (c) Linens will be exchanged weekly.
    - iii. At the discretion of the Facility Unit Head, offenders may be issued the required amount of state clothing, wash clothes, towels, and linens on a weekly basis; the offender must receive three complete sets of clean clothing, a clean towel, washcloth, and linen at least once per week.
    - iv. Blankets will be exchanged as needed per the institution's schedule.
  - b. Personal Property
    - i. A Corrections Officer and the offender, or two Corrections Officers in the offender's absence, will inventory all personal property items when an offender is placed in the restrictive housing unit in accordance with Operating Procedure 802.1, *Offender Property*.
      - (a) Offenders should be issued only those items specified on the appropriate *Authorized Personal Property Matrix* while assigned to the restrictive housing unit.
      - (b) In addition to those property items allowed on the *Authorized Personal Property Matrix*, offenders assigned to SD-2, will be permitted to purchase consumable food items sold through the facility commissary.
      - (c) Other personal property items that are not issued to the offender, but are allowed at the offender's security level and current institution will be placed in storage.
      - (d) Offender personal clothing should be washed and when necessary disinfected before being placed in storage. (5-ACI-5D-11; 4-4339)
    - ii. The offender must be given a copy of the property inventory and will sign for all property issued while in a restrictive housing unit.
    - iii. The offender may request in writing any authorized personal property that was stored and not initially issued to the offender (i.e. hygiene items to replace items that have been consumed). All property taken from the offender's property storage and delivered to the offender will be documented on the initial inventory completed when the offender was initially placed in the restrictive housing unit.



- iv. Offenders in a restrictive housing unit will not be allowed to purchase any property that is not specifically authorized for possession on the appropriate *Authorized Personal Property Matrix*.
    - (a) Any pre-approved item of personal property received that is not specifically authorized for offender possession in the restrictive housing unit, will be held in Personal Property and will not be issued to the offender.
    - (b) The offender will be notified of the receipt of property items by Personal Property staff via the [Personal Property Request - Add/Drop](#) 802\_F1.
    - (c) Offenders will not be allowed to view, try-on, or examine this property while assigned to the restrictive housing unit.
  - v. When an offender is discharged from a restrictive housing unit, the Restrictive Housing Unit Supervisor will be notified and will have the offender's property ready to be issued when the offender is released. The offender must sign for the property when issued.
- c. Personal Hygiene
- i. Offenders should have the opportunity to sponge bathe whenever they choose. They will be permitted to shower and shave not less than three times each week.
  - ii. Offenders will be moved directly to and from the showers. Offenders should be allowed to take only the minimum items needed.
  - iii. Offenders are allowed to possess a reasonable quantity of personal hygiene items as determined by the Facility Unit Head consistent with the security needs of the institution.
    - (a) If the offender does not have basic personal hygiene items and is indigent, the institution should furnish them.
    - (b) The institution should provide security toothbrushes. Personal toothbrushes are generally not allowed since they may be used as weapons.
    - (c) No oils or lotions should be allowed, except prayer oil.
  - iv. Offenders should be provided razors by the institution. Personal razors should not be allowed. The type of razor should be consistent with the security level of the institution.
    - (a) When disposable razors (see *Authorized Security Razor*, Attachment 1) are provided, the institution should ensure the offender does not destroy the razor and use the blade to create a weapon or to cause self-harm.
    - (b) Staff should inspect the razor after use to ensure the offender has not tampered with the razor and the blade is present. The institution must use an accountability system to ensure the same disposable razor is not issued to more than one offender.
    - (c) If the institution provides electric razors, they should be cordless with removable cutting heads. Cutting heads and screen covers should be sanitized after each use by soaking in a solution of suitable disinfectant in accordance with manufacturer's instructions.
  - v. Barbering services will be available on a regular basis.
5. Within the resources available to the institution, unless security or safety considerations dictate otherwise, offenders in restrictive housing units have access to educational services, commissary services, library services, social services, treatment services, religious guidance, and recreational programs.
- a. Commissary
- i. Commissary orders will be taken at least 3 times per month on scheduled days.
  - ii. Offenders are allowed a \$40.00 spend limit per month. SD-2 offenders will be allowed an additional \$10.00 per month of consumable items.
  - iii. Glass, metal, and other hazardous containers or products may be restricted if determined by the institution to pose a risk to security.
  - iv. Security writing instruments should be provided by the institution. Offenders who will remain in a restrictive housing unit in excess of 30 days may be required to purchase security writing instruments after the initial issue.
  - v. A list of approved Commissary items for restrictive housing unit offenders should be available in the unit.



- b. Educational and Library Book Services
    - i. Offenders will have access to library books for personal use.
    - ii. Offenders will have access to educational services as determined by the institution Principal
  - c. During orientation, offenders will be provided institution specific information on how to access counseling services and program staff upon request and for emergencies. At a minimum, each offender on RHU status will receive a weekly visit from treatment staff.
  - d. Religious Guidance
    - i. Offenders will be afforded access to religious guidance. During orientation, offenders will be provided institution specific information on how to access the Chaplain or other available religious services.
    - ii. Visits from spiritual leaders may be requested in accordance with Operating Procedure 851.1, *Visiting Privileges*.
  - e. Exercise
    - i. Each institution should strive to confine offenders to their cells for less than 22 hours per day in restrictive housing units.
    - ii. Offenders assigned to General Detention and RHU status and will be allowed a minimum of two hours of out of cell exercise five separate days per week in a supervised area, unless security or safety considerations dictate otherwise.
    - iii. Offenders assigned to SD-1 and SD-2 will be allowed a minimum of two hours of out of cell exercise seven separate days per week in a supervised area.
    - iv. During periods of total institutional lockdown, out of cell exercise may be suspended for restrictive housing units.
      - v. A record will be made in both the restrictive housing unit logbook and the offender's *Individual Offender Log* or *Special Watch Log* any time exercise is given or refused.
      - vi. Exercise modules for offenders will be randomly assigned by staff; a Corrections Officer must be posted to patrol the exercise area whenever it is occupied by offenders.
6. Exceptions to normally provided living conditions, activities, and services are permitted only when found necessary by the Shift Commander; exceptions must be recorded in the restrictive housing unit logbook and documented on a [Denial of Activity or Service](#) 425\_F3 for offenders assigned to General Detention or RHU status. (5-ACI-4A-19, 5-ACI-4B-19; 4-4265)
- a. Unless offender behaviors or medical/mental health needs warrant the removal of specific property items or denial of specific activities, conditions for Mental Health and Medical Hold will conform to the living conditions for restrictive housing units. If any normally allowed specific property item or activity is denied, it must be documented using [Denial of Activity or Service](#) 425\_F3.
  - b. If access to activities and services is more restrictive for offenders identified as HRSV or who have alleged to have suffered sexual abuse or sexual harassment than for others in their housing status, staff will document the opportunities that have been limited, the duration of the limitation and the reasons for such limitations on the [Denial of Activity or Service](#) 425\_F3. (§115.43[b], §115.68)

## VII. REFERENCES

- Operating Procedure 050.3, *Facility Release of Offenders*
- Operating Procedure 420.2, *Use of Restraints and Management of Offender Behavior*
- Operating Procedure 720.1, *Access to Health Services*
- Operating Procedure 720.2, *Medical Screening, Classification, and Levels of Care*
- Operating Procedure 720.3, *Health Maintenance Program*
- Operating Procedure 720.5, *Pharmacy Services*
- Operating Procedure 730.2, *Mental Health Services: Screening, Assessment, and Classification*
- Operating Procedure 730.3, *Mental Health Services: Levels of Service*

Operating Procedure 730.5, *Mental Health Services: Behavior Management*  
Operating Procedure 802.1, *Offender Property*  
Operating Procedure 803.1, *Offender Correspondence*  
Operating Procedure 803.3, *Offender Telephone Service*  
Operating Procedure 810.1, *Offender Reception and Classification*  
Operating Procedure 810.2, *Transferred Offender Receiving and Orientation*  
Operating Procedure 820.2, *Re-Entry Planning*  
Operating Procedure 830.1, *Institution Classification Management*  
Operating Procedure 830.3, *Good Time Awards*  
Operating Procedure 830.5, *Transfers, Institution Reassignments*  
Operating Procedure 830.6, *Offender Keep Separate Management*  
Operating Procedure 841.4, *Restrictive Housing Units*  
Operating Procedure 851.1, *Visiting Privileges*  
Operating Procedure 861.1, *Offender Discipline, Institutions*  
~~Operating Procedure 864.1, *Offender Grooming and Hygiene*~~ (deleted 7/1/19)  
Operating Procedure 866.3, *Offender Legal Access*

#### VIII. FORM CITATIONS

[\*Restrictive Housing Unit: Shift Report\*](#) 425\_F2  
[\*Denial of Activity or Service\*](#) 425\_F3  
[\*Individual Offender Log\*](#) 425\_F4  
[\*Special Watch Log\*](#) 425\_F5  
[\*Sexual Abuse/Sexual Harassment Available Alternatives Assessment\*](#) 425\_F6  
[\*Serious Mental Illness \(SMI\) 28 Day Exemption Request\*](#) 425\_F7  
[\*Multi-Disciplinary Team Hearing Docket\*](#) 425\_F8  
[\*Health Screening - Health-Trained Staff\*](#) 720\_F10  
[\*Health Services "At Risk" Physical Screening\*](#) 720\_F18  
[\*Mental Health Screening: Restrictive Housing Unit Assignment \(DOC MH 14\)\*](#) 730\_F12  
[\*"At Risk" Offender Notification \(MH 14A\)\*](#) 730\_F13  
[\*Mental Health Serious Mental Illness \(SMI\) Determination\*](#) 730\_F34  
[\*Personal Property Request - Add/Drop\*](#) 802\_F1  
[\*Responsible Behavior Goals Progress Report\*](#) 841\_F22

#### IX. REVIEW DATE

The office of primary responsibility shall review this operating procedure annually and re-write it no later than three years after the effective date.

*The office of primary responsibility reviewed this operating procedure in May 2020 and necessary changes are being drafted.*

*The content owner reviewed this operating procedure in April 2021 and necessary changes are being drafted.*

***Signature Copy on File***

A. David Robinson, Chief of Corrections Operations

***1/31/19***

Date



# Virginia Department of Corrections

## Offender Management and Programs

### Operating Procedure 830.5

#### *Transfers, Institution Reassignments*

**Authority:**

Directive 830, *Classification Management*

**Effective Date:** November 1, 2020

**Amended:** 2/1/21, 4/1/21, 6/1/21, 9/1/21,  
10/1/21

**Supersedes:**

Operating Procedure 830.5 (Partial), March 1, 2017

**Access:**  Public  Restricted

Incarcerated Offender

**ACA/PREA Standards:**

5-ACI-4A-08, 5-ACI-5F-03; 4-ACRS-5A-06,  
4-ACRS-5A-14 [I]; §115.42, §115.43, §115.68

<b>Content Owner:</b>	Jim Parks Director of Offender Management Services	<i>Signature Copy on File</i>	9/15/20
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<b>Reviewer:</b>	Jermiah Fitz, Jr. Corrections Operations Administrator	<i>Signature Copy on File</i>	9/24/20
		Signature	Date
<b>Signatory:</b>	A. David Robinson Chief of Corrections Operations	<i>Signature Copy on File</i>	9/28/20
		Signature	Date

### REVIEW

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

### COMPLIANCE

This operating procedure applies to all units operated by the Virginia Department of Corrections. Practices and procedures must comply with applicable State and Federal laws and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

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## DEFINITIONS

**Annual Review** - A uniform yearly review of an offender's classification, needs, and objectives; the Initial Classification Date (ICD) is used to establish the review date for an offender received on or after February 1, 2006. The Custody Responsibility Date (CRD) is used to establish the review date for an offender received prior to February 1, 2006.

**Behavioral Correction Program (BCP)** - Requires a court referral to CCS prior to sentencing, is a specific sentence into CTC that allows for the potential of a sentence suspension and release on Probation after an offender's successful completion of a minimum of 24 months in CTC

**Central Classification Services (CCS)** - Staff members from the Offender Management Services Unit who review certain recommendations made by the Institutional Classification Authority and Multi-Disciplinary Team to render a final decision regarding offender status and assignments

**Cognitive Therapeutic Community (CTC)** - A structured, residential substance abuse treatment program that incorporates cognitive and behavioral programming to aid in the recovery from alcohol and other drug addictions

**Detainer** - Any form of legal hold placed on an offender by another jurisdiction, where the effect is that an offender will not be released upon completion of confinement, because that jurisdiction intends to take physical custody of the offender. A legal hold may be filed by federal, state, or local authorities and will include: *Detainers* for arraignment or prosecution of untried charges; *Judgment & Commitment Orders* for an un-served sentence; *Non-Detainer Holds* to serve the balance of a sentence subsequent to escape, or revocation of parole/probation; or any form of *Notify or Hold Request* filed by the U.S. Immigration & Customs Enforcement (ICE).

**Emergency Transfer** - Temporary movement found necessary to protect offenders and staff from imminent danger of physical harm, to prohibit offenders from destruction of state property, and/or escape

**Facility Reassignment (Transfer)** - The physical movement of an offender from the custody of one facility to the custody of another facility within the purview of the Department of Corrections and local jail facilities

**High Risk Sexual Victim (HRSV)** - As identified by the *Classification Assessment* and Psychology Associate assessment, any incarcerated offender confirmed as a sexual victim or identified as being at high risk of being sexually victimized

**Initial Classification Date (ICD)** - The date on which the offender was initially assigned to a security level

**Institutional Classification Authority (ICA)** - The institutional employee designated to conduct offender case review hearings

**Intensive Drug Treatment Program (IDTP)** - A voluntary substance abuse program for offenders who while incarcerated, have used or been in possession of drugs or alcohol for their own use within the previous 30-days prior to the request for admission

**Multi-Disciplinary Team (MDT)** - MDT members are responsible to review individual offenders related to ~~restrictive~~ restorative housing and step-down statuses and act as the Institutional Classification Authority to make recommendations for housing status, transfer, security level, good time class, etc.; decisions are the responsibilities of the Facility Unit Head and Regional Administrator. (changed 9/1/21)

**Multi-Institution Treatment Team (MITT)** - MITT members are responsible for assigning an offender to one of the Secure Diversionary Treatment Programs and transitioning offenders to other SDTP programming and out to a non - SDTP general population setting upon completion of programming.

**Offender with Serious Mental Illness (SMI)** - Offender diagnosed with a Psychotic Disorder, Bipolar Disorder, Major Depressive Disorder, Posttraumatic Stress Disorder (PTSD) or Anxiety Disorder, or any diagnosed mental disorder (excluding substance abuse disorders) currently associated with serious impairment in psychological, cognitive, or behavioral functioning that substantially interferes with the person's ability to meet the ordinary demands of living.

**Protective Custody** - A classification status for offenders requesting or requiring separation from other offenders as a result of their personal security needs

**Protective Custody Unit** - A special purpose general population housing unit designated by the Director for offenders classified as requiring separation from other offenders as a result of their personal security needs;

offenders requesting and requiring assignment to a protective custody unit may be managed in General Detention and **Restrictive Restorative** housing, as appropriate, pending assignment and transfer. (changed 9/1/21)

**Restrictive Restorative Housing Unit** - A general term for special purpose bed assignments including general detention, **restrictive restorative** housing, and step-down statuses; usually a housing unit or area separated from full privilege general population (changed 9/1/21)

- **Restrictive Restorative Housing (RHU)** - Special purpose bed assignments operated under maximum security regulations and procedures, and utilized under proper administrative process, for the personal protection or custodial management of offenders (changed 9/1/21)
- **RH Step-down 1 (SD-1), RH Step-down 2 (SD-2)** - General population bed assignments operated with increased privileges above **Restrictive Restorative** Housing but more control than full privilege general population (changed 9/1/21)

**Secure Diversionary Treatment Program (SDTP)** - Bed assignments designated for eligible offenders who are classified as Seriously Mentally Ill (SMI), and who meet the criteria for program admission. The SDTP is a formalized program that operates within structured security regulations and procedures, and provides for programming and treatment services conducive with evidence based treatment protocols and individualized treatment plans

**Serious Mental Illness (SMI) Coordinator Special Program Manager for Diversionary Housing** - A member of the MITT responsible for gathering and organizing documentation for SDTP referrals and coordinating the offender review, approval, and assignment process (changed 9/1/21)

**Shared Allied Management (SAM) Unit** - A residential programming unit operated at designated institutions to deliver intensive services in a safe environment to specific offender populations that typically require a high level of services from security, mental health, and/or medical staff

**Shared Allied Management (SAM) Unit Committee** - A committee that is responsible for making decisions on inmate admissions, removals, pathway assignments, treatment plans, and the overall status and stability of the SAM Unit including unit operations and culture. (added 6/1/21)

**Steps to Achieve Reintegration (STAR) Program** - A program operated at designated institutions for offenders who, motivated by fear, refuse to leave **restrictive restorative** housing and enter general population (changed 9/1/21)

## PURPOSE

This operating procedure governs offender requests for and management of offender transfers and reassignments for offenders incarcerated in Department of Corrections (DOC) institutions.

## PROCEDURE

- I. Transfers of ~~Offenders~~ Inmates (changed 10/1/21)
  - A. Except where otherwise specified in this operating procedure, all institutional transfers should be coordinated through the Central Transportation Services.
  - B. Inmates pending a transfer may be housed in an institution that has a higher or lower security level designation than the inmates assigned security level. (added 10/1/21)
    1. Inmates who are pending transfer to a higher or lower security level institution will be transferred once bed space becomes available.
    2. Inmate transfers from a lower to higher security level institution have priority over inmate transfers from a higher to a lower security level.
  - C. Transfer of Offender Records:
    1. The offender's criminal record, health record, and any prescribed medication orders, must accompany an offender on transfer to any institution. This does not apply to temporary transfers to hospitals or to local jail facilities to facilitate court appearances.
    2. The Records Manager or records staff must complete the [Interdepartmental Transfer Notice \(CA4\) 050\\_F9](#) and attach it to the outside of the envelope containing the facility folder or historical hardcopy record and health record; see Operating Procedure 050.3, *Facility Release of Offenders*.
    3. Facility Unit Heads or their designees of receiving institutions are not required to accept the custody of the offender without the complete historical hardcopy record or facility folder, as applicable.
- II. Population Management Transfers
  - A. Central Classification Services (CCS) may administratively reassign offenders to other institutions without an Institutional Classification Authority (ICA) hearing for the purposes of managing the prison population.
    1. Offenders who were administratively transferred to an institution are not required to meet the eligibility criteria of one year at present assignment in order to request a transfer at their annual review.
    2. The offender's transfer request at their annual review may be submitted to CCS for final review.
  - B. CCS may assign offenders temporarily to institutions that are not the same security level for purposes of interviews, courts, medical, psychological, security, special work assignments, etc. Transportation will be coordinated through the routine Central Transportation Services schedule, if possible.
  - C. The Director of Offender Management Services has authorized the Facility Unit Heads at specific parent host institutions to temporarily transfer eligible and suitable offenders to their adjacent Work Centers.
    1. The Facility Unit Head or designee must complete an [Intra-Regional Transfer Authorization 050\\_F8](#); see Operating Procedure 050.3, *Facility Release of Offenders*.
    2. The Transportation Coordinator will be notified by telephone or email, and copies of the *Authorization* must be forwarded to Central Transportation Services, the institution's Records Office, and the receiving Work Center prior to physical movement of the offender.
- III. Field Unit and Work Center Transfers (5-ACI-5F-03; 4-ACRS-5A-14 [I])
  - A. Field Units and Work Centers are minimum security institutions designed to provide suitable confinement for lower risk offenders, increase productivity of offenders through work activity, and provide a cost effective alternative to more traditional prison construction.

