

 State of Connecticut Department of Correction ADMINISTRATIVE DIRECTIVE	Directive Number 9.4	Effective Date 04/21/2023	Page 1 of 19
	Supersedes Restrictive Status, dated 06/16/2016		
Approved By  Commissioner Angel Quiros	Title Special Management		

1. **Policy.** The Department of Correction shall provide for the special management of those inmates who present unique safety and security concerns or who exhibit maladaptive behavior.
2. **Authority and Reference.**
 - a. Connecticut General Statutes, Section 18-81, 53a-54b, 53a-46a.
 - b. Public Act 17-239, Public Act 22-18.
 - c. Administrative Directives 4.1, Inmate Records; 4.2A, Risk Reduction Earned Credits (RREC); 6.1, Tours and Inspections; 6.2, Facility Post Orders and Logs; 6.6, Reporting of Incidents; 6.10, Inmate Property; 6.14, Security Risk Groups; 9.2, Offender Classification; 9.5, Code of Penal Discipline; 9.6, Inmate Administrative Remedies; and 10.3, Inmate Legal Assistance.
3. **Definitions and Acronyms.** For the purposes stated herein, the following definitions and acronyms apply:
 - a. **Abbreviated Special Monitoring.**
 - i. A designation for inmates who were classified on the following statuses at the time of discharge and who have returned to custody after more than 30 calendar days:
 1. Administrative Segregation or,
 2. Chronic Discipline.
 - b. **Administrative Detention.**
 - i. Removal of an inmate from general population and placement in a restrictive housing unit that results in segregation of the inmate:
 1. Pending the completion of a disciplinary hearing in accordance with Administrative Directive 9.5, Code of Penal Discipline, when it is felt that failure to remove the inmate from population would present a danger to staff, the inmate, any other inmate, or cause an immediate threat of disruption to the facility;
 2. Pending the outcome of an investigation of an allegation or information involving the inmate in the commission of a crime or of activities jeopardizing the security of the facility or the safety of staff or inmates that could result in placement on Punitive or Administrative Segregation or transfer to High Security; or,
 3. To provide temporary protection of an inmate pending a decision for an inmate placed on Protective Custody status or an evaluation by health services staff.
 - c. **Administrative Segregation.** A Special Management status that results in removal from general population due to the inmate's behavior or management factors that pose a threat to the security of the facility or a risk to the safety of staff, the inmate, or other inmates.
 - d. **Behavioral Observation Status.** A status determined necessary by a qualified mental health professional, to extinguish maladaptive behaviors while maintaining safety and security of the inmate.
 - e. **CC. Correctional Center.**
 - f. **Chronic Discipline.** A Special Management status that results in management of an inmate whose behavior, while incarcerated, poses a threat to the security and orderly operation of the facility, or a risk to the safety of staff or other inmates due to the inmate's repetitive disciplinary

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- infractions.
- g. CI. Correctional Institution.
 - h. DOC. Department of Correction.
 - i. EHR. Electronic Health Record
 - j. High Security. A designation, which provides for increased supervision of inmates who pose a threat to the safety and security of the facility, staff, inmates or the public.
 - k. Monitored Movement. The monitoring of an inmate's movement using:
 - i. Personal visual observation;
 - ii. Visual observation with the aid of video equipment; and/or
 - iii. Communication between staff initiated at the starting point of movement, proceeding along the inmate's route of travel, and concluding at the authorized destination with verification of the inmate's arrival.
 - l. OCPM. Offender Classification and Population Management.
 - m. PC. Protective Custody Status as defined by Administrative Directive 9.9, Protective Custody.
 - n. Punitive Segregation. A Special Management status for an inmate who is found guilty of violating Administrative Directive 9.5, Code of Penal Discipline, and who is sanctioned in accordance with, Administrative Directive 9.5, Code of Penal Discipline.
 - o. Qualified Mental Health Professionals. Psychiatrists, psychologists, Psychiatric APRNs, clinical social workers, psychiatric nurses (e.g. nurse clinicians) and others who by virtue of their education, credentials and experience are permitted by law to evaluate and care for the mental health needs of inmates.
 - p. Restrictive Housing Unit (RHU). An inmate housing unit which is physically separated from other inmate housing in which inmates on Administrative Detention, Punitive Segregation, or Transfer Detention are placed.
 - q. Restrictive Status. May consist of, but not limited to the following statuses:
 - i. Administrative Detention,
 - ii. Punitive Segregation, and
 - iii. Transfer Detention.
 - r. Special Management Status. A designation, which provides for closely regulated management and programming requirements to assist in reintegration of inmates into general population.
 - i. Special Management Status. Shall consist of the following:
 - 1. Administrative Segregation,
 - 2. Special Needs Management,
 - 3. Chronic Discipline, and
 - 4. Security Risk Group Affiliation (Security Risk Group Member).
 - s. Special Monitoring. A designation, which provides for enhanced monitoring of an inmate upon the inmate's removal from a Special Management status or for other reasons related to safety and security.
 - t. Special Needs Management. A Special Management status for inmates who have demonstrated behavioral qualities either through the serious nature of their crime, or behavior, or through the reasonable belief that they pose a threat to the safety and security of staff, other inmates, themselves, or the public.
 - u. SRG. Security Risk Group as defined by Administrative Directive 6.14, Security Risk Groups.
 - v. STARS. Statistical Tracking Analysis Reporting System.
 - w. Station Log. A hardbound book or automated chronological record of day-to-day events in a housing unit.
 - x. Transfer Detention. Placement in a restrictive housing unit of an inmate who has been reclassified to a security level higher than the facility at which the inmate is housed and is awaiting transfer, or who is awaiting transfer to another facility for the inmate's own protection or the

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protection of others.

y. YI. Youth Institution.

4. General Conditions for Restrictive Housing Units.

a. Housing Conditions.

