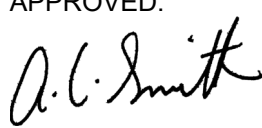




Department of  
Rehabilitation & Correction

<b>SUBJECT:</b> <b>Restrictive Housing Procedures</b>	PAGE <u> 1 </u> OF <u> 15 </u>
	NUMBER: <b>55-SPC-02</b>
<b>RULE/CODE REFERENCE:</b> AR 5120-9-08, 5120-9-09, 5120-9-11, AR 5120-9-13.1, 5120-9-14	<b>SUPERSEDES:</b> 55-SPC-02 dated 12/04/18
<b>RELATED ACA STANDARDS:</b> 5-ACI-3C-10 (4235), 4A-04 (4249), 4A-07(4253), 5-ACI-4A-09 (4255), 4A-11 (4257), 4A-12(4258), 5-ACI-4A-15 (4261) thru 4A-17 (4263), 5-ACI-4A-19 (4265) thru 5-ACI-4A-24 (4270), 5-ACI-4A-27 (4273), 5-ACI-4A-01M (4400M); 1-HC-3A-07M, 1-HC-3A-15	<b>EFFECTIVE DATE:</b> <b>February 3, 2020</b>
	<b>APPROVED:</b> 

## I. AUTHORITY

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

## II. PURPOSE

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

## III. APPLICABILITY

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

## IV. DEFINITIONS

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

**Extended Restrictive Housing- Enhanced Behavioral Health Monitoring (EM)** - A classification given to an incarcerated individual in ERH who is classified as C1 or IDD. Represented as “EM” in DOTS. An EM classified individual must be offered more than two hours out of cell time daily. EM is considered RH2 (special management) in accordance with ODRC Policy 55-SPC-02, Restrictive Housing Procedures.

**Extended Restrictive Housing- Ineligible for Presumptive Release (EN)** - A classification given to an incarcerated individual in ERH who is ineligible for presumptive release. It is represented as “EN” in DOTS. EN individuals are the same security level as other Level E incarcerated individuals.

**ERH Transitional (ET)** - A security level where the incarcerated individual is introduced to limited and small group congregate recreation and programming in preparation for release to General Population ET is considered RH2 (special management) in accordance with ODRC Policy 55-SPC-02, Restrictive Housing Procedures.

**Inmate Adjustment Plan (IAP)** - A case plan which specifically outlines expected behaviors for an incarcerated individual placed in Level E. The IAP is comprised of behavioral and programmatic requirements which the individual must follow to be reduced from Level E.

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

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

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

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

**RH1** - A designation in the Departmental Offender Tracking System (DOTS) which notifies a staff member the individual should be offered one (1) hour out of exercise/recreation at least 5 calendar days a week. For accreditation purposes only, RH1 individuals are subject to the ACA standards associated with Restrictive Housing.

**RH2** - A designation in the Departmental Offender Tracking System (DOTS) which notifies a staff member the individual should be offered more than two (2) hours out-of-cell time at least 5 calendar days a week, one (1) hour of which must be exercise/recreation. For accreditation purposes only, RH2 individuals are subject to the ACA standards associated with Special Management.

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

**Serious Misconduct Panel (SMP)** - A panel of two (2), or more, members of the unit classification committee who are authorized by the managing officer to conduct a placement hearing. The committee makes a recommendation to the managing officer of whether Level E placement is required.

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

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

## V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to establish privileges and services for individuals assigned to Restrictive Housing (RH1/RH2). Privileges shall be designed to ensure housing and program areas are safe and secure as well as to encourage individuals to comply with ODRC and institution rules and regulations and to motivate them to improve their conduct. Individuals shall only be placed in RH when they pose a direct threat to the safety of individuals, including themselves, or an elevated, clear and ongoing threat to the safe and secure operations of the facility.

No individual shall be placed in RH solely based on gender identity.