- B. Offenders who meet the eligibility criteria may request a transfer to a Field Unit or Work Center at the time of their annual review, or may be administratively reviewed and assigned by CCS staff upon a determination that such an assignment is appropriate.
- C. All institutional requests will be submitted in VACORIS to CCS for review and a final decision.
- D. Eligibility Criteria - Offenders must meet each of the following criteria to be reviewed for assignment to a Field Unit or Work Center:
  - 1. Security Level 1 offenders - No Murder I or II, Sex Offense, Kidnap/Abduction, No Escapes within the last 10 years as defined in the *Institutional Assignment Criteria*, or Felony Detainers
  - 2. Security Level W offenders - No Murder I or II, Voluntary Manslaughter, Sex Offense, Kidnap/Abduction, Carjacking, Flight/FTA pattern, No Escapes within the last 10 years as defined in the *Institutional Assignment Criteria*, No Felony Detainers. Felony convictions for Robbery with Weapon Present or Implied, Malicious Wounding, Unlawful Wounding, Maiming, and Felonious Assault, including multiple convictions, will be considered on a case-by-case basis.
  - 3. Field Units and Work Centers
    - a. Good Time Class Level I or II or the equivalent
    - b. "A" or "B" Medical Location Code and "D" Medical Location Code for psychotropic medications with "MH-X" Mental Health Classification Code; see *Standard Treatment Guideline - Medical/Location Codes*.
    - c. "0" or "1" Mental Health Classification Code. Offenders assigned to a "2" Mental Health Classification Code will be considered on a case-by-case basis for assignment to a designated Field Unit or Work Center; see the *Designated Field Unit and Work Center - Psychiatric Services Guidelines* attachment to Operating Procedure 730.2, *Mental Health Services: Screening, Assessment, and Classification*.

#### IV. Cadre Assignment Transfers

- A. Offenders who meet all eligibility criteria may request a cadre assignment at the time of their annual review, or may be administratively reviewed and assigned by CCS staff upon a determination that such an assignment is appropriate.
- B. Eligibility Criteria - Offenders must meet each of the following criteria to be reviewed for cadre:
  - 1. Security Level W offenders - No Murder I or II, Voluntary Manslaughter, Sex Offense, Kidnap/Abduction, Carjacking, Flight/FTA pattern, No Escapes within the last 10 years as defined in the *Institutional Assignment Criteria*, No Felony Detainers. Felony convictions for Robbery with Weapon Present or Implied, Malicious Wounding, Unlawful Wounding, Maiming, and Felonious Assault, including multiple convictions, will be considered on a case-by-case basis.
  - 2. Security Level 1 offenders - No Murder I or II, Sex Offense, Kidnap/Abduction, Escape within the last 10 years as defined in the *Institutional Assignment Criteria*, or Felony Detainers
  - 3. Security Level 2 offenders - No Life+ or Multiple Life sentences, Single Life GCA sentences must have reached their PED. Single Life ESC sentences are not eligible for SL 2.
  - 4. For all Security Levels (W, 1, and 2)
    - a. Good Time Class Level I or II or the equivalent
    - b. "A" or "B" Medical Location Code, "D" Medical Location Code considered on a case-by-case basis
    - c. "0" or "1" Mental Health Classification Code, "2" Mental Health Classification Code considered on a case-by-case basis
  - 5. No disciplinary infractions in the past six months
- C. CCS staff must be notified when an offender is no longer eligible or suitable for a cadre assignment. Upon notification that an offender is no longer eligible or suitable for a cadre assignment, CCS staff will review



the offender for appropriate reassignment.

V. Medical and Mental Health Transfers

- A. Health Services Unit staff will coordinate the temporary or permanent transfers for medical purposes; see Operating Procedure 720.2, *Medical Screening, Classification, and Levels of Care*, and Operating Procedure 720.7, *Emergency Medical Equipment and Care*.
- B. Offenders transfers based on mental health problems will be coordinated through the Psychology Associate Senior at CCS; see Operating Procedure 730.3, *Mental Health Services: Levels of Service*.

VI. Court Appearance Transfers

- A. An offender summoned by court order to appear in a court may be housed in a local jail facility for court appearances. Offenders transferred to local jail facilities for court purposes will be returned to the sending institution upon completion of their involvement in court proceedings.
- B. When it is deemed necessary to transfer an offender from one institution to another to facilitate Court appearance in the absence of a court order, the Facility Unit Head or their designee receiving verbal instructions from the court, or the Attorney General's office, must promptly notify the Director of Offender Management Services.
  - 1. The Facility Unit Head or their designee will indicate the date of the scheduled Court appearance.
  - 2. The Director of Offender Management Services or designee will issue a *Temporary Reclassification* authorizing the necessary transfer to an appropriate institution.
  - 3. Upon completion of the court appearance, the offender will be returned to the sending institution, if suitable.

VII. Emergency Transfers

- A. In situations which require the immediate removal of an offender from an institution, CCS staff, during business hours, or the Regional Administrator or Regional Duty Officer, during non-working hours, holidays, and weekends, may authorize a temporary transfer to any equal or higher security level institutional bed.
  - 1. Emergency transfers will be in accordance with levels established in the *Institutional Assignment Criteria*.
  - 2. Such decisions may be made for security and health reasons only, and must conform to the definition of *Emergency Transfer* in this operating procedure.
- B. The Director of Offender Management Services has authorized the Facility Unit Head to coordinate the temporary, emergency removal of offenders from their Work Center, Security Level 1 institution, and Deerfield Correctional Center to their parent host institution using an [Intra-Regional Transfer Authorization](#) 050\_F8; see Operating Procedure 050.3, *Facility Release of Offenders*.
  - 1. If the Facility Unit Head of the host institution accepts the offender for temporary transfer, no further authorization for transfer is necessary.
  - 2. The Transportation Coordinator must be notified by telephone or email immediately.
  - 3. All eligibility standards for emergency transfer and ICA hearing requirements apply; see Operating Procedure 830.1, *Institution Classification Management*.
- C. Where possible, temporarily transferred offenders will be assigned to fill vacant beds and "swaps" of offenders will be utilized only as a last resort.
  - 1. All emergency transfers should be coordinated with the Transportation Coordinator.
  - 2. The Regional Administrator or designee should contact, email is acceptable, the Transportation Coordinator the next business day after a temporary intra-regional transfer to confirm that their transfer presents no conflict with already committed beds.

D. All temporary, emergency transfer decisions are subject to review and approval by CCS staff. All formal ICA hearing requirements must be observed.

E. Offenders Eligible for Emergency Transfer:

1. Any offender who cannot be safely controlled at their current institution pending standard reclassification due to disruptive or violent/aggressive infractions; these offender should not be assigned to a general population status at time of transfer.
2. Any offender whose medical needs require immediate transfer to an institution with 24 hr. medical coverage, specialized medical equipment, or close proximity to a major medical facility.

F. Processing Temporary Emergency Transfers - (Normal Business Hours of 8:00 a.m. - 5:00 p.m.):

1. The Facility Unit Head or the Assistant Facility Unit Head requesting a temporary transfer will contact CCS. (4-ACRS-5A-06 [I])
2. This Facility Unit Head or Assistant Facility Unit Head will provide a detailed written explanation of the rationale for the offender's assignment to ~~restrictive~~ restorative housing, the need for their immediate transfer from the current institution, and a recommendation of the level of security housing needed for the offender.
3. CCS will issue a *Temporary Reclassification* to affect the necessary transfer.

G. Processing Temporary Emergency Intra-Regional Transfers - (Non-Working Hours, Holidays, and Weekends):

1. The Regional Administrator or Regional Duty Officer will be responsible for determining the validity of need for an immediate temporary transfer based on a Facility Unit Head's or Administrative Duty Officer's, in the Facility Unit Head's absence, request. (4-ACRS-5A-06 [I])
2. The Regional Administrator or designee will ensure the offender being transferred meets the established *Institutional Assignment Criteria* of the institution chosen to receive the offender and will ensure the sending institution completes a thorough records check for documented keep separates, prior to transfer, to ensure that the temporary transfer will not place the offender in jeopardy.
3. The Regional Office will maintain a permanent ledger or file of all temporary transfers approved at the regional level.
4. The Regional Administrator or designee will be responsible for ensuring institutional compliance with Operating Procedure 830.1, *Institution Classification Management*.
5. The [Intra-Regional Transfer Authorization](#) 050\_F8, along with a detailed, written explanation of the need for temporary transfer from the offender's housing institution will be completed and distributed; see Operating Procedure 050.3, *Facility Release of Offenders*.
6. Notification to the Central Transportation Services will be made by telephone and faxing or emailing a copy of the *Intra-Regional Transfer Authorization* by 9:00 a.m. on the following working day.
7. When a temporary transfer conflicts with a bed commitment, CCS staff will select an alternate location, where possible, on the first working day following the temporary move.

H. Responsibilities for Temporary Emergency Transfer:

1. Sending Institution's Responsibilities

- a. The sending institution is to provide CCS staff or the Regional Administrator, as appropriate, with clear concise information regarding the need for a temporary transfer.
- b. A record check for keep separates will be conducted to ensure that the offender has no documented keep separates at the institution to which the offender is being sent.
- c. When the offender is being assigned to ~~restrictive~~ restorative housing, staff at the sending institution will conduct an ICA hearing at the same time the offender is being temporarily transferred. When this is not possible, staff at the sending institution will ensure at a minimum the following is completed prior to the physical move: (changed 9/1/21)

- i. Prior to transfer, the offender will sign and receive a copy of the *Institutional Classification Authority Hearing Notification*, for their assignment to ~~restrictive~~ restorative housing, see Operating Procedure 830.1, *Institution Classification Management*. (changed 9/1/21)
    - ii. The Reporting Officer will provide a signed written statement describing the pertinent facts and action(s) taken concerning the incident that prompted or resulted in the temporary transfer.
  - d. The following documents are to be forwarded to the receiving institution with the offender's record at the time of transfer:
    - i. *Institutional Classification Authority Hearing* report indicating the reason for transfer
    - ii. Reporting Officer's original written statement
    - iii. Any untried disciplinary infractions as well as the originals of any infractions
    - iv. *Disciplinary Offense Reports* that are pending possible offender appeal action
    - v. Other pertinent documents, statements and/or reports concerning the incident and/or transfer, e.g., keep separate lists or completed request sheets, ICA results, etc.
- 2. Receiving Institution's Responsibilities
  - a. The Facility Unit Head or designee at the sending institution will apprise the Facility Unit Head or their designee at the receiving institution of the pertinent facts surrounding the case.
  - b. If an ICA hearing was not conducted prior to the offender's physical transfer, staff at the receiving institution will conduct an ICA hearing within three working days.
    - i. The ICA or MDT, as appropriate, may address whether the assignment is a temporary assignment pending the outcome of the investigation or disciplinary hearing or a permanent assignment for the offender, whichever is appropriate.
    - ii. If the assignment is temporary pending completion of an investigation or disciplinary action, an additional ICA hearing will be required to address the offender's permanent assignment.
  - c. Institution staff will ensure that all procedural safeguards are observed per applicable operating procedures.
  - d. The institution conducting the ICA hearing will note in the VACORIS classification module under *Actions*:
    - i. That the offender was temporarily transferred
    - ii. The date of the transfer
    - iii. The location to and from which the offender was transferred
    - iv. The specific reason(s) for the temporary transfer and recommendations for institutional assignment
- 3. Central Classification Services Responsibilities
  - a. The Manager of CCS or designee will determine the priority when a temporary regional transfer conflicts with an earlier bed commitment.
  - b. The Manager of CCS will advise the Transportation Coordinator to redirect offenders as deemed necessary and appropriate.
- 4. All *Intra-Regional Transfer Authorizations* received in CCS will be forwarded to the Transportation Coordinator who will upload the *Transfer Authorizations* into the classification module of VACORIS.
- 5. CCS staff will review each classification action involving offenders who were temporarily transferred intra-regionally. CCS staff will require staff at the institution where the offender is housed to provide additional information for any classification action that does not specifically address the rationale for temporary transfer.
- 6. CCS staff will ensure all necessary procedural safeguards are in place and will initiate final action for each temporary transfer.

VIII. Transfer to Other Regional Facilities for ~~Restrictive~~ Restorative Housing (changed 9/1/21)

- A. Facility Unit Heads or their designees may authorize the transfer of an offender to another institution's ~~restrictive~~ Restorative Housing Unit when the sending institution does not have adequate ~~restrictive~~

restorative housing resources. (changed 9/1/21)

- B. In such cases, the offender is normally returned to their assigned institution upon their release to general population.
- C. The ICA or MDT, as appropriate, will review offenders who, for security reasons, cannot be returned to their assigned institution.

IX. Disciplinary/ Keep Separate Transfers

- A. Offenders may be referred administratively to the ICA or MDT, as appropriate, for transfer consideration to another appropriate institution when institution staff determine that the offender is a threat to the secure and orderly operation of the institution due to disciplinary infractions or a documented keep separate situation.
- B. Offenders assigned to a ~~restrictive~~ Restorative Housing Unit for investigative purposes should not be recommended for a transfer until the investigation is completed. When the offender is assigned to ~~restrictive~~ restorative housing, the ICA or MDT, as appropriate, may recommend a transfer to a suitable institution, with documentation, or return the offender to the general population. (changed 9/1/21)

X. Protective Custody

A. Designation of Protective Custody Units

- 1. The DOC Director or designee will determine the location of Protective Custody Units and the number of beds assigned for that purpose.
- 2. The Facility Unit Head or designee should designate the specific beds within the institution allocated for protective custody use.
- 3. Protective Custody Units may be double celled or double bunked as needed for population management.

B. An offender may declare a need for protection at any time.

- 1. After thorough investigation, the Facility Unit Head or designee may request an offender's transfer to the Protective Custody Unit, if deemed appropriate.
- 2. The institution(s) maintaining a Protective Custody Unit may be at a higher security level than that to which the offender is currently assigned.
- 3. Offenders assigned to the Protective Custody Unit will be designated as Security Level P.

C. Classification To Protective Custody Units

- 1. The ICA or MDT, as appropriate, should reach a decision for a protective custody assignment based on substantial, credible information, and after an investigation confirms the need for protective custody; see Operating Procedure 830.1, *Institution Classification Management*, and Operating Procedure 830.6, *Offender Keep Separate Management*. For example, the offender:
  - a. Has multiple documented keep separates
  - b. Is a documented former public official, law enforcement or other employee from a criminal justice agency
  - c. Gave documented testimony against gang or other crime organization
  - d. Is a High Risk Sexual Victim (HRSV) or sexual abuse victim
    - i. The institution will make individualized determinations about how to ensure the safety of each offender. (§115.42[b])
    - ii. In deciding whether to assign a transgender or intersex offender to a Protective Custody Unit, institution staff must consider on a case-by-case basis whether this placement would ensure the offender's health and safety, and whether the placement would present management or security problems. (§115.42[c])

- iii. A transgender or intersex offender's own views with respect to their own safety will be given serious consideration. (§115.42[e])
  - iv. Lesbian, gay, bisexual, transgender, or intersex offenders will not be placed in the Protective Custody Unit solely based on their identification or status. (§115.42[g])
  - e. Gang members will be considered on a case-by-case basis.
2. When an offender's need for personal protection is documented and no alternatives exist, the Shift Commander may authorize an offender's assignment to General Detention and placement in the ~~restrictive~~ Restorative Housing Unit pending review for protective custody assignments; see Operating Procedure 425.4, *Management of Bed and Cell Assignments* (Restricted), and Operating Procedure 841.4, *Restorative Restorative Housing Units*. (changed 9/1/21)
    - a. Offenders identified as HRSV or offenders alleged to have suffered sexual abuse should not normally be placed in a ~~restrictive~~ Restorative Housing Unit without their consent unless it has been determined by a Psychology Associate, in consultation with the Shift Commander and Regional PREA Analyst, that there are no available alternative means of separation from likely abusers. (§115.43[a], §115.68) (changed 9/1/21)
    - b. The ICA or MDT should clearly document on the *Institutional Classification Authority Hearing* report the basis for the institution's concern for the offender's safety and the reason why no alternative means of separation can be arranged. (§115.43[d], §115.68)
    - c. Involuntary assignment to a ~~restrictive~~ Restorative Housing Unit will only be made until an alternative means of separation from likely abusers can be arranged. (§115.43[c], §115.68) (changed 9/1/21)
    - d. This assignment to ~~restrictive~~ restorative housing will not ordinarily exceed a period of 30 days (§115.43[c], §115.68) (changed 9/1/21)
    - e. Mental Health staff will advise the ICA on whether the offender can be released to general population or whether they must be assigned to ~~restrictive~~ restorative housing and/or transferred to the DOC Protective Custody Unit. (§115.43[c], §115.68) (changed 9/1/21)
    - f. The Regional PREA Analyst must be notified of this assignment and kept informed of any changes in the offender's status. (§115.43[a], §115.68)
  3. Offenders with documented aggressive behavior or other potential for causing management problems should not be classified to a specialized Protective Custody Unit. The offender should be considered for other alternatives that meet their protective custody needs without endangering the safety of staff or other offenders.
  4. Institution recommendations will be submitted through VACORIS to CCS staff for review and final decision. Offenders should not be moved from a general population or ~~restrictive~~ Restorative Housing Unit assignment to a Protective Custody Unit without the approval of CCS. (changed 9/1/21)
  5. CCS staff may assign an offender to the Protective Custody Unit for one or more of the following reasons:
    - a. Keep separate claims, whether offender or administrative, have been approved by CCS staff in accordance with Operating Procedure 830.6, *Offender Keep Separate Management*.
    - b. The offender's background, crimes, lifestyle, behavior, etc. indicates a high likelihood they will be preyed upon by other offenders in a general population setting
  6. The following information should be provided in the *Institutional Classification Authority Hearing* report: (§115.43[d], §115.68)
    - a. The reason(s) the offender is in need of protective custody
    - b. How long the offender has been in ~~restrictive~~ restorative housing for their protection (changed 9/1/21)
    - c. Any disciplinary infractions the offender has received while in ~~restrictive~~ restorative housing for protection (changed 9/1/21)
    - d. Any other documentation that would provide CCS staff with information to assess the institution's recommendation for an assignment to the Protective Custody Unit

D. General Provisions of Protective Custody Units (§115.43[b], §115.68)

1. Protective Custody Units should provide programs and services similar to those available to general population offenders, to the extent feasible.
2. The Facility Unit Head at institutions operating Protective Custody Units should develop local operating procedures to specify the services and programs that will be available to protective custody offenders. Procedures should generally address the following programs and services:
  - a. Commissary purchases
  - b. Correspondence
  - c. Counseling
  - d. Education
  - e. Exercise/Recreation
  - f. Legal Services/Law Library
  - g. Medical Services
  - h. Orientation
  - i. Personal Property
  - j. Telephone Calls
  - k. Visitation
  - l. Work Assignments

E. Classification Reviews

1. Assignment to a Protective Custody Unit is a specialized general population housing status.
  - a. Offenders housed in a Protective Custody Unit should have an annual review of their good time class level with an updated Re-entry Case Plan and Home Plan.
  - b. Security level and transfer requests should not be considered.
2. Protective custody offenders who become disruptive should be assigned to the institution's ~~restrictive~~ Restorative Housing Unit; see Operating Procedure 425.4, *Management of Bed and Cell Assignments (Restricted)*, and Operating Procedure 841.4, ~~Restrictive~~ Restorative Housing Units. (changed 9/1/21)
3. An offender may be referred administratively to the ICA for transfer out of the Protective Custody Unit for the following: (5-ACI-4A-08)
  - a. Institution staff determine that the offender can no longer be managed in the Protective Custody Unit
  - b. Institution staff determine that the threat to the offender's safety no longer exists.
  - c. The offender requests release or refuses an assignment to the Protective Custody Unit. When an offender requests release or refuses assignment, the [\*Protective Custody Release and Refusal\*](#) 830\_F7 must be completed and attached to the ICA in VACORIS.
  - d. All institutional recommendations will be escalated in VACORIS to CCS staff for a final decision.
  - e. If approved, the offender will be assigned to an appropriate security level and institution.

F. Keep separates within the Protective Custody Unit

1. Offenders who claim a keep separate within the Protective Custody Unit must report and identify the offender; see Operating Procedure 830.6, *Offender Keep Separate Management*.
2. Keep separate claims should be evaluated for validity by CCS staff. This requirement is an additional precaution that applies only to Protective Custody Units.
3. Staff assigned to the Protective Custody Unit should take reasonable steps to separate the offenders pending CCS staff decision.



XI. Security Level S Transfers

- A. Security Level S is a type of housing reserved for special purpose bed assignment, utilized under proper administrative process at institutions, for the protective care and management of offenders.
- B. To initiate a transfer to the designated institution for offender assignment to Security Level S, staff at the institution currently housing the eligible offender should conduct an ICA hearing, document the offender's eligibility, and recommend assignment in accordance with Operating Procedure 830.1, *Institution Classification Management*, and Operating Procedure 830.2, *Security Level Classification*.
- C. CCS staff will review each assignment and, in VACORIS, escalate eligible offenders to the Facility Unit Head or their designee and the Regional Operations Chief for review.