- i. Housing areas in the RHU shall be well ventilated, adequately lit, appropriately heated, and maintained in a sanitary condition at all times.
- ii. Each cell shall be equipped with bed(s), which shall be securely fastened to the wall or floor.

b. Clothing.

- i. Each inmate housed in RHU shall be provided appropriate clothing in accordance with Administrative Directive 6.10, Inmate Property.
- ii. An inmate's clothing may be modified by a supervisor or qualified mental health provider due to an inmate's maladaptive behavior.

c. Hygiene.

- i. Each inmate housed in an RHU shall be provided opportunities for personal hygiene.

d. Food.

- i. An inmate housed in an RHU shall be served the same quality and quantity of food as that available to inmates in general population.

e. Linen and Laundry.

- i. An inmate housed in an RHU shall be provided the appropriate bedding items and laundry schedule.

f. Exceptions. Individual inmates may require additional restrictions for order and/or control based upon their past history or current behavior.

g. Designation of Restrictive Housing Units. Where possible, and as appropriate, the Unit Administrator shall designate specific housing unit(s) that may be used to house any inmate placed on, Administrative Detention, Punitive Segregation or Transfer Detention.

- i. Only staff or inmates with official business to conduct shall be allowed to enter the Restrictive Housing Unit.

h. Log Maintenance. Staff assigned to a Restrictive Housing Unit shall maintain the permanent station log in accordance with Attachment F, Restrictive Housing Unit - Log Entries and Administrative Directive 6.2, Facility Post Orders and Logs.

5. Placement. The initial placement requirements for inmates placed on, Administrative Detention, Punitive Segregation or Transfer Detention shall be in accordance with Attachment A, Special Management Status Matrix.

a. Placement Order.

- i. Any placement on Administrative Detention or Transfer Detention shall be documented on a CN 9401, Restrictive Housing/Special Management Unit Status Order.
- ii. Copies shall be distributed as designated on CN 9401, Restrictive Housing/Special Management Unit Status Order.
- iii. The Unit Administrator or designee shall review the placement within 72 hours of placement in Administrative Detention to determine whether continued confinement in Administrative Detention is necessary.

b. Health Services Consultation.

i. Medical review.

1. Custody staff shall immediately notify medical staff when an inmate is identified for placement into an RHU.
2. Once notified, Health Services Staff shall assess the inmate to determine if placement in RHU is medically appropriate.
 - a. If it is determined that the inmate has a serious medical condition that cannot be adequately treated while in RHU, the Unit Administrator or designee may place the inmate within the medical unit for the time the inmate would have been assigned to RHU.

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3. In the event that any medical contraindications exist, Health Services Staff shall notify the custody supervisor verbally and in writing utilizing CN 6606, Medical Incident Report and the RHU Placement Health Evaluation Encounter found within the EHR.
- ii. Mental Health review.
 1. For any inmate with a mental health needs score greater than or equal to a four (4), a qualified mental health provider shall assess the inmate to determine if placement in restrictive housing is appropriate.
 2. Custody staff shall immediately notify mental health staff when an inmate with a mental health needs score that is greater than or equal to a four (4) is identified for placement into RHU.
 - i. In the event that there is no mental health staff present, a registered nurse (RN) shall provide the initial evaluation; however, a qualified mental health provider must review the decision as soon as they are next in the institution.
 3. In the event that any mental health contradictions exist, the qualified mental health provider shall notify the custody supervisor and document the reasons why the inmate should not be placed in RHU on a CN 9510, Mental Health Disciplinary Review Form.
- iii. If the placement does not result from a Disciplinary Report, the qualified mental health provider or designee shall document the reason that inmate is not clear for placement in RHU on a CN 6606, Medical Incident Report. The EHR shall be updated to reflect why the reason for placement is not suitable. When an inmate is identified as a member of a vulnerable population, as defined in Administrative Directive 9.7, Offender Management, and is placed in RHU, a separate review shall be conducted the next business day by the Unit Administrator or designee, in consultation with the Supervising Psychologist, or designee, and a Nursing Supervisor or designee, to determine if continued placement in RHU would be detrimental to the inmate.
 1. The Unit Administrator or designee, in consultation with the Supervising Psychologist or designee and a Nursing Supervisor or designee, shall remove the inmate from RHU if it is determined that continued placement in RHU would be detrimental to the inmate, unless the inmate presents a serious threat to him or herself, the population, staff, or the safety and security of the facility.
- c. Status Removal. When the inmate is removed from, Administrative Detention, Punitive Segregation or Transfer Detention Section 5 of the original placement order shall be completed and the order shall be placed in the inmate's master file.
- d. Inmate Notification.
 1. The inmate shall receive a copy of CN 9401, Restrictive Housing/Special Management Unit Status Order at the time of placement in RHU, unless there is an emergency situation, such as a major disturbance involving a substantial number of inmates, when the inmate is placed on behavioral observation status, or when there are other extenuating circumstances present which preclude the inmate from retaining such documentation in his/her cell.
 1. Inmates assigned to certain behavioral and/or observational statuses in accordance with Administrative Directives 6.5 Use

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of Force; 8.5, Mental Health Services; and 8.14, Suicide Prevention and Intervention, which prevent the retention of documentation, shall be afforded an opportunity to view the CN 9401, Restrictive Housing/Special Management Unit Status Order upon delivery.

2. A copy of CN 9401, Restrictive Housing/Special Management Unit Status Order shall remain at the officers' station with a copy of the relevant disciplinary report until such time the inmate is cleared to receive/retain the paper copy.
3. Once the inmate is cleared to receive/retain the paper copy of the documents, the Unit Manager or designee shall provide the inmate with the documentation.