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

All procedures, privileges, and references in this policy to the term "Restrictive Housing (RH)" apply to both RH1 and RH2 individuals unless otherwise specified.

## VI. PROCEDURES

### A. Restrictive Housing (RH) Initial Placement Procedures

1. Individuals placed in RH shall have their placement reviewed by a managing officer, deputy warden, administrative assistant to the warden, unit management chief or chief of security not directly involved in the event motivating the placement within twenty-four (24) hours. This review shall also be documented on the Report of Change to Conditions of Confinement (DRC4019). This review may be conducted remotely if the individual completing the review has access to all the information needed to assess the need for RH. If the twenty-four (24) hour approval for placement is given over the telephone, or by email, the Report of Change to Conditions of Confinement (DRC4019) shall reflect this.
2. The use of less restrictive options, such as Limited Privilege Housing (LPH), shall be considered prior to any placement. RH may only be used when there is a clear and documented threat to the safety and security of the facility or the general public which cannot be mitigated without the use of RH. Any placement in LPH or RH, including the reasons why RH is necessary, must be documented on the Report of Change to

Conditions of Confinement (DRC4019). When deciding to use RH instead of LPH, the individual authorizing or reviewing the placement decision shall document:

- a. The relationship between the behavior of the individual and the threat they pose to others or the threat to the safe and secure operation of the facility;
  - b. The review by healthcare personnel, prior to placement, where medical and mental health conditions were considered prior to placement.
3. In situations where an individual allegedly commits a rule violation that requires an investigation, the individual may be placed in RH status when there is an immediate or direct threat to the safety and security of the institution. LPH may be considered as an alternative if the individual can be safely managed in the less restrictive environment during the investigation.
- a. A review of the Change in Conditions of Confinement shall be completed in the Restrictive Housing Tracking System in DOTS by an authorized staff member listed in section VI.A.1 of this policy within twenty-four (24) hours of LPH or RH placement.
  - b. An authorized staff member listed in section VI.A.1 of this policy shall review the LPH or RH placement. If the authorized staff member listed in section VI.A.1 determines that additional information is needed, they shall assign a staff member to investigate.
4. The staff member assigned to investigate may request extensions for the following periods:
- a. The managing officer shall monitor all individuals in RH for investigative purposes using the tracking modules in DOTS. They shall approve anyone who requires more than seven (7) calendar days for the investigation to be completed.
  - b. Managing officers shall report to the regional director whenever an individual is in RH for more than fourteen (14) calendar days for investigative purposes.
  - c. In cases where it is not reasonable to complete the investigation within twenty-one (21) calendar days the regional director shall notify the Director/designee. The Director/designee may authorize holding an individual in LPH or RH for investigative purposes until the completion of the investigation per AR 5120-9-11.
5. In all cases, an authorized staff member listed in section VI.A.1 of this policy shall notify the individual of the delay approved at each level.
6. The mental health manager (MHM) or mental health administrator (MHA) shall monitor the Restrictive Housing Tracking System for any new placements to complete the Restrictive Housing: Mental Health Assessment Report (DRC5205) in a timely manner.

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

1. Prior to an individual being placed into RH, for any reason, healthcare personnel will be informed and shall complete a screening and review of the individual to determine if the individual is at imminent risk for serious self-harm, suicide, requires emergency medical care or if the individual is exhibiting symptoms of a Serious Mental Illness (SMI). If any of these conditions or needs are detected during the screening and review, the appropriate health/behavioral care professional shall be contacted to provide appropriate assessment and treatment prior to placement into RH. The assessment and treatment may also result in the diversion of the individual from RH if the assessment and treatment require such diversion. The notification of healthcare personnel shall also be documented in the Restrictive Housing Tracking System in DOTS, including the name of the individual contacted.
2. To document this review, the medical or mental health staff assigned to complete this task shall complete the Mental Health Restrictive Housing Admission Screening (DRC5404) and convey any pertinent information back to the staff member placing the individual into RH.