XII. Steps to Achieve Reintegration (STAR) Program Transfers

- A. Offenders in ~~restrictive~~ restorative housing who refuse assignment to general population due to fear, threat, violent or aggressive behavior, or legitimate protective custody needs, should be reviewed by institution staff for transfer to the *Steps to Achieve Reintegration (STAR) Program*. (changed 9/1/21)
  - 1. Security level W through 4 offenders will be considered for the *Star Program* at Keen Mountain Correctional Center (KMCC).
  - 2. Security Level 5 offenders and offenders not eligible for placement at KMCC will be considered for the high security level *STAR Program* at Wallens Ridge State Prison (WRSP).
- B. To recommend a transfer to either *STAR Program*, institution staff will prepare the [Offender Case Analysis for Steps to Achieve Reintegration \(STAR\) Program](#) 830\_F5 for review and approval by the Facility Unit Head or designee.
- C. The staff member preparing the *Offender Case Analysis* must notify an institution Psychology Associate who will complete the [Steps to Achieve Reintegration \(STAR\) Program - Mental Health Review](#) 830\_F6.
  - 1. The *Mental Health Review* must be sent directly to the KMCC or the WRSP Psychology Associate Senior, as appropriate, for review.
  - 2. Failure to submit the *Mental Health Review* to KMCC or WRSP will result in CCS staff disapproval of the offender for participation in the *STAR Program*.
  - 3. The *Mental Health Review* must not be uploaded into VACORIS.
- D. A formal ICA hearing must be conducted and submitted in VACORIS to CCS staff for review; see Operating Procedure 830.1, *Institution Classification Management*.
  - 1. Confirmation that the *Mental Health Review* was completed and submitted to Psychology Associate at KMCC or WRSP must be documented on the *Institutional Classification Authority Hearing Notification*.
  - 2. The completed *Offender Case Analysis* must be uploaded to VACORIS as an external document and forwarded with the ICA recommendation for assignment to the *STAR Program*.
- E. CCS staff will review each assignment to the *STAR Program*, and in VACORIS, escalate eligible offenders for review by the Facility Unit Head or designee at the designated *STAR Program* institution and the appropriate Regional Operations Chief.
- F. The Facility Unit Head or designee and the Regional Operations Chief must approve the offender's admission into the *STAR Program* and with the Transportation Coordinator will arrange transfer, as needed for offenders accepted into the program.
- G. Offenders disapproved for assignment to the *STAR Program* should be re-evaluated for alternative options, i.e., release to general population and/or transfer.
- H. After completing the *STAR Program* at KMCC, offenders must be in general population at KMCC for six months prior to requesting a transfer.

### XIII. Shared Allied Management (SAM) Unit Transfers

- A. The purpose of the SAM Unit is to promote safety within institutions by avoiding the use of ~~restrictive~~ ~~restorative~~ housing to manage offenders that typically require a high level of services from security, mental health, and/or medical staff. (changed 9/1/21)
- B. Three specific offender populations are eligible for assignment to a SAM Unit.
1. Mental Health Population: Mentally ill or seriously mentally ill (SMI) offenders who are at a greater risk to cycle in and out of ~~restrictive~~ ~~restorative~~ housing and/or Mental Health Units for disruptive behavior related to their mental health diagnoses and symptoms to include: (changed 9/1/21)
    - a. Offenders with a Mental Health Code 2 or 2S, who are housed in a ~~restrictive~~ ~~Restorative~~ Housing Unit with a history of repeated misbehavior due to their mental illness (changed 9/1/21)
    - b. Offenders recently released from an Acute Care Unit or other Mental Health Units
    - c. Offenders who had suicidal/ self-harm incidents and/or thoughts in the last three months
    - d. Offenders who are having a difficult time adapting to the basic demands of their current housing status due to the symptoms of their mental health diagnosis but do not meet the criteria for a Mental Health Unit
  2. Medical Population: Medically infirmed offenders requiring intensive medical attention but not requiring admission to the infirmary
  3. Vulnerable Population: Offenders who are at a greater risk for victimization or being bullied in general population due to characteristics such as cognitive challenge, age (seniors and youthful), small in stature, or timid personalities
- C. SMI offenders requiring ~~restrictive~~ ~~restorative~~ housing for longer than 28 days, offenders with a history of repeated or recent predatory behavior, and offenders attempting to manipulate their housing due to debt, threat, other social factors, or personal gain are not eligible for assignment to a SAM Unit. (changed 9/1/21)
- D. In order to recommend an offender for assignment to a SAM Unit, designated institutional staff must prepare the [\*Shared Allied Management \(SAM\) Unit Admission Screening\*](#) 830\_F8 ~~for to be reviewed by the SAM Committee and approval~~ approved by the Chief of Housing and Programs (CHAP). (changed 6/1/21)
1. In order to assign an offender to the SAM Unit at their current institution, an informal ICA hearing is required and designated institutional staff must prepare the [\*Shared Allied Management \(SAM\) Unit Admission Screening\*](#) 830\_F8 ~~for to be reviewed by the SAM Committee and approval~~ approved by the institution's CHAP. (changed 6/1/21)
    - a. Offenders must first be referred and reviewed for placement in the SAM Unit at their current institution.
    - b. Submission of the *SAM Admission Screening* to DOCSAM for internal assignments is not required.
  2. When the offender's assignment to a SAM Unit requires an institutional transfer, a formal ICA hearing will be conducted and submitted via VACORIS to the Psychology Associate Senior at CCS or designee for review.
    - a. The offender's security level score and status must be reviewed to determine if the current security level is appropriate. When the offender's behavior or other factors indicate that the current security level assignment may not be appropriate, the offender's security level must be updated in VACORIS; see Operating Procedure 830.2, *Security Level Classification*.
    - b. The ICA recommendation should include a transfer request to a SAM Unit at an appropriate institution consistent with the *Institutional Assignment Criteria*.
    - c. Upon conclusion of the ICA and recommendation of offender assignment to a SAM Unit, the CHAP or designee will forward the completed [\*Shared Allied Management \(SAM\) Unit Admission Screening\*](#) 830\_F8 by email to DOCSAM.
    - d. The Psychology Associate Senior at CCS or designee will review each recommended assignment



and, taking into consideration bed availability, will make a determination on the appropriate institutional SAM Unit assignment.

- e. The Psychology Associate Senior at CCS or designee will forward the *SAM Admission Screening* to the CHAP at the receiving SAM Unit for review and approval.
  - i. Within ~~three~~ five working days, the CHAP or their designee must make email notification to the Psychology Associate Senior at CCS or designee of their decision to either accept, accept with waitlist, or deny an offender's assignment to the SAM Unit; the facilities SAM Committee will review all incoming referrals and communicate with the CHAP on their decision. (changed 4/1/21, changed 6/1/21)
  - ii. If the offender is accepted, the Psychology Associate Senior at CCS or designee will approve the offender's admission into the SAM Unit and finalize the ICA's recommendation for transfer in VACORIS.
  - iii. If the offender is accepted with waitlist, the Psychology Associate Senior or designee will add the offender to the statewide wait list for SAM Unit beds.
  - iv. If the offender is denied admission, the CHAP or their designee must clearly document the reason for denial on the *Shared Allied Management (SAM) Unit Admission Screening* 830\_F8. Denial of a SAM Unit referral is limited to legitimate operational or security reasons i.e. validated keep separates, inappropriate classification, bottom bunk availability, etc.
- f. When an inappropriate referral is submitted or an offender's admission into a SAM Unit is denied, the Psychology Associate Senior at CCS or their designee will consult with the ~~SMI Coordinator~~ Special Program Manager for Diversionary Housing. (changed 9/1/21)
  - i. The ~~SMI Coordinator~~ Special Program Manager for Diversionary Housing will make the final determination on the appropriateness of the referral and on the offender's institutional SAM Unit assignment.
  - ii. The Psychology Associate Senior or their designee will approve or disapprove an offender's admission into a SAM Unit on behalf of the ~~SMI Coordinator~~ Special Program Manager for Diversionary Housing, finalize the ICA's recommendation for transfer in VACORIS, and notify appropriate staff of the decision.

E. All offenders should sign the *Shared Allied Management (SAM) Unit Contract* 830\_F9 as a condition of their assignment to the institution's SAM Unit. An offender's refusal to sign the *Contract* will be documented on the *Contract* and may result in removal from the unit.

F. Inmate Removal from SAM Unit (added 6/1/21)

- 1. Staff must conduct a formal ICA hearing to remove an inmate from the SAM Unit, whether the removal is involuntarily, voluntarily by inmate request, graduation, or administrative and document the specific reason for removal on the *Institutional Classification Authority Hearing Notification*.
- 2. The staff member requesting removal or a SAM Committee co-facilitator will complete the *Shared Allied Management (SAM) Removal* 830\_F15 for review and approval by the SAM Committee and CHAP.

XIV. Secure Diversionary Treatment Program (SDTP) Transfer

A. The *Secure Diversionary Treatment Program (SDTP)* is designed to provide treatment in a secure setting to eligible offenders with *Serious Mental Illness (SMI)*. The following offenders are eligible for a SDTP:

- 1. Offenders in ~~Restrictive~~ Restorative Housing who will not be released to the institution's General Population or moved into SD-1 or SD-2 within 28 days (changed 9/1/21)
- 2. ~~Offenders who no longer meet the criteria for assignment to a Mental Health Unit but are in need of a more structured therapeutic environment.~~ Offenders who were committed to Marion Correctional Treatment Center for Acute Care from an SDTP site (changed 12/1/20)
- 3. Offenders assigned to Security Level S who are classified as SMI
- 4. Offenders transferring from one SDTP to another for appropriate housing

- B. In order to initiate the SDTP review process, a formal ICA hearing must be conducted and submitted in VACORIS to the Mental Health Clinical Supervisor (MHCS) of the referring region for review and approval.
1. The ICA or MDT recommendation, as appropriate, must request a transfer to Wallens Ridge State Prison, Marion Correctional Treatment Center, and River North Correctional Center.
  2. Upon conclusion of the ICA and recommendation of offender assignment to an SDTP, the CHAP or designee at the referring institution must complete the [Assignment to Secure Diversionary Treatment Program](#) 830\_F10 and forward the form by email to DOCSMI by the end of the following work day.
  3. The Psychology Associate Senior at the referring institution will complete the [Mental Health Clinical Supervisor - External Review](#) 830\_F11 and a new [Mental Health Serious Mental Illness \(SMI\) Determination](#) 730\_F34. Both documents must be submitted to the MHCS of the referring region for review and approval by the end of the following working day.
  4. The MHCS will conduct an external review and document their decision on the *Mental Health Clinical Supervisor - External Review*.
    - a. If approved, the completed *Mental Health Clinical Supervisor - External Review* and [Mental Health Serious Mental Illness \(SMI\) Determination](#) 730\_F34 will be forwarded by email to DOCSMI.
    - b. The MHCS will escalate the ICA in VACORIS to the Regional Operations Chief of the Western Region who will approve or disapprove the offender's assignment to an SDTP. If approved, the ICA will then be escalated to the Psychology Associate Senior at CCS.
  5. The ~~SMI Coordinator~~ Special Program Manager for Diversionary Housing will verify the [Assignment to Secure Diversionary Treatment Program](#) 830\_F10, [Mental Health Clinical Supervisor - External Review](#) 830\_F11 and [Mental Health Serious Mental Illness \(SMI\) Determination](#) 730\_F34 are complete and accurate. The ~~SMI Coordinator~~ Special Program Manager for Diversionary Housing will prepare the documents for further review and approval by the Multi-Institution Treatment Team (MITT). (changed 9/1/21)
    - a. The MITT will review the offender and if approved, determine the appropriate SDTP institutional assignment.
    - b. The Psychology Associate Senior at CCS will approve the offender's transfer in VACORIS to the approved SDTP location on behalf of the MITT.
- C. After successful completion of the SDTP, offenders with additional Mental Health needs may be referred to a SAM Unit as outlined in this operating procedure.
1. In addition to the referral process and ICA hearing requirements in this operating procedure, the referring staff member at the SDTP Unit must also forward a copy of the [Shared Allied Management \(SAM\) Unit Admission Screening](#) 830\_F8 to the CHAP at the receiving SAM Unit.
  2. The Psychology Associate at the referring SDTP Unit will also prepare and send an [Electronic Notification of Mental Health Offender Transfer](#) 730\_F11 to the Psychology Associate Senior at the receiving SAM Unit.

XV. Intensive Drug Treatment Program (IDTP)

- A. Any offender who voluntarily admits to a drug use problem, prior to notification of a drug test, or who voluntarily admits to possession of drugs for personal use, prior to notification of a search, may request assignment to an IDTP. The offender will be reviewed for such assignment in accordance with Operating Procedure 841.5, *Offender Alcohol and Other Drug Testing and Treatment Services*.
- B. Offenders must be eligible for assignment to the designated IDTP institution in accordance with the requirements established in the *Institutional Assignment Criteria*.
- C. Institutional staff will conduct an ICA hearing to recommend the offender for transfer, select the recommended institutional assignment in VACORIS, and escalate their recommendation to CCS for review and a final decision.

- D. Offenders transferred to an institution for participation in an IDTP and who have successfully completed the program will be reviewed for transfer to an appropriate institution with the transfer escalated in VACORIS to CCS for a final decision.
- E. Institutional staff will conduct an ICA hearing for any offender who refuses to participate after a transfer to the IDTP is scheduled, who refuses to participate in the program after transfer, or is removed due to disruptive, non-participatory, or non-compliant behavior to address the offender's security level, good time class level, and institutional assignment. ICA recommendations must be escalated to CCS for a final decision.

XVI. Substance Abuse Cognitive Therapeutic Community Transfer

- A. Offenders may be administratively assigned and required to participate in a Substance Abuse Cognitive Therapeutic Community (CTC) when it is determined that such an assignment is appropriate.
  - 1. Transfers to a CTC will take priority over vocational programming for those offenders who the court has ordered or recommended for a TC.
  - 2. Transfers to a CTC will take priority for those offenders who have been enrolled in a vocational program for four months or less at the time their transfer is submitted to CCS.
  - 3. CCS staff will administratively review and assign Behavioral Correctional Program (BCP) offenders to a CTC.
  - 4. Offenders may request a CTC transfer at their annual review.
- B. The ICA should review offenders identified on the *Classification Review Screen* in VACORIS as well as offenders whose COMPAS scores reflect the required rating on the Substance Abuse Scale and Cognitive Behavioral Scale for transfer to a CTC at any time after determining the offender's suitability for participation.
- C. The ICA will review CTC transfer requests in accordance with the *CTC Eligibility and Suitability Criteria* listed below. Offenders must meet the institution's requirements as listed in the *Institutional Assignment Criteria* which can be found on the Virtual Library
  - 1. Indian Creek Correctional Center (ICCC) (males)
    - a. Security Level W, 1 or 2
    - b. Mental Health Code 0, 1 or 2
    - c. 16-26 months to projected release
    - d. No felony detainees
    - e. COMPAS *Substance Abuse Scale* and *Cognitive Behavioral Scale* rating and/or a documented history of substance abuse at the discretion of CCS; see Operating Procedure 841.1, *Offender Programs and Services*.
    - f. Basic general mental ability to participate meaningfully in group process
  - 2. Virginia Correctional Center for Women (VCCW)
    - a. Security Level W, 1 or 2
    - b. Mental Health Code 0, 1 or 2
    - c. 16-26 months to projected release date
    - d. No felony detainees
    - e. COMPAS *Substance Abuse Scale* and *Cognitive Behavioral Scale* rating and/or a documented history of substance abuse at the discretion of CCS; see Operating Procedure 841.1, *Offender Programs and Services*
  - 3. Lawrenceville Correctional Center (LVCC) (males)
    - a. Security Level 3
    - b. 18 to 36 months to projected release date

- c. Documented history of substance abuse
- d. Stable adjustment and at least four months infraction free
- e. Accepts only voluntary referrals

D. CTC transfer requests should be submitted in VACORIS to CCS for review and a final decision.

1. Transfer requests for assignment to the LVCC CTC must include a signed copy of Attachment 1, *LVCC New Hope Therapeutic Community Admissions Contract*.
2. CCS staff will determine an offender's eligibility and suitability for assignment to the particular institution and will have final authority for approval or disapproval.
3. Transfer requests are submitted in the classification module of VACORIS designated with an *Action Type - Transfer*; Priority 3, Priority Reason of Program Needs, and Transfer Reason of Substance Abuse Program.
4. If approved for participation, CCS staff will affect the necessary transfer.
5. CCS disapproval will be noted on the *Institutional Classification Authority Hearing Report*.

E. Removals from CTC

1. Failure to participate will be justification for Good Time Class Level IV per COV §53.1-200, *Conditions for good conduct allowance*.
2. The Cognitive Community Treatment Team will review offenders who refuse to participate in the CTC program or whose behavior warrants removal from the program as a result of their non-compliant or disruptive behavior for removal.
3. A member of the Cognitive Community Treatment Team will charge the offender with offense code 119e, *Refusal to participate in or removal from a residential cognitive community program* in accordance with Operating Procedure 861.1, *Offender Discipline, Institutions*.
4. Offenders found guilty of offense code 119e must be referred to the ICA for a formal hearing to address the offender's removal from the CTC program, assignment to Good Time Class Level IV., review of security level, and appropriate institutional assignment.
5. Offenders determined to be physically or mentally incapable of CTC participation will be referred to the ICA with documentation from the institutional Physician or Psychology Associate for program removal without sanctions.
  - a. The institution Principal, Physician, or Psychology Associate, depending on the area of deficit will review all offenders determined to be physically or mentally incapable of CTC participation.
  - b. Designated institutional staff will conduct an ICA hearing for program removal, and with appropriate documentation, offenders determined to be physically or cognitively impaired will be removed without sanctions.
6. ICA recommendations for CTC program removal are submitted for final review and approval to CCS as a "transfer".

#### XVII. Sex Offender Residential Treatment Program (SORT)

- A. Offenders determined as eligible for the Sex Offender Residential Treatment Program may be referred to the Director of the SORT Program by submitting a [\*Sex Offender Residential Treatment \(SORT\) Program Referral DOC SO 3\*](#) 735\_F3; see Operating Procedure 735.2, *Sex Offender Treatment Services (Institutions)*.
- B. The SORT Treatment Team will review the referral and make a decision on an offender's admission to the program.
- C. A member of the Sort Treatment Team will coordinate transfer arrangements for approved offenders through the Psychology Associate Senior at CCS or designee.

XVIII. Offender Requested Transfer

- A. General population offenders, other than youthful offenders, protective custody offenders, and those sentenced to death row may request a transfer during their annual review to an equal security level institution provided their level does not change due to the annual review.
- B. Offenders requesting transfers must meet the following criteria:
  - 1. Must be assigned to a general population setting
  - 2. Must have been at the present assignment for a minimum of one year; not required for an offender administratively transferred for population management
  - 3. Must be currently assigned to Security Level W, 1, 2, 3, or 4
  - 4. Must be Good Time Class Level I or II or the equivalent
  - 5. Must not have been convicted of any disciplinary infractions within the past 12 months
  - 6. Must not have been convicted of an offense code 100 through 108 or 198 related to any 100-108 offense codes within the past 24 months
- C. Offenders, whose security level is reduced as the result of their annual review, will usually be transferred to an appropriate institution according to their newly assigned security level.
  - 1. Institutional staff should note the offender's preferences for transfer in *Comments*. Institutional staff should select the institutional assignment in the *Action Type - Transfer* section of the classification action module in VACORIS and escalate to CCS staff for review and final decision, if necessary.
  - 2. Transfers as the result of security level reviews at the time of annual review do not require due process or a formal review.
  - 3. Offender requests for transfer to preferred locations must give way to considerations of space, security, and program availability.
  - 4. Offenders temporarily transferred to another institution for medical or mental health treatment, court appearance, etc. will have their annual review completed upon return to sending institution. The institution temporarily housing the offender will not complete the offender's annual review. For extenuating circumstances, facility staff should contact CCS.

XIX. Religious Diet Transfers

- A. Assignments to the Common Fare and Orthodox Jewish diet will be managed in accordance with Operating Procedure 841.3, *Offender Religious Programs*.
- B. Transfer requests from institutions that do not offer the requested religious diet will be escalated to CCS for assignment to an appropriate institution.
- C. Security Level W and 1 offenders who are transferred to a higher security level institution for the Common Fare or Orthodox Jewish diet and then voluntarily withdrawal from the diet, will be submitted for an administrative transfer to an institution that houses Security Level W and 1 offenders.