6. Special Management Status General Provisions.

- a. Any inmate who is currently classified on a Special Management status and engages in behavior, which may result in consideration for a different Special Management status, may have a review and hearing in accordance with this Directive.
 - i. In consultation with the appropriate agency administrators, the Director of OCPM shall determine the inmate's appropriate Special Management status and shall direct agency staff to complete the necessary departmental actions to reclassify the inmate, as needed.
- b. Any inmate classified on a Special Management status who is placed on a different Special Management status due to maladaptive behavior outlined in this Directive or Administrative Directive 6.14, Security Risk Group, may need to complete all requirements for each Special Management status, to include mandated programming associated with each status.
 - i. At the time of reclassification to a different Special Management status, the inmate shall be notified of the requirements associated with that placement or reclassification.
- c. Any inmate who refuses to sign any required documents shall have this refusal documented by staff on that form. Failure to sign the document does not preclude any subsequent hearing.
 - i. Within documentation that requires an inmate's signature, an inmate's use of any acronyms, abbreviations, or statements in place of his or her signature, shall be considered a refusal to sign the document.
- d. An inmate shall not earn or receive statutory good time, seven-day work credit, restoration of lost good time, outstanding meritorious performance awards or Risk Reduction Earned Credit (RREC) while on the following Special Management Statuses:
 - i. Administrative Segregation;
 - ii. Chronic Discipline Status;
 - iii. Special Needs Management Status;
- e. An inmate on a Special Management status shall not be entitled access to programs or privileges afforded to an inmate in general population.
 - i. An inmate on a Special Management status shall be given access to available programs and services in accordance with the individual facility's program compendium.

7. Chronic Discipline (CD) Status.

a. General Provisions.

- i. Chronic Discipline programs shall be established and maintained at all level four facilities as authorized by the Deputy Commissioner of Operations and Rehabilitative Services.
- ii. Inmates between the ages of 14 and 17 years of age shall not be placed on Chronic Discipline Status regardless of housing location or behavior.
 1. Inmates between the ages of 14 and 17 shall be placed on an

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individualized behavioral management plan.

b. Initial Placement Review.

- i. The review and hearing for Chronic Discipline placement shall be in accordance with this section. An inmate shall not be placed in Chronic Discipline without a hearing.
- ii. Assignment to Chronic Discipline Status shall be dependent upon the serious and repetitive nature of the disciplinary behavior.
 1. Other classification alternatives (e.g., risk level increases) shall be considered, where appropriate, prior to consideration for Chronic Discipline.
- iii. Consideration for Chronic Discipline may occur under any of the following conditions:
 1. Two (2) or more incidental assaults of staff (as defined by form CN 6607, Report of Assault on Staff) within the past year of confinement;
 2. Three (3) or more class A disciplinary offenses within 180 calendar days; or,
 3. Three (3) or more class A/B combination of disciplinary offenses within 120 calendar days.
- iv. Consideration does not imply an automatic classification increase to Chronic Discipline.

c. Hearing Notice.

- i. A written notice of the hearing and the reasons for the hearing shall be given to the inmate a minimum of two (2) business days prior to the hearing utilizing CN 9402, Notification of Hearing.
- ii. The notice shall state, consistent with the protection of any informant, why such classification is being considered.
 1. The notice shall inform the inmate that he or she may request an advisor to assist with the hearing in accordance with Administrative Directive 9.5, Code of Penal Discipline.
 2. The notice shall inform the inmate that he or she may request witness statements.
- iii. The inmate may waive the notice provision in writing by completing CN 9403, Waiver of 48-Hour Hearing Notice and/or Attendance; however, the Hearing Officer may choose not to honor the waiver and shall issue the notice.

d. Hearing.

- i. The Unit Administrator shall designate a Facility Hearing Officer.
- ii. The Facility Hearing Officer shall conduct a hearing to consider classification assignment to Chronic Discipline.
- iii. The Facility Hearing Officer shall examine evidence to assist in making a recommendation, including but not limited to the inmate's and/or any witness statements.

e. Recommendation.

- i. The Facility Hearing Officer shall provide a written recommendation to the Unit Administrator utilizing CN 9404, Special Management Report of Hearing for Placement or Removal form, including details of the information, which was relied upon, and the reasons for or against placement in Chronic Discipline.
 1. Any confidential information shall be maintained in a file that is not accessible to any inmate.
 2. The use of confidential information, along with any assessment of its reliability, shall be included with CN 9404, Special Management Report of Hearing for Placement or Removal form, as a separate attachment.

f. Decision.

- i. The Unit Administrator shall review any recommendation for assignment to Chronic Discipline.
- ii. Any recommendation for assignment and placement, including the

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completed CN 9404, Special Management Report of Hearing for Placement or Removal form, and all supporting documentation, shall be forwarded to OCPM within five (5) business days of the Unit Administrators Review.

- iii. The Director of OCPM shall make the decision regarding the inmate's classification to Chronic Discipline Status and shall complete and forward the CN 9405, Special Management Notification of Decision to the Unit Administrator who submitted the recommendation, the inmate, and the Unit Administrator responsible for the respective Chronic Discipline Unit.

g. Placement.

- i. An inmate shall complete all Punitive Segregation sanctions prior to assignment to Chronic Discipline Status, unless otherwise directed by the Unit Administrator or designee.

h. Classification.

- i. The OCPM Unit shall make all appropriate classification and profile changes resulting from an inmate's Chronic Discipline placement.
- ii. Inmates assigned to Chronic Discipline shall be assigned an overall risk level of four (4).
- iii. Unless otherwise directed by Administrative Directive, all classification and status change decisions within the unit shall be made by the Unit Administrator or designee.

i. Management Standards.

- i. An inmate on Chronic Discipline status shall be managed in accordance with the following:
 - 1. Attachment D, Chronic Discipline Status - Provisions and Management Standards.

j. Review and Progression.