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

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

- b. Individuals shall be directed to avoid excessive, exhausting activities outdoors in the heat of summer;
    - c. Individuals shall be directed to consume an adequate intake of fluids (8-12 glasses of liquid per day) to avoid dehydration.
  5. Institutional staff, as designated by the managing officer, shall ensure the following steps are taken:
    - a. The temperature of the buildings and interior of the cells must be monitored regularly during the summer months or whenever outdoor temperatures are elevated and logged on a temperature log in accordance with the Cell Temperature Log (DRC5292). Temperatures shall be measured at least once per hour between the hours of 2:00 PM and 8:00 PM. In housing units with multiple cells, the temperature may be taken in one randomly selected cell on each range when temperatures are measured rather than measuring the temperature in every cell.
    - b. If the housing areas exceed ninety degrees (90°) Fahrenheit, the following “Heat Plan” measures shall be instituted:
      - i. Provide increased ventilation to the area through utilization of fans to improve air flow and reduce ambient temperature to less than ninety degrees (90°) Fahrenheit;
      - ii. Make provisions for increased fluids and ice;
      - iii. Permit additional showers to provide cooling;
      - iv. Consideration shall be given by the managing officer/designee to permit a temporary reassignment of the incarcerated individual to an area of the institution that is cooler and more compatible with the individual’s clinical status.
  6. The temperature log shall also record whether any heat plan measures were implemented, which plans were implemented, and how long they were in effect.
  7. Completed logs shall be submitted to the MHA/MHM.
  8. Any individual classified as C1 or IDD shall receive more than two (2) hours out-of-cell time daily once he/she has been in RH thirty (30) calendar days or more.

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

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

These privileges and program opportunities are considered minimum requirements for RH and ERH units. With the approval of the managing officer, the units which house RH and ERH

individuals at any prison may have operational and privilege variations which exceed the minimum standards outlined in these policies to meet an operational need or goal.

1. Personal hygiene articles including, at a minimum, one (1) state issued Restrictive Housing ADA (American Dental Association) approved toothbrush, ADA approved toothpaste, ADA approved dental floss, and soap, unless there is imminent danger that an individual or any other individual will destroy an item or induce self-injury. Personally owned deodorant, shampoo, soap, toothpaste, floss and hairbrush/comb shall be permitted; however, for security purposes the managing officer may restrict the size and structure of these items. Female individuals shall be permitted state issued or personally owned sanitary napkins and 1 hair conditioner. At the managing officer's discretion, personally owned electric razors may be stored in RH areas and used by RH status female individuals.
2. Stationary supplies including, at a minimum, one (1) security ink pen, two (2) security pencils, legal pads/paper, twenty-five (25) personally owned envelopes, one (1) legal kit minus ink pen, one (1) address book, five (5) greeting cards and one (1) personally owned deck of playing cards.
3. Mail and kite privileges on the same basis as individuals in general population. Two (2) personally owned soft cover books, one (1) personally owned religious book, a reasonable amount of personally owned law books/materials, one (1) current newspaper by subscription only and exchanged on a 1 for 1 basis. Magazines are not permitted and shall be held until release from RH status. No individual in RH/ERH has the right to access e-mails. Providing access to JPay kiosks or other ways to access email is solely at the discretion of the managing officer.
4. Access to reading materials including extra educational or religious material as approved by program staff.
5. Access to legal materials and services.
6. Access to cleaning articles for cell sanitation as approved by the managing officer/designee.
7. Daily visits from the senior correctional supervisor, daily visits from a qualified health care official, and visits from members of the program and mental health staff weekly.
8. Adequate food.
9. Cell furnishings to include toilet, wash basin, access to hot and cold running water, sheets, blanket (depending on weather conditions), bunk, and mattress at least twelve inches (12") off the floor.
10. Unimpeded access to medical (including dental services) and or mental health services, including prescribed medications and medically necessary appliances and supplies.