XX. Corrections Construction Unit (CCU), Environmental Services Unit (ESU), and Operational Maintenance Unit (OMU)

- A. The CCU, ESU, and OMU are considered programs that also provide job skills.
- B. An offender may request assignment to CCU, ESU, or OMU by sending a letter to the manager of CCU, ESU, or OMU listing their name, number, current location, and a brief listing of their training and skills that would be useful in the CCU, ESU, or OMU.

Manager, Corrections Construction Unit  
3600 Woods Way, Bld. 74  
State Farm, VA 23160

Manager, Environment Services Unit  
783 Prison Road  
Boydton, VA 23917

Manager, Operational Maintenance Unit  
6900 Atmore Drive, Room 3040  
Richmond, Virginia 23225

- C. The CCU Manager, ESU Manager, or OMU Manager will submit a request to CCS referring appropriate candidates for assignment. CCS staff will review each referral and determine approval/disapproval for assignment.
- D. Type I “Unrestricted” Assignment
1. Offenders are permanently assigned to CCU, ESU, or OMU.
  2. The manager of CCU, ESU, or OMU may transfer offenders as needed throughout the State to work sites for the length of time needed.
  3. The CCU Manager, ESU Manager, or OMU Manager will coordinate with the Central Transportation Services for temporary assignments to other institutions.
  4. Criteria
    - a. Security Level W
    - b. Outside Work Classification I or II
    - c. “A” Medical” and MH-0 or medically cleared for CCU, ESU, or OMU
    - d. Not Adult Basic Education Program eligible is preferred, but not required
    - e. Within seven years of GTRD/MPRD
    - f. No disciplinary convictions within the last six months
    - g. No violent or assaultive current or prior offenses
- E. Type II “Restricted” Assignment
1. Offenders are permanently assigned to CCU, ESU, or OMU and housed at a designated institution.
  2. Offenders are restricted to work under armed supervision or only on inside perimeter projects dependent upon the offender’s work classification.
- F. Offenders approved for the CCU, ESU, or OMU will complete the journal “*Re-entry Planning Workbook*” and view the video “*Money Smart: Making Cents of Your Finances*”.
- G. CCS staff must be notified when an offender is no longer eligible or suitable for CCU, ESU, or OMU assignment. Upon notification that an offender is no longer eligible or suitable for CCU, ESU, or OMU assignment, CCS staff will review for appropriate reassignment.

#### XXI. Offender Appeals

- A. An offender may appeal any final classification decision through the Offender Grievance Procedure.
- B. The ICA recommendation and the final approval are one issue and cannot be grieved separately.

### **REFERENCES**

COV §53.1-200, *Conditions for good conduct allowance*  
Operating Procedure 050.3, *Facility Release of Offenders*  
Operating Procedure 425.4, *Management of Bed and Cell Assignments (Restricted)*  
Operating Procedure 720.2, *Medical Screening, Classification, and Levels of Care*  
Operating Procedure 720.7, *Emergency Medical Equipment and Care*  
Operating Procedure 730.2, *Mental Health Services: Screening, Assessment, and Classification*

Operating Procedure 730.3, *Mental Health Services: Levels of Service*  
Operating Procedure 735.2, *Sex Offender Treatment Services (Institutions)*  
Operating Procedure 830.1, *Institution Classification Management*  
Operating Procedure 830.2, *Security Level Classification*  
Operating Procedure 830.6, *Offender Keep Separate Management*  
Operating Procedure 841.1, *Offender Programs and Services*  
Operating Procedure 841.3, *Offender Religious Programs*  
Operating Procedure 841.4, ~~Restrictive~~ *Restorative Housing Units* (changed 9/1/21)  
Operating Procedure 841.5, *Offender Alcohol and Other Drug Testing and Treatment Services.*  
Operating Procedure 861.1, *Offender Discipline, Institutions*

## **ATTACHMENTS**

Attachment 1, *LVCC New Hope Therapeutic Community Admissions Contract*

## **FORM CITATIONS**

[Intra-Regional Transfer Authorization](#) 050\_F8  
[Interdepartmental Transfer Notice \(CA4\)](#) 050\_F9  
[Electronic Notification of Mental Health Offender Transfer](#) 730\_F11  
[Mental Health Serious Mental Illness \(SMI\) Determination](#) 730\_F34  
[Sex Offender Residential Treatment \(SORT\) Program Referral DOC SO 3](#) 735\_F3  
[Offender Case Analysis for Steps to Achieve Reintegration \(STAR\) Program](#) 830\_F5  
[Steps to Achieve Reintegration \(STAR\) Program - Mental Health Review](#) 830\_F6  
[Protective Custody Release and Refusal](#) 830\_F7  
[Shared Allied Management \(SAM\) Unit Admission Screening](#) 830\_F8  
[Shared Allied Management \(SAM\) Unit Contract](#) 830\_F9  
[Assignment to Secure Diversionary Treatment Program](#) 830\_F10  
[Mental Health Clinical Supervisor - External Review](#) 830\_F11  
[Shared Allied Management \(SAM\) Removal 830\\_F15](#) (added 6/1/21)



# Virginia Department of Corrections

## Offender Management and Programs

### Operating Procedure 841.4

#### *Restorative Housing Units*

**Authority:**

Directive 841, *Program Management*

**Effective Date:** August 1, 2021

**Amended:**

**Supersedes:**

Operating Procedure 841.4, April 1, 2019

**Access:**  Restricted  Public  Inmate

**ACA/PREA Standards:**

5-ACI-4A-01, 5-ACI-4A-02, 5-ACI-4A-04,  
5-ACI-4A-05, 5-ACI-4A-07, 5-ACI-4A-08,  
5-ACI-4A-10, 5-ACI-4A-11, 5-ACI-4A-12,  
5-ACI-4A-15, 5-ACI-4A-16, 5-ACI-4A-20,  
5-ACI-4A-21, 5-ACI-4A-22, 5-ACI-4A-23,  
5-ACI-4A-24, 5-ACI-4A-25, 5-ACI-4A-27,  
5-ACI-4B-02, 5-ACI-4B-03, 5-ACI-4B-04,  
5-ACI-4B-08, 5-ACI-4B-09, 5-ACI-4B-10,  
5-ACI-4B-12, 5-ACI-4B-14, 5-ACI-4B-15,  
5-ACI-4B-16, 5-ACI-4B-20, 5-ACI-4B-21,  
5-ACI-4B-22, 5-ACI-4B-23, 5-ACI-4B-24,  
5-ACI-4B-25, 5-ACI-4B-26, 5-ACI-4B-28,  
5-ACI-4B-29, 5-ACI-4B-30, 5-ACI-4B-31,  
5-ACI-4B-32, 5-ACI-4B-33, 5-ACI-5C-08

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		Signature	Date

**REVIEW**

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

**COMPLIANCE**

This operating procedure applies to all units operated by the Virginia Department of Corrections. Practices and procedures must comply with applicable State and Federal laws and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.



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## DEFINITIONS

**“At Risk” Inmate** - An inmate who meets criteria for being “at risk” for deterioration, self-harm, and/or being a danger to others in a Restorative Housing Unit as determined by a Psychology Associate; see *Mental Health and Wellness Services Screening 730\_F12*.

**Centralized Restorative Housing Unit** - A housing unit at a designated institution for eligible inmates who cannot return to the general population at their current institution, refuse to participate in their management path, or who are expected to require maximum security management in excess of 30 days.

**Discharge** - The release of an inmate or probationer/parolee from a facility due to satisfying the requirements for release from that facility; discharge may be due to parole, good time release, pardon, court order, completion of Community Corrections Alternative Program or other reasons. Discharge may be to the community with or without probation/parole/post-release obligations or discharge may be to law enforcement authorities for other legal obligations or deportation.

**General Detention** - Special purpose bed assignments, utilized under proper administrative process, for the immediate secure confinement of inmates pending review for an appropriate assignment

**Health Care Staff** – Licensed/certified workers who typically provide direct patient care, including RN, LPN, CHA, PA-C, Nurse Practitioner, Certified Nursing Assistant, Dental Hygienist, Dental Assistant, Lab Technician, Psychology Associate, and X-Ray Technician.

**Health Trained Staff** - A DOC employee, generally a Corrections Officer, who has been trained to administer health screening questionnaires, including training as to when to refer to health care staff and with what level of urgency.

**High Risk Sexual Victim (HRSV)** - As identified by the *Classification Assessment* and Psychology Associate assessment, any inmate/probationer/parolee confirmed as a sexual victim or identified as being at high risk of being sexually victimized.

**Inmate** - A person who is incarcerated in a Virginia Department of Corrections facility or who is Virginia Department of Corrections responsible to serve a state sentence.

**Institution** - A prison facility operated by the Department of Corrections; includes major institutions, field units, and work centers.

**Institutional Classification Authority (ICA)** - The facility staff person designated to conduct inmate case review hearings; hearings related to restorative housing status reviews are formal due process hearings and are generally conducted by a Multi-Disciplinary Team.

**Management Path** - The Restorative Housing Unit level to which the inmate is assigned and the remaining steps for the inmate to enter full privilege general population

**Medical Practitioner** - A physician, nurse practitioner, or physician’s assistant.

**Mental Health Residential Treatment Unit** - A designated treatment unit where mental health and wellness services are provided to inmates who are unable to function in a general population setting due to mental disorder but who typically do not meet the criteria for admission to an Acute Care Unit.

**Multi-Disciplinary Team (MDT)** - MDT members are responsible to review individual inmates related to restorative housing and step-down statuses and act as the Institutional Classification Authority to make recommendations for housing status, transfer, security level, good time class, etc.; decisions are the responsibilities of the Facility Unit Head and Regional Administrator.

**Protective Custody Unit** - A special purpose general population housing unit designated by the Director for inmates classified as requiring separation from other inmates as a result of their personal security needs; inmates requesting and requiring assignment to a Protective Custody Unit may be managed in general detention and restorative housing, as appropriate, pending assignment and transfer.

**Psychology Associate** - An individual with at least a Master’s degree in psychology, social work, or relevant human services field with knowledge, training, and skills in the diagnosis and treatment of mental disorders, which may include a Psychiatric Provider, Social Worker, or Registered Nurse.

**Restorative Housing Unit** - A general term for special purpose bed assignments including general detention, restorative housing, and step-down statuses; usually a housing unit or area separated from full privilege general population.

- **Restorative Housing (RHU)** - Special purpose bed assignments operated under maximum security regulations and procedures, and utilized under proper administrative process, for the personal protection or custodial management of inmates.
- **RH Step-Down 1 (SD-1), RH Step-Down 2 (SD-2)** - General population bed assignments operated with increased privileges above restorative housing but more control than full privilege general population.

**Secure Diversionary Treatment Program (SDTP)** - A residential programming unit with bed assignments designated for eligible inmates who are classified as Seriously Mentally Ill (SMI), and who meet the criteria for program admission. The SDTP is a formalized program that operates within structured security regulations and procedures, and provides for programming and treatment services conducive with evidence based treatment protocols and individualized treatment plans.

**Serious Mental Illness (SMI)** - An individual diagnosed with a Psychotic Disorder, Bipolar Disorder, Major Depressive Disorder, Posttraumatic Stress Disorder (PTSD) or Anxiety Disorder, or any diagnosed mental disorder (excluding substance use disorders) currently associated with serious impairment in psychological, cognitive, or behavioral functioning that substantially interferes with the person's ability to meet the ordinary demands of living.

**Shared Allied Management (SAM) Unit** - A residential programming unit operated at designated institutions to deliver intensive services in a safe environment to specific inmate populations that typically require a high level of services from security, mental health, and/or medical staff.

**Steps to Achieve Reintegration (STAR) Program** - A program operated at designated institutions for inmates, who motivated by unspecified fear, refuse to leave restorative housing and enter general population

**Working Day** - Weekdays, Monday through Friday, except official state holidays

## PURPOSE

This operating procedure provides for the assignment of inmates housed in Department of Corrections (DOC) institutions to Restorative Housing Units, and establishes the minimum standards for the operation of these units and for the care and custody of the inmates assigned.

## PROCEDURE

### I. Restorative Housing Units

- A. This operating procedure provides inmates incarcerated in DOC institutions with information on the operation of Restorative Housing Units at Security Level 2 through Security Level 5 institutions and for the supervision of inmates under general detention, Restorative Housing (RHU), and Step-down statuses (SD-1 and SD-2). See Operating Procedure 425.4, *Management of Bed and Cell Assignments (Restricted)*, for security considerations relating to Restorative Housing Units. (5-ACI-4A-04, 5-ACI-4B-03)
- B. Security Level W institutions, Security Level 1 institutions, and Deerfield Correctional Center do not operate Restorative Housing Units.
  - 1. When warranted, inmates will be expeditiously transferred to the designated parent/host institution for placement on general detention in the Restorative Housing Unit.
  - 2. Detention in restraints or holding cells is authorized pending transfer of the inmate.
- C. Restorative Housing Units at institutions that house Security Levels 5, 6 and S inmates will operate in accordance with this operating procedure for Security Level 5 inmates and the Red Onion State Prison/Wallens Ridge State Prison local operating procedure addressing the *Restorative Housing Reduction Step Down Program*, for Security Level 6 and S inmates.
- D. For institutions designated for multiple security level inmates, the Restorative Housing Unit will operate in accordance with Attachment 1, *Restorative Housing Operating Level Designation*.

### II. Restorative Housing Unit Mission

- A. Restorative Housing Units provide for personal protection and custodial management measures, exercised by the institution for the welfare of the inmate, the institution, or both and will not be used as punishment.
- B. General detention will be utilized for the immediate secure confinement of an inmate only when their presence in the general population or a step-down status poses a direct threat to the inmate (to include when an inmate requires personal protection and no reasonable alternative is available), other inmates, institutional staff, or a clear threat to the safe, secure operation of the institution. The goals of a Restorative Housing Unit are to: (5-ACI-4B-02)
  - 1. Manage inmates in a safe and secure manner
  - 2. Provide a consistent, systems approach to the operation of Restorative Housing Units in all institutions to maximize positive outcomes in inmate adjustment
  - 3. Provide opportunities for inmates to increase their likelihood for success in a full privilege general population
- C. An inmate moved from general population into a Restorative Housing Unit must be initially assigned to General detention, which is authorized by the Shift Commander or above for the immediate secure confinement of an inmate pending review for an appropriate assignment. (5-ACI-4B-02)
- D. Assignment to any other restorative housing status requires a formal due process hearing held by the Multi-Disciplinary Team (MDT), and must be approved by the Facility Unit Head or designee in accordance with Operating Procedure 830.1, *Institution Classification Management*.
- E. The MDT conducts ICA hearings related to Restorative Housing Units and is responsible to review

individual inmates and make recommendations concerning the management paths as well as security level, good time class, transfer, etc.

### III. Restorative Housing Unit Assignment Process

A. Only the Shift Commander or a higher authority may authorize an inmate's placement in a Restorative Housing Unit.

1. Institutional staff, such as but not limited to Corrections Officer, Investigator, Psychology Associate, or Health Authority may refer an inmate for general detention.
2. The Shift Commander will meet with the referring staff member and the inmate, and will either place the inmate on general detention in the Restorative Housing Unit or return the inmate to general population.

B. When an inmate requests protective custody and the need for protective custody is documented and no alternative exists, the Shift Commander will authorize the inmate's assignment to general detention in accordance with Operating Procedure 830.5, *Transfers, Institution Reassignments*, and Operating Procedure 830.6, *Offender Keep Separate Management*. (5-ACI-4A-05)

1. When Mental Health or Medical staff determine that an inmate should be placed in a Restorative Housing Unit to protect the inmate, other inmates, institutional staff, or the safe, secure operation of the institution, they may request to the Shift Commander that the inmate be placed on general detention.
2. Inmates identified as High Risk Sexual Victims (HRSV) or inmates alleged to have suffered sexual abuse or sexual harassment will not be placed in the Restorative Housing Unit without their consent unless an assessment of all available alternatives has been made, and it has been determined by the Psychology Associate in consultation with the Shift Commander and Regional PREA Analyst that there are no available alternative means of separation from likely abusers.

### IV. Restorative Housing Unit Assignment Mental Health and Medical Reviews

A. Inmates will be screened by a Psychology Associate before their placement or within one working day after placement in general detention so that any "at risk" inmates may be identified and monitored in accordance with Operating Procedure 730.5, *Mental Health and Wellness Services: Behavior Management*. At facilities with no Psychology Associate, health care personnel or health trained staff should screen the inmate to identify if there is any indication the inmate may be "at risk". (5-ACI-4B-10)

B. Health care personnel will be informed immediately when an inmate is transferred from general population to general detention in order to provide assessment per protocols established by the Health Authority. This assessment will determine the impact that restorative housing may have on medical conditions exhibited by the inmate and the possible alternatives that may be available to compensate for such conditions. (5-ACI-4A-01, 5-ACI-4B-28)

### V. Initial Assignment to General Detention - Inmate Classification Process

A. The Facility Unit Head or other Administrative Duty Officer must review the inmate's placement in restorative housing on general detention within 24 hours and will either approve the placement or order the inmate returned to their previous status when general detention is not warranted. (5-ACI-4B-02)

B. Within three working days of an inmate's initial placement on general detention, the MDT will review all available, relevant information and conduct a formal ICA hearing to determine if the inmate can return to the previous housing status (general population or step-down) or if the inmate will remain in the Restorative Housing Unit and assign to RHU or other appropriate internal status in restorative housing.

C. Within 10 working days (15 working days for investigative status) of an inmate's initial placement on general detention, the MDT will conduct a formal ICA hearing to determine the following:

1. Security Level 2 institutions
    - a. The MDT will evaluate the inmate and determine if the inmate will be released to general population at their current institutional assignment.
    - b. Inmates who cannot return to the general population at the current institution but would be suitable for general population at another equal or higher level institution should be recommended for transfer to an appropriate institution.
    - c. Inmates who cannot return to the general population at the current institution and who are expected to require maximum security management in excess of 30 days should be recommended for transfer to the Centralized Restorative Housing Unit.
  2. Security Level 3 and above institutions (5-ACI-4B-31)
    - a. The MDT will determine if the inmate will be released to general population at their current institutional assignment.
    - b. Inmates who will remain in the Restorative Housing Unit at their current institution will be provided a management path (RHU, SD-1, SD-2) that is designed to address their behaviors and needs so that the inmate can enter a full privilege general population. Restorative housing inmates will be reviewed for placement in step-down statuses and general population as soon as the risk is reduced to an acceptable level.
    - c. Inmates who cannot return to the general population at the current institution and who are expected to require maximum security management in excess of 30 days (not achieve assignment to a step-down level or full privilege general population) should be recommended for transfer to the Centralized Restorative Housing Unit.
    - d. Inmates who cannot return to the general population at the current institution but would be suitable for general population at another equal or higher level institution, based on the severity of behaviors, should be recommended for transfer to an appropriate institution.
    - e. Restorative housing inmates will be reviewed for placement in step-down statuses and general population as soon as the risk is reduced to an acceptable level.
- D. SMI inmates must be reviewed within 10 working days after their initial placement on general detention; the MDT will conduct a formal ICA hearing to evaluate the inmate and determine the following: (5-ACI-4B-30)
1. If the inmate will be released to general population or placed in SD-1 or SD-2 within 28 days of their initial placement on general detention at their current institution
  2. SMI inmates who will not be released to general population or placed in SD-1 or SD-2 within 28 days must be reviewed to determine appropriate placement from the options below:
    - a. Referral to Marion Correctional Treatment Center's (MCTC) Acute Care Unit if the inmate meets the legal commitment criteria; see Operating Procedure 730.3, *Mental Health Services: Levels of Service*.
    - b. Referral to a Mental Health Residential Treatment Unit or other Mental Health Unit when the inmate does not meet the criteria for commitment to an Acute Care Unit but is unable to function in a general population; see Operating Procedure 730.3, *Mental Health Services: Levels of Service*.
    - c. Referral to a *Secure Diversionary Treatment Program* if the inmate frequently engages in assaultive, disruptive, and/ or unmanageable behaviors; see Operating Procedure 830.5, *Transfers, Institution Reassignments*.
    - d. Specialized placement in a *Secured Allied Management Unit (SAM)*; see Operating Procedure 830.5, *Transfers, Institution Reassignments*.
  3. SMI inmates must be moved out of RHU status within 28 days of the inmate's initial placement on general detention unless a *Serious Mental Illness (SMI) 28 Day Exemption Request* been granted; see Operating Procedure 425.4, *Management of Bed and Cell Assignments (Restricted)*.