- i. Progression through Chronic Discipline phases shall be contingent upon successful completion of specific program components in accordance with unit policies.
- ii. Should an inmate be unable to make progress through the Chronic Discipline phases, the Unit Administrator may present an alternative management plan to the District Administrator.
 - 1. Upon approval from the District Administrator, a recommendation for transfer, if needed, will be forwarded to the Director of OCPM to facilitate transfer of the inmate.

k. Removal and Reclassification.

- i. The Unit Administrator shall complete, sign, and submit the CN 9404 Special Management Report of Hearing for Placement or Removal, to the Director of OCPM.
- ii. The decision to remove an inmate from Chronic Discipline shall be made by the Director of OCPM or higher authority only.
 - 1. The Director of OCPM's written decision to remove the inmate from Chronic Discipline Status shall be documented on the Inmate Classification Form and forwarded to the Unit Administrator.
- iii. Once the Director of OCPM approves an inmate's removal from Chronic Discipline the Director of OCPM or designee shall initiate a classification review in accordance with Administrative Directive 9.2, Offender Classification.

l. Readmission after discharging while on Chronic Discipline.

- i. Any inmate who has discharged while on Chronic Discipline status shall be classified upon reentry pursuant to the provisions outlined in Section 12 of this directive.
- ii. Any inmate who is readmitted to the Department of Correction following discharge or return from another jurisdiction's custody

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is subject to the provisions outlined in section 12 of this directive.

8. Administrative Segregation Status.

a. General Provisions.

- i. Administrative Segregation shall be authorized at level 4 or 5 facilities designated by the Commissioner.
- ii. With authorization from the Director of OCPM, inmates on Administrative Segregation status who are attending court may be housed at Bridgeport CC, New Haven CC, Hartford CC or Corrigan CC.
- iii. Any facility not authorized to house inmates on Administrative Segregation status shall place the inmate on Administrative Detention status in accordance with this Directive. The Unit Administrator or designee shall then notify the Director of OCPM to transfer the inmate to an appropriate facility and to conduct an Administrative Segregation hearing.
- iv. The Department of Correction shall not place any inmate under the age of eighteen (18) on Administrative Segregation.
- v. Assignment to Administrative Segregation status shall be considered when any totality of facts, information, or circumstances indicates an immediate threat to safety and/or security of the public, staff, or other inmates.
- vi. An inmate shall be placed on Administrative Detention and be reviewed for placement on Administrative Segregation when any of the following conditions are met:
 1. Level 1 assault Intentional/Direct Assault on a Department of Correction employee as defined in Administrative Directive 6.6, Reporting of Incidents;
 2. Hostage holding of a Department of Correction employee;
 3. Riot;
 4. Homicide while confined;
 5. Escape from the security perimeter of a facility; or
- vii. The Director of OCPM shall increase the overall risk level of all inmates assigned to Administrative Segregation to five (5).
 1. If an inmate is determined to be eligible for review to be placed on Administrative Segregation and has a mental health needs score that is greater than or equal to a four (4), the Director of Behavioral Health Services or designee, in consultation with the Director of OCPM or designee, shall determine if placement on Administrative Segregation is appropriate.
 2. The Director of OCPM or designee shall determine the location to which the inmate shall be transferred until a hearing for Administrative Segregation can be held.

b. Initial Placement Review.

- i. Each review and hearing for Administrative Segregation shall be in accordance with this Section.
- ii. An inmate shall not be placed on Administrative Segregation without a hearing.
- iii. Requests for review and placement on Administrative Segregation shall be initiated by either the District Administrator, Unit Administrator, or their designees.

c. Hearing Notice.

- i. A written notice of the hearing and the reasons for the hearing shall be given to the inmate a minimum of two (2) business days prior to the hearing utilizing CN 9402, Notification of Hearing.
- ii. The notice shall state, consistent with the protection of any

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informant, why Administrative Segregation is being considered.

1. The notice shall inform the inmate that he or she may request an advisor to assist with a hearing in accordance with Administrative Directive 9.5, Code of Penal Discipline.
2. The inmate may also request a witness statement.
3. The inmate may waive the notice provision in writing by completing a CN 9403, Waiver of 48-Hour Hearing Notice and/or Attendance; however, the Administrative Segregation Hearing Officer may choose not to honor the waiver, and shall issue the notice.

d. Hearing.

- i. The Director of OCPM shall designate a supervisory staff member as an Administrative Segregation Hearing Officer to conduct any hearing for Administrative Segregation.
- ii. The Administrative Segregation Hearing Officer shall conduct a hearing to consider classification assignment to Administrative Segregation Status.
- iii. During the Hearing, the Administrative Segregation Hearing Officer shall examine evidence, which may include but is not limited to:
 1. Video or photographic evidence;
 2. Incident reports in accordance with Administrative Directive 6.6, Reporting of Incidents;
 3. The inmate's and any witness statements, if submitted; and
 4. The recommendation from the Unit Administrator.
- iv. The Administrative Segregation Hearing shall be conducted not later than 30 business days after the completion of Administrative Detention, an investigation, or after the completion of Punitive Segregation sanctions.

e. Recommendation.

- i. The Administrative Segregation Hearing Officer shall provide a written recommendation utilizing CN 9404, Special Management Report of Hearing for Placement or Removal form, including the information, which was relied upon, and the reason(s) for or against placement in Administrative Segregation.
- ii. Any confidential information shall be maintained in a file that is not accessible to any inmate.
- iii. The use of confidential information, along with any assessment of its reliability, shall be included with CN 9404, Special Management Report of Hearing for Placement or Removal form, as a separate attachment.

f. Decision.

- i. The completed CN 9404, Special Management Report of Hearing for Placement or Removal form, shall be forwarded to the Director of OCPM within five (5) business days after the conclusion of the hearing.
- ii. A decision as to the inmate's placement shall be made by the Director of OCPM, who shall complete and forward CN 9405, Special Management Notification of Decision, to the Unit Administrator and the inmate within 15 business days of submission of the CN 9404, Special Management Report of Hearing for Placement or Removal.

g. Placement.

- i. Placement of an inmate on Administrative Segregation Status shall be at the discretion of the Director of OCPM in accordance with this Directive.
- ii. Upon placement on Administrative Segregation Status, the inmate's Mental Health Evaluation Placement Administrative Segregation encounter, found within the EHR, shall be completed by the requesting facility's mental health clinician and forwarded to the Director of Behavioral Health Services or designee.
 1. The Director of Behavioral Health Services or designee shall

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review the completed Mental Health Evaluation Placement Administrative Segregation encounter and forward a placement recommendation to the Offender Classification and Population Management Unit for action.

h. Classification.

- i. The OCPM Unit shall make all appropriate classification and profile changes resulting from an inmate's Administrative Segregation placement.
- ii. Inmates assigned to Administrative Segregation shall be assigned an overall risk level of five (5).

i. Management Standards.

- i. An inmate on Administrative Segregation shall be managed in accordance with the following:
 1. Attachment A, Special Management Status Matrix; and,
 2. Attachment C, Special Management Status - Provisions and Management Standards AS and SN.

j. Review and Progression.

- i. Any inmate assigned to Administrative Segregation shall be reviewed at a minimum of every six months for regular review or upon completion of the programming requirements of Administrative Segregation.
- ii. Any inmate assigned to Administrative Segregation shall have monthly progression/regression reviews completed by the Unit Management Team to determine if an inmate has completed the requirements to progress to the next phase.
 1. The progression reviews shall be documented on a CN 9411, Administrative Segregation Phase Program Review form.
 - i. Progression/Regression through the phases associated with Administrative Segregation shall be contingent upon successful completion of specific program components in accordance with unit policies.
- iii. The Unit Administrator, in consultation with the Director of Behavioral Health Services or designee, shall develop an individualized treatment plan for any inmate classified on Administrative Segregation status with a mental health score greater than or equal to four (4).

k. Removal and Reclassification.

- i. Removal and Reclassification from Administrative Segregation shall be in accordance with Attachment A, Special Management Status Matrix, and by completing the appropriate section of CN 9404, Special Management Report of Hearing for Placement or Removal form.
- ii. Once the Director of OCPM approves the removal of an inmate from Administrative Segregation, the Correctional Counselor Supervisor or designee shall initiate a classification review in accordance with Administrative Directive 9.2, Offender Classification.
- iii. Any inmate removed from Administrative Segregation shall be reduced to an overall risk level of four (4).

l. Readmission after discharging while on Administrative Segregation Status.

- i. Any inmate who has discharged while on Administrative Segregation status is, upon reentry, subject to the provisions outlined in Section 12 of this directive.
- ii. Any inmate who is readmitted to the Department of Correction following discharge or return from another jurisdiction's custody is subject to the provisions outlined in Section 12 of this directive.

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9. Special Needs Management Status.

a. General Provisions.

- i. Inmates on Special Needs Management status may be housed at any level 4 or 5 facility as determined by the Deputy Commissioner of Operations and Rehabilitative Services or designee.
- ii. Any facility not authorized to house inmates on Special Needs Management status shall place the inmate on Administrative Detention in accordance with this Directive and notify the Director of OCPM to transfer the inmate to an appropriate facility and conduct a hearing.
- iii. An inmate may be removed from any Special Management category at any time for assignment to Special Needs Management status
- iv. An inmate shall not be placed in Special Needs Management without notice and a hearing.
- v. The Unit Administrator, in consultation with the Director of Behavioral Health Services or designee, shall submit a request for Special Needs Management status to the Director of OCPM.

b. Initial Placement Review.

- i. Each review and hearing for Special Needs shall be in accordance with this Section.
- ii. An inmate shall be considered for Special Needs management status when demonstrated behavioral qualities and/or the serious nature of their crime lead to the reasonable belief that the inmate will pose a continued threat to the safety and security of staff, other inmates, themselves, or the public, despite participation in or completion of another Special Management status.

c. Hearing Notice.

- i. A written notice of the hearing and the reason(s) for the hearing shall be given to the inmate a minimum of two (2) business days prior to the hearing utilizing CN 9402, Notification of Hearing.
- ii. The notice shall state, consistent with the protection of any informant, why Special Needs Management is being considered.
 1. The notice shall inform the inmate they may request an advisor to assist with a hearing in accordance with Administrative Directive 9.5, Code of Penal Discipline.
 - i. The inmate may also request witness statements.
 2. The inmate may waive the notice provision in writing by completing CN 9403, Waiver of 48-Hour Hearing Notice and/or Attendance; however, the Special Needs Management Hearing Officer may choose not to honor the waiver and shall issue the notice.

d. Hearing.

- i. The Director of OCPM shall designate a supervisory staff member as a Special Needs Hearing Officer to conduct the hearing for Special Needs.
- ii. The Special Needs Management Hearing Officer shall conduct a hearing to consider placement on Special Needs Management.
- iii. The Special Needs Management Hearing Officer shall examine evidence related to such placement, which may include but not be limited to:
 1. Any video or photographic evidence;
 2. Any applicable incident reports in accordance with Administrative Directive 6.6, Reporting of Incidents;
 3. The inmate's and witness statements, if any;
 4. The recommendation from the Director of Behavioral Health Services or designee; and
 5. The recommendation from the Unit Administrator.
- iv. The Special Needs Management Hearing shall be conducted:
 1. Not later than 30 business days after the inmate's completion of Administrative Detention;
 2. Not later than 30 business days from the date the Director of

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OCPM approves the inmate's removal from Administrative Segregation; or

3. Not later than 30 business days after the inmate's completion of Punitive Segregation sanctions.

e. Recommendation.