- E. Pregnant inmates and inmates under the age of 18 must be reviewed within 10 working days after the initial placement on general detention; the MDT will conduct a formal ICA hearing to evaluate the inmate and determine the following: (5-ACI-4B-32, 5-ACI-4B-33)
  - 1. If the inmate will be released to their previous housing assignment in general population or placed in SD-1 or SD-2 at their current institution within 28 days of the initial placement on general detention.
  - 2. If the inmate poses a risk to the safe, secure, and orderly operation of the institution and will not be released to their previous housing assignment in general population or placed in SD-1 or SD-2 within 28 days. The MDT will be review the inmate to determine appropriate alternate housing.
  - 3. If the inmate is a pregnant inmate or an inmate under the age of 18 who is also SMI and will not be released to their previous housing assignment in general population or placed in SD-1 or SD-2 within 28 days. The MDT will consult with the Psychology Associate Senior at CCS to determine appropriate alternate housing. (5-ACI-4B-30)
- F. Inmates in a Restorative Housing Unit who refuse assignment to general population due to an unspecified fear and not for a specific fear or threat, violent or aggressive behavior, or legitimate protective custody needs should be reviewed for transfer to the *Steps to Achieve Reintegration (STAR) Program*; see Operating Procedure 830.5, *Transfers, Institution Reassignments*.
- G. Inmates in a Restorative Housing Unit who require separation from other inmates because of their personal security needs should be reviewed for transfer to a Protective Custody Unit; see Operating Procedure 830.1, *Institution Classification Management*, and Operating Procedure 830.5, *Transfers, Institution Reassignments*.
- H. Security Level S inmates who have been assigned to a Restorative Housing Unit in excess of 90 consecutive days (SM-Special Management) or 180 consecutive days (IM-Intensive Management), due to temporary transfer for medical, court, etc., must be provided adequate exercise, program services, and privileges in accordance with the Red Onion State Prison/Wallens Ridge State Prison local operating procedure addressing the *Restorative Housing Reduction Step-Down Program*.

#### VI. Inmate Management Path Development

- A. Inmates at Security Level 2 institutions are not provided a management path. Inmates will be required to participate in journaling and/or other program assignments as deemed appropriate by the MDT.
- B. Inmates at Security Level 3 and above institutions who will remain in the Restorative Housing Unit at their current institutional assignment will be evaluated and provided a management path that is designed to address their behaviors and needs so that the inmate can enter a full privilege general population. (5-ACI-4B-31)
  - 1. Restorative Housing (RHU) - To be used for inmates that must be managed under maximum security conditions.
  - 2. Step-down 1 (SD-1) - To be used for inmates whose behavior does not rise to the level of RHU or whose behavior has improved since assignment to RHU to include completion of required programmatic goals.
  - 3. Step-down 2 (SD-2) - To be used for inmates who have been identified as needing a more structured living environment than in general population but do not need the level of control provided in RHU or SD-1 and/or inmates whose behavior has improved since assignment to RHU or SD-1 to include completion of required programmatic goals.
- C. MDT members will evaluate the inmate and develop the inmate's management path (RHU, SD-1, SD-2) within 10 working days (15 working days for investigative status) in accordance with this operating procedure.
  - 1. Evaluation tools and program components include but are not limited to the following: (5-ACI-4B-31)

- a. Review of COMPAS findings
- b. Case Plan review and development
- c. History of behavior
- d. Risk/Needs assessment
- e. Assessment of:
  - i. Disciplinary Violation Goals - Reduce or eliminate disciplinary violations
  - ii. Mental Health Goals - Medication compliant, number of office visits per month, etc.
  - iii. Responsible Behavior Goals - Personal hygiene, standing for count, cell compliance, deportment; satisfactory rapport with staff and inmates with compliance documented on the *Responsible Behavior Goals Progress Report 841\_F22*
  - iv. Journaling and/or program assignments relevant to inmate needs and goals
- 2. Once the inmate's management path is approved, staff must update the inmate's Case Plan in VACORIS.
- 3. Inmates who refuse to participate in the requirements of their designated management path will be subject to disciplinary action; see Operating Procedure 861.1, *Offender Discipline, Institutions*.
  - a. Inmates at Security Level 2 institutions, who refuse to participate in journaling and/or other program assignments, and inmates at Security Level 3 institutions will be given a warning for their first refusal.
    - i. If the inmate again refuses to participate, the inmate will be charged with Offense Code 200, *Refusing to work or refusing to attend school or other program assignments mandated by procedure or by law, or failure to perform work or program assignment as instructed*.
    - ii. Upon conviction of Offense Code 200, the MDT will review the inmate for transfer to the Centralized Restorative Housing Unit.
  - b. Inmates who refuse to participate in the requirements of their designated management path in the Centralized Restorative Housing Unit will be given a warning for the first refusal.
    - i. If the inmate again refuses to participate, the inmate will be charged with Offense Code 119f, *Refusal to participate in the Restorative Housing Unit assignment*.
    - ii. Upon conviction of Offense Code 119f, the MDT will review the inmate for transfer to a higher security level institution.
  - c. Inmates who refuse to participate at Security Level 4 and above institutions will be charged with Offense Code 119f, *Refusal to participate in the Restorative Housing Unit assignment* and managed in the Restorative Housing Unit at their current location.
  - d. After the first refusal and warning, the inmate must be given the opportunity to comply. The inmate cannot be charged with a disciplinary offense until the next seven day *Restorative Housing Status Review*.
  - e. Upon conviction for refusal to participate, staff should review the inmate for a reduction to Good Time Class IV; see Operating Procedure 830.3, *Good Time Awards*.
  - f. The inmate can only be charged once during a continued period of refusal.

## VII. Centralized Restorative Housing Unit Transfers

- A. Each institutional recommendation for an inmate's transfer to the Centralized Restorative Housing Unit requires a formal ICA Hearing conducted by the MDT and submitted via VACORIS; see Operating Procedure 830.1, *Institution Classification Management*.
  - 1. The MDT must submit their justification for assignment to the Centralized Restorative Housing Unit with their recommendation for transfer.
  - 2. Each transfer recommendation to a Centralized Restorative Housing Unit will be reviewed by the appropriate authorities to determine if the transfer is warranted.



- B. Security Level 4 and above institutions will not transfer inmates to the Centralized Restorative Housing Unit, inmates who require maximum security management in excess of 30 days will be managed in the Restorative Housing Unit at their current location.
- C. MDT recommendations for transfer to locations other than to the Centralized Restorative Housing Unit will be made through the normal processes appropriate to the type of transfer; see Operating Procedure 830.5, *Transfers, Institution Reassignments*.

#### VIII. Restorative Housing Unit Status Reviews

- A. Every seven days of an inmate's first 60 days on RHU status and every 30 days thereafter, the MDT will perform a *Restorative Housing Status Review* of all the inmates assigned to RHU to monitor the appropriateness of the inmate's status. If a formal review of the inmate's status is warranted, the inmate will be served an *Institution Classification Authority Hearing Notification*; see Operating Procedure 830.1, *Institution Classification Management*. (5-ACI-4A-07, 5-ACI-4B-08)
- B. The MDT will formally review an inmate's status at least once every 30 days while the inmate is assigned to the Restorative Housing Unit. (5-ACI-4A-08, 5-ACI-4B-09, 5-ACI-4B-31)
  - 1. The MDT will conduct a formal due process hearing to review the inmate's adjustment and behavior; see Operating Procedure 830.1, *Institution Classification Management*.
    - a. The MDT will evaluate the inmate and determine whether to recommend that the inmate continue in their current Restorative Housing Unit status for a subsequent period of up to 30 days or be assigned to another status.
    - b. The MDT should base its recommendation on the reason for the assignment, the inmate's behavior, and any progress made by the inmate on their management path and treatment objectives.
  - 2. When the MDT determines that an inmate's behavior or circumstances no longer warrant their current Restorative Housing Unit status, a recommendation for the inmate's reclassification to a different status or release to full privilege general population should be made.
  - 3. Inmates transferred for placement in the Centralized Restorative Housing Unit who complete SD-2 will be reviewed by the MDT to determine if the inmate will be released to the full privilege general population at that institution or transferred to general population at another Security Level 3 institution.
  - 4. The MDT should determine whether the inmate poses an unacceptable risk to them self to include personal protection and keep separates in the general population, or is a threat to other inmates, institutional staff, or the safe, secure operation of the institution.
    - a. Inmates in the Restorative Housing Unit pending approval for and transfer to a Protective Custody Unit or to the *Steps to Achieve Reintegration (STAR) Program* may be managed in the Restorative Housing Unit on RHU or SD-1 status as deemed appropriate by the MDT and approved by the Facility Unit Head or designee.
    - b. Inmates under investigation by the Special Investigations Unit (SIU), who cannot return to general population and must remain in the Restorative Housing Unit, may be managed on RHU or SD-1 status as deemed appropriate by the MDT and approved by the Facility Unit Head.
    - c. The MDT may recommend a transfer to another institution when return to the full privilege general population at the institution is not appropriate.
- C. The MDT may conduct ICA hearings at the institution's discretion, any time a significant change in circumstances or the inmate's behavior warrants a review; see Operating Procedure 830.1, *Institution Classification Management*.
- D. Inmates assigned to a Restorative Housing Unit in excess of 30 days should not be discharged directly to the community. (5-ACI-4B-29)
  - 1. The MDT, no less than 30 days prior to the inmate's discharge date, will conduct a formal due process hearing to review the inmate's status and determine if the inmate can return to general population or

if the inmate must be discharged from the Restorative Housing Unit.

2. If the inmate will be discharged from the Restorative Housing Unit, the MDT must document their justification on the *Institutional Classification Authority Hearing Notification* for review and approval by the Regional Operations Chief or Regional Administrator.
3. In addition to the release requirements mandated for all inmates in Operating Procedure 050.3, *Facility Release of Offenders*, Operating Procedure 720.3, *Health Maintenance Program*, and Operating Procedure 820.2, *Inmate Re-Entry Planning*, the following steps at a minimum must be taken:
  - a. Development of a release plan that is tailored to specific needs of the inmate
  - b. Notification of release to the supervising P&P Office who will contact state and local law enforcement
  - c. Notification to releasing inmate of applicable community resources
  - d. Notification to Victim through Victim Services, if applicable

E. Temporary Suspension of Time Frames

1. In the event of a widespread institutional disruption, natural disaster, or other unusual occurrence that requires emergency action, the Facility Unit Head may temporarily suspend any or all portions of this operating procedure.
2. Inmates involved in the emergency may be detained without being served an *Institutional Classification Authority Hearing Notification* or conducting an ICA Hearing throughout the course of the emergency.
3. Upon restoration of institutional order, all detained inmates will be subject to ICA and other reviews in accordance with this operating procedure.

IX. Security, Movement, and Control of Contraband

- A. A Corrections Officer must check each inmate in general detention or on RHU status twice per hour, no more than 40 minutes apart, on an irregular schedule. (5-ACI-4A-11)
  1. Corrections Officers should check inmates on SD-1 or SD-2 statuses on a similar schedule.
  2. Inmates who are violent or mentally disordered or who demonstrate unusual or bizarre behavior will receive more frequent observation
  3. Suicidal inmates are under continuous observation; see Operating Procedure 730.5, *Mental Health and Wellness Services: Behavior Management*
  4. In addition to supervision provided by the unit's Corrections Officers, the Shift Commander or higher authority will visit the Restorative Housing Unit daily. (5-ACI-4A-12, 5-ACI-4B-12)
- B. On days that showers and/or outside exercise are scheduled at the institution, a Security Supervisor will blow their whistle and make an announcement, at the beginning of their round, to alert inmates to their presence and to determine which inmates want to participate in showers and/or outside exercise .
- C. Corrections Officers must strip search each inmate assigned to the Restorative Housing Unit before the inmate exits their cell.
  1. Each inmate on general detention or RHU status will be placed in restraints and escorted by two certified Corrections Officers whenever outside a secure area, such as a cell, shower, or exercise module. (5-ACI-4B-31)
  2. Restraints and escort requirements for inmate movement are based on Security Level and status; see Operating Procedure 425.4, *Management of Bed and Cell Assignments (Restricted)*:
  3. A Corrections Officer will frisk search all Restorative Housing Unit inmates immediately after the inmate is removed from their cell or other secure area.

4. A Corrections Officer will frisk search each inmate prior to returning the inmate to their Restorative Housing Unit cell.
  5. A Corrections Officer must search all items entering the Restorative Housing Unit to detect and eliminate contraband.
- D. Only one inmate at a time may be out of a secure area in the Restorative Housing Unit unless both inmates are restrained and with separate security escorts.
1. With approval of the Facility Unit Head, an exception may be made for inmates participating in small group programs (SD-2 - maximum ten inmates) within the Restorative Housing Unit. (5-ACI-4B-31)
  2. Protective custody inmates must be separated from known keep separates. Such inmates must be housed in separate cells and have no direct contact unless both inmates are in restraints and with separate security escorts.
- E. A Corrections Officer must inspect each Restorative Housing Unit cell whenever the inmate is removed from the cell.
1. This inspection is a general review of sanitation conditions and a scan for contraband.
  2. One Corrections Officer may conduct the cell inspection and the inmate need not be present..
  3. A Corrections Officer must conduct and document that a thorough search and inspection of the Restorative Housing Unit cell was completed each time an inmate is moved out of a cell, before another inmate is moved into the cell.
- F. Inmates from other general population housing units may provide housekeeping and other services in the Restorative Housing Unit.
1. If allowed to do so, each inmate worker must be specifically authorized by the Chief of Security.
  2. The inmate will be searched (strip search for Security Level 3 and higher) upon entrance and exit, and must remain under direct supervision of a staff member at all times.
  3. No inmate worker will be allowed physical contact with a Restorative Housing Unit inmate except as required for services rendered, i.e. barber.
- G. All housing areas in the Restorative Housing Unit, to include cells that house inmates identified as potentially suicidal, must have readily accessible equipment and supplies necessary in the event of an emergency.
- H. When an in-person assessment or examination of an inmate in general detention or on RHU status by a Psychology Associate or other health care professional is conducted in the cell, the inmate will be restrained and instructed to sit on their bunk.
- X. Mental Health and Medical Reviews and Care
- A. No inmate will be denied necessary or proper medical, dental, and or mental health care while assigned to a Restorative Housing Unit.
1. Any inmate with identified mental health problems who is placed in general detention or is on RHU status will be monitored per Operating Procedure 720.1, *Access to Health Services*, and Operating Procedure 730.5, *Mental Health and Wellness Services: Behavior Management*.
  2. Medical services will be provided in accordance with Operating Procedure 720.1, *Access to Health Services*, and Operating Procedure 720.2, *Medical Screening, Classification, and Levels of Care*.
  3. Dental staff will determine the need to provide dental care while the inmate is in a Restorative Housing Unit. Inmates should request dental services if needed.
  4. Prescribed medications will be provided in accordance with Operating Procedure 720.5, *Pharmacy Services*. (5-ACI-4A-15, 5-ACI-4B-14)

- B. "At risk" inmates should receive a physical screening i.e., weight and vital signs taken and recorded and checked for symptoms of possible side-effects to prescribed medications by appropriate health care staff no less than once every 14 days.
- C. Unless medical attention is needed more frequently, each inmate in general detention or on RHU status will receive a daily visit from appropriate health care staff to ensure that inmates have access to the health care system; not required for institutions that do not have health care staff on duty on weekends. (5-ACI-4A-01, 5-ACI-4A-12, 5-ACI-4B-12, 5-ACI-4B-28)
  - 1. The presence of health care staff in the Restorative Housing Unit is announced and recorded.
  - 2. Health care requests, health care staff visits, and medications administered or refused will be recorded.
  - 3. Medical Practitioner visits to the Restorative Housing Unit are not required, inmates will submit a request to be seen by the Medical Practitioner through the established sick call process.
- D. Unless mental health attention is needed more frequently, each inmate on RHU status will receive a weekly visit from a Psychology Associate; see Operating Procedure 730.5, *Mental Health and Wellness Services: Behavior Management*. (5-ACI-4B-26, 5-ACI-4B-28, 5-ACI-4B-30)
  - 1. The presence of a Psychology Associate in the Restorative Housing Unit is announced and recorded.
  - 2. A Psychology Associate will personally interview any inmate remaining on RHU status for more than seven days.
  - 3. If confinement continues beyond seven days, a Psychology Associate will conduct a mental health screening every seven days thereafter or more frequently if clinically indicated. (5-ACI-4A-10, 5-ACI-4B-10)

XI. General Requirements for Restorative Housing Units

- A. On initial assignment to a Restorative Housing Unit, inmates should receive orientation (written preferred but not required) on the available services and how to access them.
  - 1. Inmates will have access to programs, privileges, education, and work opportunities to the extent possible while ensuring the inmate's safety.
  - 2. Inmates will receive laundry, barbering, and hair care services and are issued and afforded the opportunity to exchange clothing, bedding, and linen on the same basis as inmates in the general population.
- B. Restorative Housing Units provide living conditions that approximate those of the inmate general population; all exceptions are clearly documented in this operating procedure. (5-ACI-4A-02, 5-ACI-4B-04)
  - 1. Cell Conditions
    - a. Restorative housing cells/rooms permit assigned inmates to converse with and be observed by staff. (5-ACI-4A-02, 5-ACI-4B-04)
    - b. Space is available inside the Restorative Housing Unit or external to the unit for treatment staff consultation with inmates. (5-ACI-4B-04)
    - c. Restorative Housing Unit cells/rooms should be well ventilated, adequately lighted, appropriately heated and maintained in a sanitary condition at all times.
    - d. Except in emergencies, the number of inmates confined to each cell/room should not exceed the number for which it is designed, usually one inmate per cell.
      - i. With the approval of the Facility Unit Head, in cells with proper equipment, suitable inmates in SD-2 may be double bunked if the inmates are screened in accordance with Operating Procedure 425.4, *Management of Bed and Cell Assignments* (Restricted).
      - ii. If an emergency creates excess occupancy in the Restorative Housing Unit, the Facility Unit Head, or designee, should provide temporary written approval to exceed design capacity, and

alleviate the situation as promptly as possible by providing other housing for the inmates so confined.

## 2. Correspondence

- a. Inmates are generally subject to the same mail regulations and privileges, including sending and receiving legal correspondence, as inmates assigned to general population; see Operating Procedure 803.1, *Inmate and Probationer/Parolee Correspondence*. (5-ACI-4A-20, 5-ACI-4B-20)
- b. Secure messaging is a privilege, inmates assigned to general detention and RHU status are not provided access to the kiosk in order to retrieve or send their secure messages.
- c. Inmates assigned to SD-1 and SD-2 will not have access to kiosks but may access their secure messages through the following process: (5-ACI-4B-31)
  - i. When requested by the inmate, all incoming messages will be printed by mailroom staff and delivered to the inmate through the institutional mail.
  - ii. If a pre-paid stamp is purchased by the sender, the pre-paid stamp will remain on the inmate's account for use once the inmate is released to a housing unit with kiosk access.
  - iii. The inmate may hand write a return letter and forward their response to the mailroom through the institutional mail for processing and delivery through the US Postal Service in the same manner as all other outgoing inmate correspondence.
- d. Inmates in the Restorative Housing Unit will not receive the contents of their packages unless approved by the Facility Unit Head. Disapproved items may be stored if approved for general population, returned to the sender at the expense of the inmate or the sender, or disposed of in accordance with Operating Procedure 802.1, *Offender Property*.

## 3. Food

- a. Inmates assigned to a Restorative Housing Unit will receive the same number and type of meals served the general population.
- b. Food will not be used as a disciplinary measure. Punitive diets i.e., bread and water for inmates are prohibited. (5-ACI-5C-08)
- c. On initial placement in a Restorative Housing Unit, the inmate, if not on Common Fare or the Sealed Religious Diet, will designate if they want to receive regular or alternate entrée food trays.
  - i. The Restorative Housing Unit Supervisor must allow the inmate the opportunity to change their choice of tray type every 90 days that they remain in a Restorative Housing Unit.
  - ii. An inmate approved for Common Fare or the Sealed Religious Diet will be provided Common Fare and Sealed Religious Diet meals while in the Restorative Housing Unit, if available at that institution.
- d. Whenever the inmate refuses to eat, the refusal should be documented on the *Individual Inmate Log*, *Special Watch Log* or in the Restorative Housing Unit logbook if the inmate is not on an individual log.
- e. Inmates who refuse to eat will be managed in accordance with Operating Procedure 420.2, *Use of Restraints and Management of Inmate Behavior* (Restricted), and Operating Procedure 730.5, *Mental Health and Wellness Services: Behavior Management*.
- f. Inmates who abuse the trays or food products served to them will be managed in accordance with Operating Procedure 420.2, *Use of Restraints and Management of Inmate Behavior* (Restricted).