- i. The Special Needs Management Hearing Officer shall provide a written recommendation utilizing CN 9404, Special Management Report of Hearing for Placement or Removal form, including the information, which was relied upon, and the reasons for or against placement on Special Needs Management.
- ii. Any confidential information shall be maintained in a file that is not accessible to any inmate.
- iii. The use of confidential information, along with any assessment of its reliability, shall be included with CN 9404, Special Management Report of Hearing for Placement or Removal form, as a separate attachment.

f. Decision.

- i. The completed CN 9404, Special Management Report of Hearing for Placement or Removal form, shall be forwarded to the Director of OCPM for review and decision.
- ii. Placement on Special Needs Management status shall be determined by the Director of OCPM in consultation with the Deputy Commissioner of Operations and Rehabilitative Services and the Director of Behavioral Health Services as outlined in Attachment A, Special Management Status Matrix.
- iii. Written notification of approval or denial for placement on Special Needs Management status shall be forwarded to the appropriate Unit Administrator, as well as to the inmate. If approved for Special Needs Management, the Director of OCPM shall authorize the appropriate management sub code for the inmate.

g. Placement.

- i. The Director of Behavioral Health Services or designee shall determine any appropriate intervention and develop a treatment plan, which may include mandated placement in a Special Needs Behavioral Treatment Program.

h. Classification.

- i. The OCPM Unit shall make all appropriate classification and profile changes resulting from an inmate's Special Needs Management placement.
- ii. Inmates assigned to Special Needs Management shall be assigned an overall risk level of four (4).
- iii. Unless otherwise directed by Administrative Directive, all classification and status change decisions within the Special Needs Unit shall be made by the Director of OCPM or designee.

i. Management.

- i. An inmate on Special Needs Management shall be managed in accordance with the following :
 1. Attachment A, Special Management Status Matrix; and,
 2. Attachment C, Special Management Status - Provisions and Management Standards AS and SN.
- ii. An individualized facility management plan for each inmate on Special Needs Management status shall be developed collaboratively by the facility custody and mental health staff, and reviewed and approved by the Director of Behavioral Health Services in consultation with the Deputy Commissioner of Operations and Rehabilitative Services.
- iii. The individualized facility management plan shall include recommendations to assist the inmate in achieving removal from

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Special Needs Management status.

j. Review and Progression.

- i. An inmate's continued placement on Special Needs Management status shall be reviewed at a minimum of every six (6) months.
- ii. Each inmate placed on Special Needs Management status shall be evaluated by a mental health professional 30 business days after initial placement on Special Needs and every 90-business days thereafter.

1. All such reviews shall be documented in the inmate's EHR.

k. Removal and Reclassification.

- i. The Unit Administrator, in consultation with the Director of Behavioral Health Services or designee, shall review and make recommendations to the Director of OCPM regarding an inmate's removal from Special Needs Management status by completing the appropriate section of CN 9404, Special Management Report of Hearing for Placement or Removal form.
- ii. Release from Special Needs Management status shall be determined by the Director of OCPM in consultation with the Commissioner or designee as outlined in Attachment A, Special Management Status Matrix.
- iii. Once the Director of OCPM authorizes the removal from Special Needs Management, the Correctional Counselor Supervisor or designee shall initiate a classification review in accordance with Administrative Directive 9.2, Offender Classification.

l. Readmission after discharging while on Special Needs Management.

- i. Any inmate, who discharged while on Special Needs Management, shall be placed on Administrative Detention status pending placement to the appropriate housing. The Unit Administrator or designee shall contact the Director of OCPM, who shall consult with the Director of Behavioral Health Services and the Deputy Commissioner of Operations and Rehabilitative Services regarding the inmate's readmission in order to determine whether or not to return the inmate to Special Needs Management status in accordance with the provisions set forth in this directive.

10. High Security Status.

a. General Provisions.

- i. Placement of an inmate on High Security status shall be at the discretion of the Director of OCPM.
- ii. An inmate on High Security status shall be assigned at least an overall risk level 4 or above and shall be housed in a level 4 or 5 facility.
- iii. Placement of an inmate on High Security status shall not preclude, and may be used in conjunction with, placement on any other Special Management status.

b. Initial Placement Review. Inmates may be considered for placement on High Security status if they meet the following criteria:

1. Has a staff profile resulting from, hostage taking, intentional/direct assault (as defined by form CN 6607, Report of Assault on Staff), and/or murder of a Department of Correction or other law enforcement staff member.
2. Has a documented history of serious disruptive behavior including but not limited to:
 - i. Leading food strikes or work stoppages: or
 - ii. Leading or participating in a riot.
3. Has a level 4 or higher escape risk classification score.
4. Has escaped and been returned to custody, or has attempted to

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escape

5. Any information that indicates an inmate may attempt to escape, including but not limited to:
 - i. Threats to escape;
 - ii. Information discovered on mail or phone review indicating plans for an escape;
 - iii. Possession of escape-related contraband (e.g., tools, civilian clothing, maps);
 - iv. Cell damage that indicates an attempt or probable attempt to escape;
 - v. Significant change in inmate's personal status; or
 - vi. Additional detainers, denial of a release application or new charges.
6. Inmate's experience, special skills, and/or knowledge, which may present security or safety concerns or may be associated with the design or construction of a correctional facility.
7. Other documented criteria, including confidential law enforcement intelligence information.

c. Recommendation.

1. To request an inmate's placement on High Security, the Unit Administrator must provide a written recommendation, along with a completed CN 9406, High Security Information Report, to the Director of OCPM.
 1. Any confidential information shall be maintained in a file, which is not accessible to any inmate.
 2. The use of confidential information, along with any assessment of its reliability, shall be included with CN 9406, High Security Information Report, as a separate attachment.

d. Decision.