## 4. Legal Access

- a. Inmates are not prohibited from conducting litigation on their own behalf. (5-ACI-4A-22, 5-ACI-4B-22)
  - i. Inmates will be afforded access to institutional legal services to include the Facility Court Appointed Attorney and to Law Library materials; see Operating Procedure 866.3, *Offender Legal Access*.
  - ii. During orientation, inmates will be provided institution specific information on how to access

legal services.

- b. Attorney visits will occur during normal working hours of the institution unless otherwise approved by the Facility Unit Head or designee; see Operating Procedure 851.1, *Visiting Privileges*.
- c. Legal calls will be conducted through the inmate telephone system; see Operating Procedure 866.3, *Offender Legal Access*.

5. Telephone (5-ACI-4A-25, 5-ACI-4B-25)

- a. Inmates are permitted to place telephone calls in accordance with Operating Procedure 803.3, *Offender Telephone Service*. (5-ACI-4B-31)
  - i. General detention/RHU will be allowed two calls per month
  - ii. SD-1 will be allowed four calls per month
  - iii. SD-2 will be allowed six calls per month
- b. During orientation, inmates should be provided institution specific information on how to access telephone services including legal and emergency calls.

6. Visitation

- a. Inmates will have opportunities for visitation unless there are substantial reasons for withholding such privileges. (5-ACI-4A-21, 5-ACI-4B-21)
- b. The Facility Unit Head determines the visitation schedule, as permitted by available staff and institution resources, for inmates in a Restorative Housing Unit.
  - i. Inmates should be provided a maximum of one visit per week for one hour with no more than five persons.
  - ii. Some facilities may set a lower limit on the number of visitors due to space limitations.
  - iii. Visitation will be non-contact unless approved by the Facility Unit Head.

C. All inmates assigned to a Restorative Housing Unit will be provided clothing that is not degrading, and will have access to basic personal items for use in their cells unless there is imminent danger that an inmate or any other inmate(s) will destroy an item, use it as a weapon or instrument of escape, or induce self-injury. (5-ACI-4A-15, 5-ACI-4B-15)

1. Clothing and Bedding

- a. Upon arrival in a Restorative Housing Unit, inmates will be strip searched and should dress in state issue clothing
- b. The inmate's personal clothing will be removed, and the inmate will be furnished appropriate clothing and bedding; see Operating Procedure 802.1, *Offender Property*.
  - i. At least three times per week, clean state issue clothing will be immediately available when dirty clothes are taken off to be laundered.
  - ii. A clean washcloth and towel will be issued on a one-for-one exchange basis at shower time or included in the weekly linen exchange.
  - iii. Linens will be exchanged weekly.
- c. At the discretion of the Facility Unit Head, inmates may be issued the required amount of state clothing, wash clothes, towels, and linens on a weekly basis; the inmate must receive three complete sets of clean clothing, a clean towel, washcloth, and linen at least once per week.
- d. Blankets will be exchanged as needed per the institution's schedule.

2. Personal Property

- a. A Corrections Officer and the inmate, or two Corrections Officers in the inmate's absence, will inventory all personal property items when an inmate is placed in the Restorative Housing Unit; see Operating Procedure 802.1, *Offender Property*.
  - i. Inmates will be issued only those items specified on the appropriate *Authorized Personal Property Matrix* while assigned to the Restorative Housing Unit.
  - ii. In addition to those property items allowed on the *Authorized Personal Property Matrix*,



inmates assigned to SD-2, will be permitted to purchase consumable food items sold through the institution's commissary. (5-ACI-4B-31)

- iii. Other personal property items that are not issued to the inmate, but are allowed at the inmate's security level and current institution will be placed in storage.
- b. The inmate will be given a copy of their property inventory and must sign for all property issued to them while assigned to the Restorative Housing Unit.
- c. The inmate may request in writing any authorized personal property that was stored and not initially issued to the inmate i.e., hygiene items to replace items that have been consumed. All property taken from the inmate's property in storage and delivered to the inmate will be documented on the initial inventory that was completed when the inmate was initially placed in the Restorative Housing Unit.
- d. Inmates in a Restorative Housing Unit will not be allowed to purchase any property that is not specifically authorized for possession on the appropriate *Authorized Personal Property Matrix*.
  - i. Any pre-approved item of personal property received that is not specifically authorized for inmate possession in the Restorative Housing Unit, will be held in Personal Property and will not be issued to the inmate.
  - ii. The inmate will be notified of the receipt of property items by Personal Property staff using the *Personal Property Request - Add/Drop 802\_F1*.
  - iii. Inmates will not be allowed to view, try-on, or examine this property while assigned to the Restorative Housing Unit.
- e. When an inmate is discharged from a Restorative Housing Unit, the Restorative Housing Unit Supervisor will be notified and will have the inmate's property ready to be issued to the inmate upon their release. The inmate must sign for the property.

### 3. Personal Hygiene

- a. Inmates are permitted to shower and shave not less than three times each week and have the opportunity to sponge bathe whenever they choose. (5-ACI-4A-16, 5-ACI-4B-16)
    - i. Inmates will be moved directly to and from the showers.
    - ii. Inmates are allowed to take only the minimum items needed.
  - b. Inmates are allowed to possess a reasonable quantity of personal hygiene items as determined by the Facility Unit Head consistent with the security needs of the institution.
    - i. If the inmate does not have basic personal hygiene items and is indigent, the institution should furnish them.
    - ii. The institution should provide security toothbrushes. Personal toothbrushes are generally not allowed since they may be used as weapons.
    - iii. No oils or lotions should be allowed, except prayer oil.
  - c. Inmates should be provided razors by the institution.
    - i. Barbering services will be available on a regular basis.
    - ii. Personal razors should not be allowed.
    - iii. If the institution provides electric razors, they should be cordless with removable cutting heads. Cutting heads and screen covers should be sanitized after each use by soaking in a solution of suitable disinfectant in accordance with manufacturer's instructions.
- D. Within the resources available to the institution, unless security or safety considerations dictate otherwise, inmates in Restorative Housing Units have access to meaningful programs such as Interactive Journals and group elective options, educational services, commissary services, library services, social services, treatment services, religious guidance, and exercise programs. (5-ACI-4A-27, 5-ACI-4B-26)
- 1. Interactive Journals and Group Electives
    - a. Inmates with complete one hour of Interactive Journaling with group facilitation twice per week.
    - b. Daily group elective options are provided during non-programming days.

2. Commissary
    - a. Commissary orders will be taken at least three times per month on scheduled days.
    - b. Inmates are allowed a \$40.00 spend limit per month. SD-2 inmates are allowed an additional \$10.00 per month of consumable items. (5-ACI-4B-31)
    - c. Glass, metal, and other hazardous containers or products may be restricted if determined by the institution to pose a risk to security.
    - d. Security writing instruments should be provided by the institution. Inmates assigned to a Restorative Housing Unit in excess of 30 days may be required to purchase personal security writing instruments after the initial issue.
    - e. A list of approved commissary items for inmates should be available in the Restorative Housing Unit.
  3. Educational and Library Book Services (5-ACI-4A-23, 5-ACI-4B-23)
    - a. Inmates will have access to library books for personal use.
    - b. Inmates will have access to educational services as determined by the institution Principal.
  4. Counseling Services (5-ACI-4A-12, 5-ACI-4B-12)
    - a. During orientation, inmates will be provided institution specific information on how to access counseling services and program staff upon request and for emergencies.
    - b. At a minimum, each inmate on RHU status will receive a weekly visit from treatment staff.
  5. Religious Guidance
    - a. Inmates are afforded access to religious guidance.
    - b. During orientation, inmates will be provided institution specific information on how to access the Chaplain or other available religious services.
    - c. Visits from spiritual leaders may be requested in accordance with Operating Procedure 851.1, *Visiting Privileges*.
  6. Out of Cell Activity (5-ACI-4A-24, 5-ACI-4B-24, 5-ACI-4B-31)
    - a. All inmates will be provided the opportunity to participate in a minimum of four hours out of cell activity consisting of showers, outdoor exercise, visitation, interactive journaling, programming, and other group elective options, seven days a week.
    - b. During periods of total institutional lockdown, out of cell exercise may be suspended for Restorative Housing Units.
- E. Exceptions to normally provided living conditions, activities, and services are permitted only when found necessary by the Shift Commander; exceptions must be documented in accordance with Operating Procedure 425.4, *Management of Bed and Cell Assignments* (Restricted). (5-ACI-4A-24, 5-ACI-4B-16, 5-ACI-4B-24)
1. Unless inmate behaviors or medical/mental health needs warrant the removal of specific property items or denial of specific activities, the conditions for Mental Health and Medical hold will conform to the living conditions for Restorative Housing Units.
  2. If access to activities and services is more restrictive for inmates identified as HRSV or who have alleged to have suffered sexual abuse or sexual harassment than for others in their housing status, staff will document the opportunities that have been limited, the duration of the limitation and the reasons for such limitations.

## REFERENCES

[Operating Procedure 050.3, Facility Release of Offenders](#)

[Operating Procedure 420.2, Use of Restraints and Management of Inmate Behavior](#) (Restricted)



[Operating Procedure 425.4, \*Management of Bed and Cell Assignments\* \(Restricted\)](#)  
[Operating Procedure 720.1, \*Access to Health Services\*](#)  
[Operating Procedure 720.2, \*Medical Screening, Classification, and Levels of Care\*](#)  
[Operating Procedure 720.3, \*Health Maintenance Program\*](#)  
[Operating Procedure 720.5, \*Pharmacy Services\*](#)  
[Operating Procedure 730.3, \*Mental Health Services: Levels of Service\*](#)  
[Operating Procedure 730.5, \*Mental Health and Wellness Services: Behavior Management\*](#)  
[Operating Procedure 802.1, \*Offender Property\*](#)  
[Operating Procedure 803.1, \*Inmate and Probationer/Parolee Correspondence\*](#)  
[Operating Procedure 803.3, \*Offender Telephone Service\*](#)  
[Operating Procedure 820.2, \*Inmate Re-Entry Planning\*](#)  
[Operating Procedure 830.1, \*Institution Classification Management\*](#)  
[Operating Procedure 830.3, \*Good Time Awards\*](#)  
[Operating Procedure 830.5, \*Transfers, Institution Reassignments\*](#)  
[Operating Procedure 830.6, \*Offender Keep Separate Management\*](#)  
[Operating Procedure 851.1, \*Visiting Privileges\*](#)  
[Operating Procedure 861.1, \*Offender Discipline, Institutions\*](#)  
[Operating Procedure 866.3, \*Offender Legal Access\*](#)

## **ATTACHMENTS**

[Attachment 1, \*Restorative Housing Operating Level Designation\*](#)

## **FORM CITATIONS**

[\*Mental Health and Wellness Services Screening 730 F12\*](#)

[\*Personal Property Request - Add/Drop 802 F1\*](#)

[\*Responsible Behavior Goals Progress Report 841 F22\*](#)



# Operating Procedure

<b>Effective Date</b> April 1, 2019	<b>Number</b> 841.4
<b>Amended</b> 7/1/19, 9/1/19, 1/1/20, 4/1/20, 3/1/21	<b>Operating Level</b> Department
<b>Supersedes</b> Operating Procedure 841.4 (4/1/16) Operating Procedure 861.3 (4/1/15)	
<b>Authority</b> COV §53.1-10, §53.1-25	

**Subject**

## RESTRICTIVE HOUSING UNITS

**ACA/PREA Standards**  
 5-ACI-4A-01, 5-ACI-4A-02, 5-ACI-4A-04, 5-ACI-4A-05, 5-ACI-4A-07, 5-ACI-4A-08, 5-ACI-4A-10, 5-ACI-4A-11, 5-ACI-4A-12, 5-ACI-4A-15, 5-ACI-4A-16, 5-ACI-4A-20, 5-ACI-4A-21, 5-ACI-4A-22, 5-ACI-4A-24, 5-ACI-4A-25, 5-ACI-4A-27, 5-ACI-4B-02, 5-ACI-4B-03, 5-ACI-4B-04, 5-ACI-4B-08, 5-ACI-4B-09, 5-ACI-4B-10, 5-ACI-4B-12, 5-ACI-4B-14, 5-ACI-4B-15, 5-ACI-4B-16, 5-ACI-4B-20, 5-ACI-4B-21, 5-ACI-4B-22, 5-ACI-4B-24, 5-ACI-4B-25, 5-ACI-4B-26, 5-ACI-4B-28, 5-ACI-4B-29, 5-ACI-4B-30, 5-ACI-4B-31, 5-ACI-4B-32, 5-ACI-4B-33, 5-ACI-5C-08; 4-4140, 4-4249, 4-4250, 4-4251, 4-4253, 4-4254, 4-4256, 4-4257, 4-4258, 4-4261, 4-4262, 4-4263, 4-4266, 4-4267, 4-4268, 4-4270, 4-4271, 4-4273, 4-4320, 4-4400

<b>Incarcerated Offender Access</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Public Access</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>Attachments</b> Yes <input checked="" type="checkbox"/> #1 No <input type="checkbox"/>	<b>Office of Primary Responsibility</b> Chief of Restrictive Housing and Serious Mental Illness
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### I. PURPOSE

This operating procedure provides for the classification of offenders incarcerated in Department of Corrections institutions to General Detention, and Restrictive Housing statuses, minimum standards for the operation of restrictive housing units, and minimum standards for the care and custody of offenders assigned to each of these statuses.

### II. COMPLIANCE

This operating procedure applies to all units operated by the Department of Corrections (DOC). Practices and procedures must comply with applicable State and Federal laws and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

### III. DEFINITIONS

**“At Risk” Offender** - An offender identified by a **Psychology Associate** ~~Qualified Mental Health Professional~~ as meeting the criteria in Operating Procedure 730.5, *Mental Health Services: Behavior Management*, based on evaluation of the impact that restrictive housing may have on mental health conditions exhibited by the offender (changed 4/1/20)

**Discharge** - The release of an offender from a facility due to satisfying the requirements for incarceration at that facility; discharge may be due to parole, good time release, pardon, court order, completion of Community Corrections program or other reasons. Discharge may be to society with or without probation/parole/ post-release obligations or discharge may be to law enforcement authorities for other legal obligations or deportation.

**General Detention** - Special purpose bed assignments, utilized under proper administrative process, for the immediate secure confinement of offenders pending review for an appropriate assignment

~~**Grooming Standards Violator Housing Unit (VHU)** - An offender housing unit designated to house Grooming Standards Violators with the objective to manage and encourage compliance of male offenders determined to be in violation of Department of Corrections grooming standards (deleted 7/1/19)~~

**Health Trained Staff** - A DOC employee, generally a Corrections Officer, who has been trained to administer health screening questionnaires, including training as to when to refer to health care staff and with what level of urgency

**High Risk Sexual Victim (HRSV)** - As identified by the *Classification Assessment* and Psychology Associate QMHP assessment, any incarcerated offender confirmed as a sexual victim or identified as being at high risk of being sexually victimized (changed 4/1/20)

**Institution** - A prison facility operated by the Department of Corrections - includes major institutions, field units, and work centers.

**Institutional Classification Authority (ICA)** - The facility staff person designated to conduct offender case review hearings; hearings related to restrictive housing status review are formal due process hearings and are generally conducted by a Multi-Disciplinary Team.

**Management Path** - The restrictive housing unit level to which the offender is assigned and the remaining steps for the offender to enter full privilege general population

**Medical Practitioner** - A physician, physician's assistant, or nurse practitioner licensed to practice medicine in the Commonwealth of Virginia or in the jurisdiction where the treatment is to be rendered or withheld

**Mental Health Residential Treatment Unit** - A designated treatment unit where mental health services are provided to offenders who are unable to function in a general population setting due to mental disorder but who typically do not meet the criteria for admission to an Acute Care unit

**Multi-Disciplinary Team (MDT)** - MDT members are responsible to review individual offenders related to restrictive housing and step-down statuses and act as the Institutional Classification Authority to make recommendations for housing status, transfer, security level, good time class, etc.; decisions are the responsibilities of the Facility Unit Head and Regional Administrator.

**Offender with Serious Mental Illness (SMI)** - An offender diagnosed with a Psychotic Disorder, Bipolar Disorder, Major Depressive Disorder, Posttraumatic Stress Disorder (PTSD) or Anxiety Disorder, or any diagnosed mental disorder (excluding substance abuse disorders) currently associated with serious impairment in psychological, cognitive, or behavioral functioning that substantially interferes with the person's ability to meet the ordinary demands of living.

**Psychology Associate** - An individual with at least a Master's degree in psychology, social work, or relevant human services field with knowledge, training, and skills in the diagnosis and treatment of mental disorders, which may include Psychiatric Provider, Social Worker or Registered Nurse. (added 4/1/20)

**Protective Custody Unit** - A special purpose general population housing unit designated by the Director for offenders classified as requiring separation from other offenders as a result of their personal security needs; offenders requesting and requiring assignment to a protective custody unit may be managed in General Detention and Restrictive Housing, as appropriate, pending assignment and transfer.

~~**Qualified Mental Health Professional (QMHP)** - An individual employed in a designated mental health services position as a Psychologist or Psychology Associate, Psychiatric Provider, Social Worker (Masters level) or Registered Nurse or an individual with at least a Master's degree in psychology, social work or relevant human services field with knowledge, training, and skills in the diagnosis and treatment of mental disorders (deleted 4/1/20)~~

**Restrictive Housing Unit** - A general term for special purpose bed assignments including general detention, restrictive housing, and step-down statuses; usually a housing unit or area separated from full privilege general population

- **Restrictive Housing (RHU)** - Special purpose bed assignments operated under maximum security regulations and procedures, and utilized under proper administrative process, for the personal protection or custodial management of offenders
- **RH Step-down 1 (SD-1), RH Step-down 2 (SD-2)** - General population bed assignments operated with increased privileges above Restrictive Housing but more control than full privilege general population

**Secure Diversionary Treatment Program (SDTP)** - Bed assignments designated for offenders who have been classified as SMI; operates with structured security regulations and procedures, and provides programming and treatment services conducive with evidence based treatment protocols and individualized treatment plans

**Shared Allied Management (SAM) Unit** - A residential programming unit operated at designated DOC institutions to deliver intensive services in a safe environment to specific offender populations that typically require a high level of services from security, mental health, and/ or medical staff

**Steps to Achieve Reintegration (STAR) Program** - A DOC program operated at designated DOC institutions for offenders, who motivated by an unspecified fear, refuse to leave restrictive housing and enter general population

**Working Day** - Weekdays, Monday through Friday, except official state holidays

#### IV. PROCEDURES

##### A. Restrictive Housing Units

1. This operating procedure provides offenders incarcerated in Department of Corrections institutions with information on the operation of restrictive housing units at Security Level ~~4~~ 2 through Security Level 5 institutions and for the supervision of offenders under General Detention, Restrictive Housing (RHU), and Step-down statuses (SD-1 and SD-2). (See Operating Procedure 425.4, *Management of Bed and Cell Assignments* (Restricted), for security considerations relating to restrictive housing units.) (5-ACI-4A-04, 5-ACI-4B-03; 4-4249)
2. Security Level W institutions, Security Level 1 institutions, and Deerfield Correctional Center do not operate restrictive housing units.
  - a. When warranted, offenders will be immediately expeditiously transferred to the designated parent/host institution for placement on General Detention in the restrictive housing unit.
  - b. Detention in restraints or holding cells is authorized pending transfer of the offender.
3. Restrictive housing units at institutions that house Security Levels 5, 6 and S offenders will operate in accordance with this operating procedure for Security Level 5 offenders and the Red Onion State Prison/Wallens Ridge State Prison local operating procedure addressing the *Restrictive Housing Reduction Step Down Program*, for Security Level 6 and S offenders.
4. For institutions designated for multiple security level offenders, the restrictive housing unit will operate in accordance with Attachment 1, *Restrictive Housing Operating Level Designation*.

##### B. Restrictive Housing Mission

1. Restrictive housing units provide for personal protection and custodial management measures, exercised by the institution for the welfare of the offender, the institution, or both and will not be used as punishment.
2. General Detention will be utilized for the immediate secure confinement of an offender only when their presence in the general population or a step-down status poses a direct threat to the offender (to include when an offender requires personal protection and no reasonable alternative is available), other offenders, institutional staff, or a clear threat to the safe, secure operation of the institution. The goals of a restrictive housing unit are to: (5-ACI-4B-02; 4-4250)
  - a. Manage offenders in a safe and secure manner
  - b. Provide a consistent, systems approach to the operation of restrictive housing units in all institutions to maximize positive outcomes in offender adjustment
  - c. Provide opportunities for offenders to increase their likelihood for success in a full privilege general population
3. An offender moved from general population into a restrictive housing unit must be initially assigned to General Detention, which is authorized by the Shift Commander or above for the immediate secure confinement of an offender pending review for an appropriate assignment. (5-ACI-4B-02; 4-4250)
4. Assignment to any other restrictive housing status requires a formal due process hearing held by the Multi-Disciplinary Team (MDT), and must be approved by the Facility Unit Head or designee in accordance with Operating Procedure 830.1, *Institution Classification Management*.

5. The MDT has the authority to conduct Institutional Classification Authority hearings related to restrictive housing units and is responsible to review individual offenders and make recommendations concerning the management paths as well as security level, good time class, transfer, etc.

#### C. Restrictive Housing Assignment Process

1. Only the Shift Commander or a higher authority may authorize an offender's placement in a restrictive housing unit on General Detention.
  - a. Institutional staff, such as but not limited to Corrections Officer, Investigator, Psychology Associate QMHP, or Health Authority may refer an offender for General Detention. (changed 4/1/20)
  - b. The Shift Commander will meet with the referring staff member and the offender, and will either place the offender on General Detention in the restrictive housing unit or return the offender to general population.
2. When an offender requests protective custody and the need for protective custody is documented and no alternative exists, the Shift Commander will authorize the offender's assignment to General Detention in accordance with Operating Procedure 830.5, *Transfers, Institution Reassignments*, and Operating Procedure 830.6, *Offender Keep Separate Management*. (5-ACI-4A-05; 4-4251)
3. When Mental Health or Medical staff determine that an offender should be placed in a restrictive housing unit to protect the offender, other offenders, institutional staff, or the safe, secure operation of the institution, they may request to the Shift Commander that the offender be placed on General Detention.
4. Offenders identified as HRSV or offenders alleged to have suffered sexual abuse or sexual harassment will not be placed in the restrictive housing unit without their consent unless an assessment of all available alternatives has been made, and it has been determined by the Psychology Associate QMHP in consultation with the Shift Commander and Regional PREA Analyst that there are no available alternative means of separation from likely abusers. (changed 4/1/20)

#### D. Restrictive Housing Assignment Mental Health and Medical Reviews

1. Offenders will be screened by a Psychology Associate Qualified Mental Health Professional (QMHP) before their placement or within one working day after placement in General Detention so that any "at risk" offenders may be identified and monitored in accordance with Operating Procedure 730.5, *Mental Health Services: Behavior Management*. At facilities with no Psychology Associate QMHP, health trained staff should screen the offender to identify if there is any indication the offender may be "at risk". (5-ACI-4B-10) (changed 4/1/20)
2. Health care personnel will be informed immediately when an offender is transferred from general population to General Detention in order to provide assessment per protocols established by the Health Authority. This assessment will determine the impact that restrictive housing may have on medical conditions exhibited by the offender and the possible alternatives that may be available to compensate for such conditions. (5-ACI-4A-01, 5-ACI-4B-28; 4-4400)

#### E. Initial Assignment to General Detention - Offender Classification Process

1. The Facility Unit Head or other Administrative Duty Officer must review the offender's placement in restrictive housing on General Detention within 24 hours and will either approve the placement or order the offender returned to their previous status when General Detention is not warranted. (5-ACI-4B-02; 4-4250)
2. Within three working days of an offender's initial placement on General Detention, the MDT will review all available, relevant information and conduct a formal ICA hearing to determine the following:
  - ~~a. For Security Level 1 institutions and Baskerville Correctional Center (deleted 1/1/20)~~
    - ~~i. The MDT will determine if the offender will be released to general population at their current institutional assignment.~~

- ~~ii. Offenders who cannot return to the general population at the current institution but would be suitable for general population at another equal or higher level institution should be recommended for transfer to an appropriate institution.~~
- ~~iii. Offenders who cannot return to the general population at the current institution and who are expected to require maximum security management in excess of 30 days should be recommended for transfer to the Centralized Restrictive Housing Unit.~~
- b. For Security Level 2 and above institutions, the MDT will determine if the offender can return to the previous housing status (general population or step-down) or remain in the restrictive housing unit and assign to RHU or other appropriate internal status in restrictive housing.
3. For Security Level 2 and above institutions, within 10 working days (15 working days for investigative status) of an offender's initial placement on General Detention, the MDT will conduct a formal ICA hearing to determine the following:
- a. Security Level 2 institutions
- i. The MDT will evaluate the offender and determine if the offender will be released to general population at their current institutional assignment.
- ii. Offenders who cannot return to the general population at the current institution but would be suitable for general population at another equal or higher level institution should be recommended for transfer to an appropriate institution.
- iii. Offenders who cannot return to the general population at the current institution and who are expected to require maximum security management in excess of 30 days should be recommended for transfer to the Centralized Restrictive Housing Unit.
- b. Security Level 3 and above institutions (5-ACI-4B-31)
- i. The MDT will determine if the offender will be released to general population at their current institutional assignment.
- ii. Offenders who will remain in the restrictive housing unit at their current institution, will be provided a management path (RHU, SD-1, SD-2) that is designed to address their behaviors and needs so that the offender can enter a full privilege general population. Restrictive housing offenders will be reviewed for placement in Step-down statuses and general population as soon as the risk is reduced to an acceptable level.
- iii. Offenders who cannot return to the general population at the current institution and who are expected to require maximum security management in excess of 30 days (not achieve assignment to a Step-down level or full privilege general population) should be recommended for transfer to the Centralized Restrictive Housing Unit.
- iv. Offenders who cannot return to the general population at the current institution but would be suitable for general population at another equal or higher level institution, based on the severity of behaviors, should be recommended for transfer to an appropriate institution.
- v. Restrictive housing offenders will be reviewed for placement in Step-down statuses and general population as soon as the risk is reduced to an acceptable level.
4. Offenders with a *Serious Mental Illness* (SMI) must be reviewed within 10 working days after the initial placement on General Detention; the MDT will conduct a formal ICA hearing to evaluate the offender and determine the following: (5-ACI-4B-30)
- a. If the offender will be released to general population or placed in SD-1 or SD-2 within 28 days of initial placement on General Detention at their current institution
- b. SMI offenders who will not be released to general population or placed in SD-1 or SD-2 within 28 days will be reviewed to determine appropriate placement from the options below:
- i. Referral to Marion Correctional Treatment Center's (MCTC) Acute Care Unit in accordance with Operating Procedure 730.3, *Mental Health Services: Levels of Service*, if the offender meets the legal commitment criteria.
- ii. Referral to a Mental Health Residential Treatment Unit or other Mental Health Unit in accordance with Operating Procedure 730.3, *Mental Health Services: Levels of Service*, when



the offender does not meet the criteria for commitment to an Acute Care Unit but is unable to function in a general population.

- iii. Referral to a *Secure Diversionary Treatment Program* in accordance with in Operating Procedure 830.5, *Transfers, Institution Reassignments*, if the offender frequently engages in assaultive, disruptive, and/ or unmanageable behaviors.
  - iv. Specialized placement in a *Secured Allied Management Unit (SAM)* in accordance with Operating Procedure 830.5, *Transfers, Institution Reassignments*.
  - c. SMI offenders must be moved out of Restrictive Housing (RHU) within 28 days of placement on General Detention unless a *Serious Mental Illness (SMI) 28 Day Exemption Request* been granted in accordance with Operating Procedure 425.4, *Management of Bed and Cell Assignments (Restricted)*.
5. Pregnant offenders and offenders under the age of 18 must be reviewed within 10 working days after the initial placement on General Detention; the MDT will conduct a formal ICA hearing to evaluate the offender and determine the following: (5-ACI-4B-32, 5-ACI-4B-33)
- a. If the offender will be released to their previous housing assignment in general population or placed in SD-1 or SD-2 at their current institution within 28 days of the initial placement on General Detention
  - b. Pregnant offenders and offenders under the age of 18 who will not be released to their previous housing assignment in general population or placed in SD-1 or SD-2 within 28 days because they pose a risk to the safe, secure, and orderly operation of the institution will be reviewed by the MDT to determine appropriate alternate housing.
  - c. Pregnant offenders and offenders under the age of 18 who are SMI who will not be released to their previous housing assignment in general population or placed in SD-1 or SD-2 within 28 days must be reviewed by the MDT who will consult with the Psychology Associate Senior at CCS to determine appropriate alternate housing. (5-ACI-4B-30)
- ~~6. Offenders placed in the restrictive housing unit for non-compliance with the established DOC grooming standards will remain on RHU status until the offender is in compliance with the grooming standards or the offender is transferred to the designated institution with the *Grooming Standards Violator Housing Unit (VHU)*. (See Operating Procedure 864.1, *Offender Grooming and Hygiene*.) (deleted 7/1/19)~~
7. Offenders in a restrictive housing unit who refuse assignment to general population due to an unspecified fear and not for a specific fear or threat, violent or aggressive behavior, or legitimate protective custody needs should be reviewed for transfer to the *Steps to Achieve Reintegration (STAR) Program*. (See Operating Procedure 830.5, *Transfers, Institution Reassignments*.)
8. Offenders in a restrictive housing unit and who are classified as requiring separation from other offenders as a result of their personal security needs should be reviewed for transfer to a Protective Custody Unit. (See Operating Procedure 830.1, *Institution Classification Management*, and Operating Procedure 830.5, *Transfers, Institution Reassignments*.)
9. Security Level S offenders in restrictive housing in in excess of 90 consecutive days (SM-Special Management) or 180 consecutive days (IM-Intensive Management) due to temporary transfer for medical, court, etc., must be provided adequate recreation, program services, and privileges in accordance with the Red Onion State Prison/Wallens Ridge State Prison local operating procedure addressing the *Restrictive Housing Reduction Step-Down Program*.

#### F. Offender Management Path Development

1. Offenders at Security Level 2 institutions are not provided a management path. Offenders will be required to participate in journaling and/or other program assignments as deemed appropriate by the MDT.
2. Offenders at Security Level 3 and above institutions who will remain in the restrictive housing unit at their current institutional assignment will be evaluated and provided a management path that is

designed to address their behaviors and needs so that the offender can enter a full privilege general population. (5-ACI-4B-31)

- a. Restrictive Housing (RHU) - To be used for offenders that must be managed under maximum security conditions.
  - b. Step-down 1 (SD-1) - To be used for offenders whose behavior does not rise to the level of RHU or whose behavior has improved since assignment to RHU to include completion of required programmatic goals.
  - c. Step-down 2 (SD-2) - To be used for offenders who have been identified as needing a more structured living environment than in general population but do not need the level of control provided in RHU or SD-1 and/ or offenders whose behavior has improved since assignment to RHU or SD-1 to include completion of required programmatic goals.
3. Appropriate members of the MDT will evaluate the offender and develop the offender's management path (RHU, SD-1, SD-2) within 10 working days (15 working days for investigative status) in accordance with this operating procedure. Evaluation tools and program components include but are not limited to the following: (5-ACI-4B-31)
- a. Review of COMPAS findings
  - b. Case Plan review and development
  - c. History of behavior
  - d. Risk/Needs assessment
  - e. Assessment of:
    - i. Disciplinary Violation goals - to reduce or eliminate disciplinary violations
    - ii. Mental Health goals - medication compliant, number of office visits per month, etc.
    - iii. Responsible behavior goals - personal hygiene, standing for count, cell compliance, deportment; satisfactory rapport with staff and offenders with compliance documented on the [\*Responsible Behavior Goals Progress Report\*](#) 841\_F22
    - iv. Journaling and/or program assignments relevant to offender needs and goals
4. Once the offender's management path is approved, the offender's Case Plan in VACORIS must be updated.
5. Offenders who refuse to participate in the requirements of their designated management path will subject to disciplinary action in accordance with Operating Procedure 861.1, *Offender Discipline, Institutions*.
- a. Offenders at Security Level 2 institutions, who refuse to participate in journaling and/or other program assignments, and offenders at Security Level 3 institutions will be given a warning for their first refusal to participate.
    - i. If the offender again refuses to participate, the offender will be charged with Offense Code 200, *Refusing to work or refusing to attend school or other program assignments mandated by procedure or by law, or failure to perform work or program assignment as instructed*'.
    - ii. Upon conviction of Offense Code 200, the offender will be reviewed by the MDT for transfer to the Centralized Restrictive Housing Unit.
  - b. Offenders who refuse to participate in the requirements of their designated management path in the Centralized Restrictive Housing Unit will be given a warning for the first refusal.
    - i. If the offender again refuses to participate, the offender will be charged with Offense Code 119f, *Refusal to participate in the restrictive housing unit assignment*.
    - ii. Upon conviction of Offense Code 119f, the offender will be reviewed by the MDT for transfer to higher security level institution.
  - c. Offenders who refuse to participate at Security Level 4 and above institutions will be charged with Offense Code 119f, *Refusal to participate in the restrictive housing unit assignment* and managed in the restrictive housing unit at their current location.



- d. After the first refusal and warning, the offender must be given the opportunity to comply. The offender cannot be charged with a disciplinary offense until the next seven day *Restrictive Housing Status Review*.
- e. Upon conviction for refusal to participate, the offender should be reviewed for reduction to Good Time Class IV in accordance with Operating Procedure 830.3, *Good Time Awards*.
- f. An offender shall be charged only once during a continued period of refusal.

#### G. Centralized Restrictive Housing Unit Transfers

- 1. Each institutional recommendation for offender transfer to the Centralized Restrictive Housing Unit must be based on a formal ICA Hearing conducted by the MDT and submitted via VACORIS in accordance with Operating Procedure 830.1, *Institution Classification Management*.
  - a. The MDT must submit justification with each request for transfer.
  - b. Each recommendation for transfer to a Centralized Restrictive Housing Unit will be reviewed by the appropriate authorities to determine if the transfer is warranted.
- 2. Security Level 4 and above institutions will not transfer offenders to the Centralized Restrictive Housing Unit, offenders who require maximum security management in excess of 30 days will be managed in the restrictive housing unit at their current location.
- 3. MDT recommendations for transfer other than to the Centralized Restrictive Housing Unit will be made through the normal processes appropriate to the type of transfer in accordance with Operating Procedure 830.5, *Transfers, Institution Reassignments*.

#### H. Restrictive Housing Status Reviews

- 1. Every seven days of an offender's first 60 days in RHU status and every 30 days thereafter, the MDT will perform a *Restrictive Housing Status Review* of all offenders assigned to RHU to monitor the appropriateness of this status. If a formal review of the offender's status is warranted, the offender will be served notice of an ICA hearing in accordance with Operating Procedure 830.1, *Facility Classification Management*. (5-ACI-4A-07, 5-ACI-4B-08; 4-4253)
- 2. The MDT will formally review the offender's status at least once every 30 days while they are assigned to any restrictive housing unit level. (5-ACI-4A-08, 5-ACI-4B-09, 5-ACI-4B-31; 4-4254)
  - a. The MDT will conduct a formal due process hearing and review the offender's adjustment and behavior in accordance with Operating Procedure 830.1, *Institution Classification Management*.
    - i. The MDT will evaluate the offender and determine whether to recommend that the offender continue in the current restrictive housing level for a subsequent period of up to 30 days or be assigned to another level.
    - ii. The MDT should base its recommendation on the reason for the assignment, the offender's behavior, and any progress made on the management path and treatment objectives.
  - b. When the MDT determines that an offender's behavior or circumstances no longer warrant the current restrictive housing unit status, a recommendation for the offender's reclassification to a different status or release to full privilege general population should be made.
  - c. Offenders transferred for placement in the Centralized Restrictive Housing Unit who have completed SD-2 will be reviewed by the MDT to determine if the offender will be released to the full privilege general population at that institution or transferred to general population at another Security Level 3 institution.
  - d. The MDT should determine whether the offender poses an unacceptable risk to the offender to include personal protection and keep separates in the general population, or is a threat to other offenders, institutional staff, or the safe, secure operation of the institution.
    - i. Offenders in the restrictive housing unit pending approval for and transfer to a Protective Custody Unit or to the *Steps to Achieve Reintegration (STAR) Program* may be managed in the restrictive housing unit on RHU or SD-1 status as deemed appropriate by the MDT and approved by the Facility Unit Head or designee.

- ii. Offenders under investigation by the Special Investigations Unit (SIU) who cannot return to general population and must remain in the restrictive housing unit, may be managed on RHU or SD-1 status as deemed appropriate by the MDT and approved by the Facility Unit Head.
  - iii. The MDT may recommend a transfer to another institution when return to the full privilege general population at that institution is not appropriate.
- 3. ICA hearings may be conducted by the MDT at the institution's discretion any time a significant change in circumstances or the offender's behavior warrants a review in accordance with Operating Procedure 830.1, *Institution Classification Management*.
- 4. Offenders assigned to a restrictive housing unit in excess of 30 days should not be discharged directly to the community. (5-ACI-4B-29)
  - a. No less than 30 days prior to the offender's discharge date, the MDT will conduct a formal due process hearing to review the offender's status and determine if the offender can return to general population or if the offender must be discharged from the restrictive housing unit.
  - b. If the offender will be discharged from the restrictive housing unit, the MDT must document their justification on the *Institutional Classification Authority Hearing Notification* for review and approval by the Regional Operations Chief or Regional Administrator.
  - c. In addition to the release requirements mandated for all offender in Operating Procedure 050.3, *Facility Release of Offenders*, Operating Procedure 720.3, *Health Maintenance Program*, and Operating Procedure 820.2, *Re-Entry Planning*, the following must be taken at a minimum
    - i. Development of a release plan that is tailored to specific needs of the offender
    - ii. Notification of release to the supervising P&P Office who will contact state and local law enforcement
    - iii. Notification to releasing offender of applicable community resources
    - iv. Notification to Victim, if applicable
- 5. Temporary Suspension of Time Frames
  - a. In the event of a widespread institutional disruption, natural disaster, or other unusual occurrence that requires emergency action, the Facility Unit Head may temporarily suspend any or all portions of this operating procedure.
  - b. Offenders involved in the emergency may be detained without being served an *Institutional Classification Authority Hearing Notification* or conducting an ICA Hearing throughout the course of the emergency.
  - c. Upon restoration of institutional order, all detained offenders will be subject to Institutional Classification Authority and other reviews in accordance with this operating procedure.
- I. Security, Movement, and Control of Contraband
  - 1. A Corrections Officer must check each offender in General Detention or on RHU status twice per hour, no more than 40 minutes apart, on an irregular schedule. (5-ACI-4A-11; 4-4257)
    - a. Offenders in SD-1 or SD-2 statuses should be checked on a similar schedule.
    - b. Offenders who are violent or mentally disordered or who demonstrate unusual or bizarre behavior will receive more frequent observation
    - c. Suicidal offenders are under continuous observation in accordance with Operating Procedure 730.5, *Mental Health Services: Behavior Management*
    - d. In addition to supervision provided by the unit Corrections Officers, the Shift Commander or higher authority will visit the restrictive housing unit daily. (5-ACI-4A-12, 5-ACI-4B-12; 4-4258)
  - 2. On days that showers and/or outside recreation are scheduled at the facility, a supervisor will blow their whistle and make an announcement, at the beginning of their round, to alert inmates to their presence and to determine which inmates want to participate in showers and/or outside recreation. (added 3/1/21)
  - 3. A strip search must be conducted on each offender assigned to the restrictive housing unit before the

offender exits their cell.