- i. The Director of OCPM shall review any recommendation from a Unit Administrator for an inmate's placement on High Security.
- ii. A decision as to whether the inmate will be placed on High Security must be made by the Director of OCPM within five (5) business days from receiving the Unit Administrator's initial recommendation.
- iii. Placement of an inmate on High Security Status shall be at the discretion of the Director of OCPM in accordance with this Directive.
- iv. The Director of OCPM shall document the placement decision for High Security on a CN 9408, Notification of Placement High Security and Special Monitoring form and forward it to the facility for dissemination to the inmate.

e. Classification.

1. The OCPM Unit shall make all appropriate classification and profile changes resulting from an inmate's High Security placement.
- ii. Once the Unit Administrator is notified that the inmate has been placed on High Security, the Unit Administrator or designee shall ensure that the following occurs:
 1. a green file flag card, designating the inmate as a High Security Inmate, shall be placed as the top page in Section 5 of the inmate's master file in accordance with Administrative Directive 4.1, Inmate Records; and
 2. The inmate shall be notified of all management standards and given all appropriate documentation regarding their placement on High Security.

f. Management Standards.

1. The inmate shall be managed in accordance with management standards outlined on Attachment E, High Security/Special Monitoring-

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Provisions and Management Standards.

g. Review.

- i. The Unit Administrator or designee shall review the status of each inmate placed on High Security Monitoring, at a minimum, every six (6) months and shall be documented on a CN 9410, High Security & Special Monitoring Review Form.
- ii. The review may be in conjunction with a classification review.
- iii. Each unit that houses an inmate on High Security status shall maintain information related to the inmate's High Security status for unit staff review.

h. Removal and Reclassification.

- i. The Unit Administrator shall forward a recommendation for an inmate's removal from High Security placement to the Director of OCPM for review and action. The recommended removal shall be documented on the CN 9410, High Security & Special Monitoring Review Form.
- ii. The Director of OCPM may consider removal of an inmate from High Security if one (1) or more of the following criteria is applicable:
 1. The inmate's physical condition changes enough to significantly reduce or eliminate a reasonable threat of escape;
 2. Relevant, valid and documented new information has been obtained that exculpates the inmate or contradicts the initial information used for placement on High Security;
 3. the belief that an inmate may no longer present a high risk due to length of time served or changes in circumstances originally used to place the inmate on High Security ; or
 4. There has been an extended period of exemplary institutional behavior on the part of the inmate.
- iii. If the Director of OCPM approves a request for removal from High Security, the OCPM Unit shall initiate a classification review in accordance with Administrative Directive 9.2, Offender Classification, and the removal shall be documented on the CN 9410, High Security & Special Monitoring Review Form.
- iv. Readmission after discharging while on High Security Status. Upon readmission, any inmate who was previously placed on High Security prior to discharge shall be readmitted on the same status by the receiving facility. The inmate shall be reviewed for continuation or removal from High Security within fifteen (15) business days. The Unit Administrator shall submit a CN 9410, High Security and Special Monitoring Review form to the Director of OCPM.

11. Special Monitoring Status.

a. General Provisions.

- i. An inmate shall be reviewed for placement on Special Monitoring status, when an inmate completes or is removed from programs associated with the following:
 1. Administrative Segregation,
 2. Chronic Discipline,
 3. Security Risk Group, or
 4. Special Needs Management.
- ii. The Unit Administrator shall document the placement decision for Special Monitoring on a CN 9408, Notification of Placement High Security and Special Monitoring, and forward it to the designated staff member for dissemination to the inmate.

b. Special Monitoring placement not resulting from removal of a Special Management status.

i. Initial Placement Review.

1. When an inmate has been identified as needing enhanced monitoring, a custody supervisor shall submit a written request

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to the Unit Administrator or designee for the inmate to be placed on Special Monitoring status.

- i. The request must include supporting documentation.
- ii. Any confidential information shall be maintained in a file that is not accessible to any inmate.
- iii. The use of confidential information, along with any assessment of its reliability, shall be included as a separate attachment.

c. Special Monitoring Status Resulting from removal of a Special Management status.

- i. For inmates who are placed on Special Monitoring due to being removed from a Special Management status, in accordance with Section 11(a) of this directive, the OCPM unit shall automatically conduct the appropriate classification procedures (e.g., sub-code placement).
 1. Inmates who are approved for removal from their designated SRG status shall be placed on Special Monitoring. The Unit Administrator or designee shall authorize the appropriate management sub codes to reflect these classification changes.
- ii. All Special Monitoring designations shall be documented in Section 5 of the inmate's master file using a CN 9202, Offender Classification History Form.
 1. The Unit Administrator shall ensure that a blue file flag card, designating the inmate as a 'Special Monitoring Inmate', is placed as the top page in Section 5 of the inmate's master file in accordance with Administrative Directive 4.1, Inmate Records.

d. Management Standards.

- i. An inmate placed on Special Monitoring shall be managed in accordance with the standards outlined in Attachment E, High Security/Special Monitoring-Provisions and Management Standards.

e. Review and Progression.

- i. The Unit Manager/Supervisor shall conduct a meeting with the inmate and identified unit staff members on a monthly basis to review the inmate's transition, activities, and behaviors.
 1. The meeting shall be documented on CN 9407, Special Monitoring Information Form.
 2. Originals of each CN 9407, Special Monitoring Information Form, shall be forwarded to the Deputy Warden of Operations to be reviewed.
 - i. Once reviewed, the Deputy Warden of Operations shall instruct the Classification Counselor Supervisor or designee to file the original forms in section 5 of the inmate's master file.
 3. The Unit Manager or designee shall also place copies of each CN 9407, Special Monitoring Information Form, in a designated area within the inmate's housing unit so that unit staff can review.
 - i. If an inmate transfers to a new unit or facility while on Special Monitoring status, the related documentation shall be sent to the new location as soon as possible.
- ii. Each inmate on Special Monitoring status who transfers into a new facility shall be reviewed by the receiving facility in order to

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determine whether the continuation of Special Monitoring is warranted.