- a. Each offender in General Detention or on RHU status will be placed in restraints and escorted by two certified Corrections Officers whenever outside a secure area, such as a cell, shower, or exercise module. (5-ACI-4B-31)
    - i. An offender in SD-1 status at Security Level 4 and above institutions and the Centralized Restrictive Housing Unit will be placed in handcuffs and escorted by two certified Corrections Officers. SD-1 offenders in Security Level 3 institutions may be moved within the restrictive housing unit area by two certified Corrections Officers without restraints and without direct escort.
    - ii. An offender in SD-2 status may be moved within the restrictive housing unit area by one certified Corrections Officer without restraints and without direct escort.
  - b. A frisk search will be conducted immediately after a restrictive housing unit offender is removed from their cell or other secure area.
  - c. A frisk search will be conducted on each offender prior to returning the offender to their restrictive housing unit cell.
4. Only one offender at a time may be out of a secure area in the restrictive housing unit unless both offenders are restrained with separate security escorts.
- a. With approval of the Facility Unit Head, an exception may be made for offenders participating in small group programs (SD-2 - maximum ten offenders) within the restrictive housing unit area. (5-ACI-4B-31)
  - b. Protective custody offenders must be separated from known keep separates. Such offenders must be housed in separate cells and have no direct contact unless both offenders are in restraints with separate security escorts.
5. Each restrictive housing unit cell will be inspected whenever an offender is removed from the cell.
- a. This inspection is a general review of sanitation conditions and scan for contraband.
  - b. The restrictive housing unit cell inspection may be conducted by one Corrections Officer and the offender need not be present.
  - c. A thorough search and inspection of the restrictive housing unit cell will be conducted and documented each time an offender is moved out of a cell, before another offender is moved into the cell.
6. All items entering the restrictive housing unit must be searched to detect and eliminate contraband.
7. Offenders from general population may provide housekeeping and other services in the restrictive housing unit.
- a. If allowed to do so, each worker must be specifically authorized by the Chief of Security, will be searched (strip search for Security Level 3 and higher) upon entrance and exit, and must remain under direct supervision of a staff member at all times.
  - b. No offender worker will be allowed physical contact with a restrictive housing unit offender except as required for services rendered, i.e. barber.
8. All housing areas in the restrictive housing unit, to include cells housing offenders identified as potentially suicidal, must have readily accessible equipment and supplies necessary in an emergency.

#### J. Mental Health and Medical Reviews and Care

1. No offender will be denied necessary or proper medical, dental, and or mental health care while in a restrictive housing unit.
  - a. Any offender with identified mental health problems who is placed in General Detention or is on RHU status will be monitored per Operating Procedure 720.1, *Access to Health Services*, and Operating Procedure 730.5, *Mental Health Services: Behavior Management*.
  - b. Medical services will be provided in accordance with Operating Procedure 720.1, *Access to Health*

*Services, and Operating Procedure 720.2, Medical Screening, Classification, and Levels of Care.*

- c. Offenders should request dental services if needed. Dental staff will determine the need to provide dental care while the offender is in a restrictive housing unit.
  - d. Prescribed medications will be provided in accordance with Operating Procedure 720.5, *Pharmacy Services*. (5-ACI-4A-15, 5-ACI-4B-14; 4-4261)
  - e. Any “at risk” offender should receive a physical screening (i.e., weight and vital signs taken and recorded and checked for symptoms of possible side-effects to prescribed medication) by a qualified health care professional (i.e., RN, LPN/CNT, or CHA) no less than once every 14 days.
2. Unless medical attention is needed more frequently, each offender in General Detention or on RHU status will receive a daily visit from a qualified health care professional (not required for institutions that do not have medical staff on duty on weekends). (5-ACI-4A-01, 5-ACI-4A-12, 5-ACI-4B-12, 5-ACI-4B-28; 4-4258, 4-4400)
    - a. The visit ensures that offenders have access to the health care system.
    - b. The presence of a health care professional in the restrictive housing unit is announced and recorded.
    - c. Medical requests, medical staff visits, and medications administered or refused will be recorded.
    - d. Medical Practitioner visits to the restrictive housing unit are not required, offenders will submit a request to be seen by the Medical Practitioner through the established sick call process.
  3. Unless mental health attention is needed more frequently, each offender on RHU status will receive a weekly visit from mental health staff in accordance with Operating Procedure 730.5, *Mental Health Services: Behavior Management*. (5-ACI-4B-26, 5-ACI-4B-28; 5-ACI-4B-30)
    - a. A Psychology Associate QMHP will personally interview any offender remaining in RHU status for more than 7 days. (changed 4/1/20)
    - b. If confinement continues beyond 7 days, a mental health screening by a Psychology Associate QMHP must be conducted within 7 days thereafter or more frequently if clinically indicated. (5-ACI-4A-10, 5-ACI-4B-10; 4-4256) (changed 4/1/20)
  4. When an in-person assessment or examination of an offender in General Detention or on RHU status by a Psychology Associate QMHP or other health care professional is conducted in the cell, the offender will be restrained and instructed to sit on their bunk. (changed 4/1/20)

#### K. Living Conditions and General Requirements for Restrictive Housing Units

1. On initial assignment to a restrictive housing unit, offenders should receive an orientation (written preferred but not required) on available services and how to access them. Offenders will have access to programs, privileges, education, and work opportunities to the extent possible while ensuring the offender’s safety.
2. Offenders will receive laundry, barbering, and hair care services and are issued and afforded the opportunity to exchange clothing, bedding, and linen on the same basis as offenders in the general population. (4-4263)
3. Restrictive housing units provide living conditions that approximate those of the general offender population; all exceptions are clearly documented in this operating procedure. (5-ACI-4A-02, 5-ACI-4B-04; 4-4140)
  - a. Cell Conditions
    - i. Restrictive housing cells/rooms permit the offenders assigned to them to converse with and be observed by staff members. (5-ACI-4A-02, 5-ACI-4B-04; 4-4140)
    - ii. Space is available either inside the restrictive housing unit or external to the unit for treatment staff consultation with restrictive housing offenders. (5-ACI-4B-04)
    - iii. Restrictive housing cells or units should be well ventilated, adequately lighted, appropriately heated and maintained in a sanitary condition at all times.
    - iv. Except in emergencies, the number of offenders confined to each cell or room should not exceed the number for which it is designed (usually one offender per cell).

- (a) With the approval of the Facility Unit Head, in cells with proper equipment, suitable offenders in SD-2 may be double bunked if they are screened in accordance with Operating Procedure 425.4, *Management of Bed and Cell Assignments* (Restricted).
  - (b) If an emergency creates excess occupancy in the restrictive housing unit, the Facility Unit Head, or designee, should provide temporary written approval to exceed design capacity, and alleviate the situation as promptly as possible by providing other housing for the offenders so confined.
- b. Correspondence
  - i. Offenders are generally subject to the same mail regulations and privileges, including sending and receiving legal mail, as offenders assigned to general population in accordance with Operating Procedure 803.1, *Offender Correspondence*. (5-ACI-4A-20, 5-ACI-4B-20; 4-4266)
  - ii. Secure messaging is a privilege, offenders assigned to General Detention and RHU status will not be provided access to the kiosk in order to retrieve or send their secure messages.
  - iii. Offenders assigned to SD-1 and SD-2 will not have access to kiosks but may access their secure messages through the following process. (5-ACI-4B-31) (changed 9/1/19)
    - (a) When requested by the offender, all incoming messages will be printed by institutional mailroom staff and delivered to the offender through the institutional mail.
    - (b) If a pre-paid stamp is purchased by the sender, the pre-paid stamp will remain on the offender's account for use once the offender is released to a housing unit with kiosk access.
    - (c) The offender may hand write a return letter and forward their response to the mailroom through the institutional mail for processing and delivery through the US Postal Service in the same manner as all other outgoing offender correspondence.
  - iv. Offenders in the restrictive housing unit will not receive the contents of packages unless approved by the Facility Unit Head. Disapproved items may be stored if approved for general population, returned to the sender at the expense of the offender or the sender, or disposed of in accordance with Operating Procedure 802.1, *Offender Property*.
- c. Food
  - i. Offenders assigned to a restrictive housing unit will receive the same number and type of meals served the general population.
  - ii. Food will not be used as a disciplinary measure. Punitive diets (i.e., bread and water) for offenders are prohibited. (5-ACI-5C-08; 4-4320)
  - iii. On initial placement in a restrictive housing unit, the offender (if not on Common Fare) will designate if they want to receive regular or alternate entrée food trays.
    - (a) The Restrictive Housing Unit Supervisor must allow the offender the opportunity to change their choice of tray type every 90 days that they remain in a restrictive housing unit.
    - (b) An offender approved for Common Fare will be provided Common Fare meals while in the restrictive housing unit, if Common Fare is available at that institution.
  - iv. Whenever the offender refuses to eat, a record should be made on the *Individual Offender Log*, *Special Watch Log* or the restrictive housing unit logbook if the offender is not on an individual log.
  - v. Offenders who refuse to eat will be managed in accordance with Operating Procedure 420.2, *Use of Restraints and Management of Offender Behavior* (Restricted), and Operating Procedure 730.5, *Mental Health Services: Behavior Management*.
  - vi. Offenders who abuse the trays or food products served to them will be managed in accordance with Operating Procedure 420.2, *Use of Restraints and Management of Offender Behavior* (Restricted).
- d. Legal Access
  - i. Offenders will not be prohibited from conducting litigation on their own behalf.
  - ii. Offenders will be afforded access to institutional legal services to include the Facility Court Appointed Attorney and Law Library materials in accordance with Operating Procedure 866.3, *Offender Legal Access*. During orientation, offenders will be provided institution specific



- information on how to access legal services. (5-ACI-4A-22, 5-ACI-4B-22; 4-4268)
- iii. Attorney visits will occur during normal working hours of the institution unless otherwise approved by the Facility Unit Head or designee. Attorneys will be required to present proper identification before being admitted to the institution and the visit will be conducted in accordance with Operating Procedure 851.1, *Visiting Privileges*.
  - iv. Legal calls will be conducted through the offender telephone system in accordance with Operating Procedure 866.3, *Offender Legal Access*.
- e. Telephone (5-ACI-4A-25, 5-ACI-4B-25; 4-4271)
- i. Offenders will be permitted to place telephone calls in accordance with Operating Procedure 803.3, *Offender Telephone Service*. (5-ACI-4B-31)
    - (a) General Detention/RHU will be allowed two calls per month
    - (b) SD-1 will be allowed four calls per month
    - (c) SD-2 will be allowed six calls per month
  - ii. During orientation, offenders should be provided institution specific information on how to access telephone services including legal and emergency calls.
- f. Visitation
- i. Offenders will have opportunities for visitation unless there are substantial reasons for withholding such privileges. (5-ACI-4A-21, 5-ACI-4B-21; 4-4267)
  - ii. The visitation schedule for offenders in a restrictive housing unit will be established by the Facility Unit Head as permitted by available staff and facilities.
    - (a) Offenders should be provided a maximum of one visit per week for one hour with no more than five persons.
    - (b) Some facilities may set a lower limit on the number of visitors due to space limitations.
  - iii. Visitation will be non-contact unless approved by the Facility Unit Head.
4. All offenders in a restrictive housing unit will be provided clothing that is not degrading, and access to basic personal items for use in their cells unless there is imminent danger that an offender or any other offender(s) will destroy an item, use it as a weapon or instrument of escape, or induce self-injury. (5-ACI-4A-15, 5-ACI-4B-15; 4-4261)
- a. Clothing and Bedding
- i. Upon arrival in a restrictive housing unit, offenders will be strip searched and should dress in state issue clothing
  - ii. The offender's personal clothing will be removed, and the offender will be furnished appropriate clothing and bedding in accordance with Operating Procedure 802.1, *Offender Property*.
    - (a) At least three times per week, clean state issue clothing should be immediately available when dirty clothes are taken off to be laundered.
    - (b) A clean washcloth and towel will be issued on a one-for-one exchange basis at shower time or included in the weekly linen exchange.
    - (c) Linens will be exchanged weekly.
  - iii. At the discretion of the Facility Unit Head, offenders may be issued the required amount of state clothing, wash clothes, towels, and linens on a weekly basis; the offender must receive three complete sets of clean clothing, a clean towel, washcloth, and linen at least once per week.
  - iv. Blankets will be exchanged as needed per the institution's schedule.
- b. Personal Property
- i. A Corrections Officer and the offender, or two Corrections Officers in the offender's absence, will inventory all personal property items when an offender is placed in the restrictive housing unit in accordance with Operating Procedure 802.1, *Offender Property*.
    - (a) Offenders should be issued only those items specified on the appropriate *Authorized Personal Property Matrix* while assigned to the restrictive housing unit.
    - (b) In addition to those property items allowed on the *Authorized Personal Property Matrix*, offenders assigned to SD-2, will be permitted to purchase consumable food items sold through the facility commissary. (5-ACI-4B-31)

- (c) Other personal property items that are not issued to the offender, but are allowed at the offender's security level and current institution will be placed in storage.
  - ii. The offender must be given a copy of the property inventory and will sign for all property issued while in a restrictive housing unit.
  - iii. The offender may request in writing any authorized personal property that was stored and not initially issued to the offender (i.e. hygiene items to replace items that have been consumed). All property taken from the offender's property storage and delivered to the offender will be documented on the initial inventory completed when the offender was initially placed in the restrictive housing unit.
  - iv. Offenders in a restrictive housing unit will not be allowed to purchase any property that is not specifically authorized for possession on the appropriate *Authorized Personal Property Matrix*.
    - (a) Any pre-approved item of personal property received that is not specifically authorized for offender possession in the restrictive housing unit, will be held in Personal Property and will not be issued to the offender.
    - (b) The offender will be notified of the receipt of property items by Personal Property staff via the [Personal Property Request - Add/Drop](#) 802\_F1.
    - (c) Offenders will not be allowed to view, try-on, or examine this property while assigned to the restrictive housing unit.
  - v. When an offender is discharged from a restrictive housing unit, the Restrictive Housing Unit Supervisor will be notified and will have the offender's property ready to be issued when the offender is released. The offender must sign for the property when issued.
- c. Personal Hygiene
  - i. Offenders should have the opportunity to sponge bathe whenever they choose. They will be permitted to shower and shave not less than three times each week. (5-ACI-4A-16, 5-ACI-4B-16; 4-4262)
  - ii. Offenders will be moved directly to and from the showers. Offenders should be allowed to take only the minimum items needed.
  - iii. Offenders are allowed to possess a reasonable quantity of personal hygiene items as determined by the Facility Unit Head consistent with the security needs of the institution.
    - (a) If the offender does not have basic personal hygiene items and is indigent, the institution should furnish them.
    - (b) The institution should provide security toothbrushes. Personal toothbrushes are generally not allowed since they may be used as weapons.
    - (c) No oils or lotions should be allowed, except prayer oil.
  - iv. Offenders should be provided razors by the institution.
    - (a) Personal razors should not be allowed.
    - (b) If the institution provides electric razors, they should be cordless with removable cutting heads. Cutting heads and screen covers should be sanitized after each use by soaking in a solution of suitable disinfectant in accordance with manufacturer's instructions.
    - (c) Barbering services will be available on a regular basis.
- 5. Within the resources available to the institution, unless security or safety considerations dictate otherwise, offenders in restrictive housing units have access to educational services, commissary services, library services, social services, treatment services, religious guidance, and recreational programs. (5-ACI-4A-27, 5-ACI-4B-26; 4-4273)
  - a. Commissary
    - i. Commissary orders will be taken at least 3 times per month on scheduled days.
    - ii. Offenders are allowed a \$40.00 spend limit per month. SD-2 offenders will be allowed an additional \$10.00 per month of consumable items. (5-ACI-4B-31)
    - iii. Glass, metal, and other hazardous containers or products may be restricted if determined by the institution to pose a risk to security.
    - iv. Security writing instruments should be provided by the institution. Offenders who will remain

- in a restrictive housing unit in excess of 30 days may be required to purchase security writing instruments after the initial issue.
- v. A list of approved Commissary items for restrictive housing unit offenders should be available in the unit.
  - b. Educational and Library Book Services
    - i. Offenders will have access to library books for personal use.
    - ii. Offenders will have access to educational services as determined by the institution Principal
  - c. During orientation, offenders will be provided institution specific information on how to access counseling services and program staff upon request and for emergencies. At a minimum, each offender on RHU status will receive a weekly visit from treatment staff. (5-ACI-4A-12, 5-ACI-4B-12; 4-4258)
  - d. Religious Guidance
    - i. Offenders will be afforded access to religious guidance. During orientation, offenders will be provided institution specific information on how to access the Chaplain or other available religious services.
    - ii. Visits from spiritual leaders may be requested in accordance with Operating Procedure 851.1, *Visiting Privileges*.
  - e. Exercise (5-ACI-4A-24, 5-ACI-4B-24, 5-ACI-4B-31; 4-4270)
    - i. Each institution should strive to confine offenders to their cells for less than 22 hours per day in restrictive housing units.
    - ii. Offenders assigned to General Detention and RHU status will be allowed a minimum of two hours of out of cell exercise five separate days per week in a supervised area, unless security or safety considerations dictate otherwise.
    - iii. Offenders assigned to SD-1 and SD-2 will be allowed a minimum of two hours of out of cell exercise seven separate days per week in a supervised area.
    - iv. During periods of total institutional lockdown, out of cell exercise may be suspended for restrictive housing units.
6. Exceptions to normally provided living conditions, activities, and services are permitted only when found necessary by the Shift Commander; exceptions must be documented in accordance with Operating Procedure 425.4, *Management of Bed and Cell Assignments* (Restricted). (5-4B-0018; 4-4263)
- a. Unless offender behaviors or medical/mental health needs warrant the removal of specific property items or denial of specific activities, conditions for Mental Health and Medical Hold will conform to the living conditions for restrictive housing units.
  - b. If access to activities and services is more restrictive for offenders identified as HRSV or who have alleged to have suffered sexual abuse or sexual harassment than for others in their housing status, staff will document the opportunities that have been limited, the duration of the limitation and the reasons for such limitations.

## V. REFERENCES

- Operating Procedure 050.3, *Facility Release of Offenders*
- Operating Procedure 420.2, *Use of Restraints and Management of Offender Behavior* (Restricted)
- Operating Procedure 425.4, *Management of Bed and Cell Assignments* (Restricted)
- Operating Procedure 720.1, *Access to Health Services*
- Operating Procedure 720.2, *Medical Screening, Classification, and Levels of Care*
- Operating Procedure 720.3, *Health Maintenance Program*
- Operating Procedure 720.5, *Pharmacy Services*
- Operating Procedure 730.3, *Mental Health Services: Levels of Service*



Operating Procedure 730.5, *Mental Health Services: Behavior Management*

Operating Procedure 802.1, *Offender Property*

Operating Procedure 803.1, *Offender Correspondence*

Operating Procedure 803.3, *Offender Telephone Service*

Operating Procedure 820.2, *Re-Entry Planning*

Operating Procedure 830.1, *Institution Classification Management*

Operating Procedure 830.3, *Good Time Awards*

Operating Procedure 830.5, *Transfers, Institution Reassignments*

Operating Procedure 830.6, *Offender Keep Separate Management*

Operating Procedure 851.1, *Visiting Privileges*

Operating Procedure 861.1, *Offender Discipline, Institutions*

~~Operating Procedure 864.1, *Offender Grooming and Hygiene*~~ (deleted 7/1/19)

Operating Procedure 866.3, *Offender Legal Access*

VI. FORM CITATIONS

[Personal Property Request - Add/Drop](#) 802\_F1

[Responsible Behavior Goals Progress Report](#) 841\_F22

VII. REVIEW DATE

The office of primary responsibility shall review this operating procedure annually and re-write it no later than three years after the effective date.

*The office of primary responsibility reviewed this operating procedure in May 2020 and necessary changes are being drafted.*

*The content owner reviewed this operating procedure in April 2021 and necessary changes are being drafted.*

*Signature Copy on File*

*1/31/19*

A. David Robinson, Chief of Corrections Operations

Date

July 19, 2021

**MEMORANDUM**

To: All Employees  
From: Harold W. Clarke  
Director of Corrections  
Subject: Adoption of Restorative Housing Units

On January 6, 2020, the Virginia Department of Corrections embarked on a progressive revision of its Restrictive Housing program by offering a minimum of four hours of out-of-cell time for inmates assigned to those areas. Virginia remains a leader in this national reform effort as many states have adopted similar processes.

The Department has maintained this practice for the past eighteen months thanks to the tremendous efforts and creativity of line staff, counselors, unit managers, administrators and many others in the field. By offering a minimum of four hours of out-of-cell time to all inmates in those programs, the Agency no longer meets the American Correctional Association definition of Restrictive Housing.

Effective August 1, 2021, the Agency will complete its long-term reform effort through the adoption of Restorative Housing. We will continue to enhance this reform effort by maintaining a high level of safety and security while offering meaningful programming opportunities for inmates on a pathway to a successful future within our program and beyond.

Operating Procedure 425.4, *Management of Bed and Housing Assignments* and Operating Procedure 841.4, *Restorative Housing Units* will be rewritten effective August 1, 2021. The Policy & Initiatives Unit will be updating all other connected procedures, attachments, forms and staff titles by September 1, 2021. Please see the attached list of affected documentation.

If you have any questions please contact Lois Fegan, Chief of Restorative and Diversionary Housing, at (804) 837-1028 or [lois.fegan@vadoc.virginia.gov](mailto:lois.fegan@vadoc.virginia.gov).

Attachments

HWC/lef