1. If the receiving facility elects to discontinue the inmate's Special Monitoring status, the appropriate management sub code shall be removed by the receiving facility.

f. Removal and Reclassification.

- i. After six (6) months, the Unit Manager/Supervisor may recommend the removal of the inmate from Special Monitoring status to the Unit Administrator or designee using CN 9410, High Security and Special Monitoring Review Form.
- ii. All removals from Special Monitoring shall be documented in Section 5 of the inmate's master file using CN 9202, Offender Classification History Form.

12. Abbreviated Special Monitoring Status.

- a. An inmate who discharges from custody while on Administrative Segregation or Chronic Discipline status and who is readmitted to custody after 30 calendar days of discharge shall have their status suspended.

- i. The inmate shall be placed on Abbreviated Special Monitoring status for a period of 15 business days and shall be housed in general population. During this period, the inmate will not be transferred to another facility unless medical or mental health issues warrant such transfer
- ii. The inmate shall be informed of his or her placement on Abbreviated Special Monitoring status and shall be provided with a copy of CN 9408, Notification of Placement High Security and Special Monitoring. The original copy of this form shall be placed in the inmate's master file. Should the inmate receive a Class A or Class B Disciplinary Report during this 15 business day period, the inmate may be considered for classification to a Special Management status.
- iii. At the conclusion of the initial 15 business day period of Abbreviated Special Monitoring, the inmate may be either, removed from Abbreviated Special Monitoring, continued on Abbreviated Special Monitoring, or considered for classification to a Special Management status.

b. Removal from Abbreviated Special Monitoring.

1. If the inmate is approved for removal from Abbreviated Special Monitoring, the Unit Administrator shall send the CN 9404, Special Management Report of Hearing for Placement or Removal from the initial placement along with notification of Abbreviated Special Monitoring removal without further consideration to a Special Management Status to the Director of OCPM. A copy of a completed CN 9410, High Security and Special Monitoring Review Forms, shall be provided to the inmate, advising him or her of their removal from Abbreviated Special Monitoring. If the inmate is suitable and meets the criteria for a lower classification level, the facility may lower the inmate's classification and submit the inmate for transfer to a lower security facility.

- c. Continuation on Abbreviated Special Monitoring. The Unit Administrator may continue the inmate on Abbreviated Special Monitoring Status for a specified period of time for further evaluation of the inmate's adjustment to readmission.

- d. Reinstatement. The inmate may be considered for reinstatement to a Special Management status if the inmate has returned from custody within 30 days of discharge, or the inmate's management factors or conduct warrants such action. A recommendation for reinstatement on a special management status shall be submitted to the District Administrator and

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the Director of OCPM.

13. Security Risk Group.

a. Management.

- i. Placement, management and removal of inmates on Security Risk Group status shall be in accordance with Administrative Directive 6.14, Security Risk Groups.

14. Protective Custody.

a. Management.

- i. Placement, management and removal of inmates on Protective Custody status shall be in accordance with Administrative Directive 9.9, Protective Management.

15. Extensions of Time.

- a. Notwithstanding the time frames established in this Directive, the Unit Administrator and/or the Director of OCPM may extend such time frames for good cause.
- b. Any such extensions of time shall be documented, including the reasons for the extension, on CN 9409, Notification of Extension of Status.
- c. No inmate shall be confined on Administrative Detention status for more than 30 calendar days without notice as to the reasons for such placement.

16. Appeal of a Special Management Decision. An inmate may file an appeal regarding a Special Management decision in accordance with Administrative Directive 9.6, Inmate Administrative Remedies.

17. Reporting. Each Unit Administrator shall include restrictive status and Special Management information in the monthly STARS report submitted to the appropriate District Administrator.

a. Restrictive Housing Categories. For the purposes of this Directive, the following restrictive status categories shall be included in the monthly STARS report:

- i. Administrative Detention,
- ii. Punitive Segregation, and
- iii. Transfer Detention.

b. Special Management Status Categories.

- i. Administrative Segregation,
- ii. Chronic Discipline,
- iii. SRG Member, and
- iv. Special Needs Management.

c. Reporting Requirements. The report shall provide the following information for each category as required in accordance with Section 17(A) of this Directive:

- i. Number of placements during the month,
- ii. Number of removals during the month, and
- iii. Total number at the end of the month.

18. Forms and Attachments. The following forms and attachments are applicable to this Administrative Directive and shall be utilized for the intended function.

- a. CN 9401, Restrictive Housing/Special Management Unit Status Order;
- b. CN 9402, Notification of Hearing;
- c. CN 9403, Waiver of 48-Hour Hearing Notice and/or Attendance;
- d. CN 9404, Special Management Report of Hearing for Placement or Removal;
- e. CN 9405, Special Management Notification of Decision
- f. CN 9406, High Security Information Report;
- g. CN 9407, Special Monitoring Information Form;
- h. CN 9408, Notification of Placement High Security & Special Monitoring;
- i. CN 9409, Notification of Extension of Status;
- j. CN 9410, High Security and Special Monitoring Review Form;
- k. CN 9411, Administrative Segregation Phase Program Progression/Regression;
- l. Attachment A, Special Management Status - Provisions and Management

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- Standards AD, TD and PS;
 - m. Attachment B, Special Management Housing Status - Provisions and Management Standards AS and SN
 - n. Attachment C, Special Management Status Matrix
 - o. Attachment D, Chronic Discipline Status - Provisions and Management Standards;
 - p. Attachment E, Provisions and Management Standards- High Security and Special Monitoring;
 - q. Attachment F, Restrictive Housing Unit-Log Entries
19. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner of the Department of Correction.