11. Institution coveralls or clothing, underwear, and footwear. Personally owned clothing is permitted at the discretion of the managing officer. Clothing shall not be considered as degrading.
12. Adequate lighting for reading.
13. Laundry, barbering and hair care services and the issuance and exchange of clothing, bedding and linen on the same basis as individuals in the general population. Exceptions are permitted only when found necessary by the senior correctional supervisor.
14. Opportunities for visitation unless there are substantial reasons for withholding such privileges. Individuals in RH for pre-hearing detention or investigation shall have the same access to visitation as general population individuals unless security or safety considerations dictate otherwise. Individuals in RH as a result of a RIB disposition, SMP disposition, or security increase shall be limited to one (1) visit per visitor per month, during weekdays, with a two (2) hour limit.
15. For RH1 individuals, a minimum of one (1) hour of exercise per day outside of their cells no less than five (5) calendar days per week to include both indoor and outdoor recreation as the facility permits and as scheduled by the managing officer, unless security or safety considerations dictate otherwise. At no time shall an individual be required to choose between meal service and recreation. If an individual is being recreated during a mealtime and they still have time left for their allotted recreation, they shall have the option to eat and then return to recreation.
16. For RH2 individuals, a minimum of two (2) hours of exercise/recreation/out-of-cell time per day outside of their cells no less than five (5) calendar days per week to include both indoor and outdoor recreation as the facility permits and as scheduled by the managing officer, unless security or safety considerations dictate otherwise. One (1) hour must be exercise, the other hour is at the discretion of the managing officer. At no time shall an individual be required to choose between meal service and out-of-cell time. If an individual is receiving out-of-cell time during a mealtime and they still have time left, they shall have the option to eat and then return to the out-of-cell time.
17. The opportunity to shower and shave no less than five (5) times per week. If a facility has their shower units inside of the cells, then RH2 individuals shall be offered a minimum of an additional fifteen (15) minutes out-of-cell time five (5) calendar days per week for some other purpose at the discretion of the managing officer. An additional fifteen (15) minutes of recreation is an acceptable alternative.
18. Access to current Administrative Rules, also known as "ARs," 5120-9 series and access to authorized DRC policies.
19. Individuals in RH or ERH pending transfer shall be allowed to make commissary purchases once per month with a \$20.00 limit and limited to items described as stationary supplies and personal hygiene articles.



20. Individuals in a Transitional Program Unit (TPU) in ERH status pending a transfer to a permanent ERH unit shall be provided privileges and property in accordance with the rules of the TPU where they are currently being held. However, all credit for time served pending transfer shall be applied to their maximum stay in ERH if they are compliant with their Inmate Adjustment Plan (IAP) while awaiting the transfer.
20. At the managing officer's discretion, individuals housed in RH may qualify for purchases of over-the-counter (OTC) medications from the commissary, except when the individual's placement is related to suicide, mental health crisis, medication abuse or medication dealing. In these circumstances, all medication shall be nurse administered.
21. One (1) personally owned wedding band, one (1) personally owned religious medallion, and one (1) religious headgear.
22. Individuals in RH or ERH pending transfer shall not be permitted to receive sundry, food, or exempt packages, nor shall they be permitted to make mail order purchases.
23. Abuse of cell privileges may be dealt with summarily by the employee on duty in RH areas in accordance with 5120-9-10 (except that in no event shall access to kite, medical, mental health, or legal services be denied). This action shall then be reported by such employee to their superior using Report of Denial of Cell Privileges (DRC4087), for review and approval. All denials of cell privileges shall be recorded in the unit logbook.
24. Any denial of cell privileges shall be reported in writing to the responsible deputy warden, who shall be responsible for submitting a weekly report to the managing officer of those individuals who have been denied cell privileges, the specific privileges denied, length of time the privilege was denied, and reasons therefore. The Rules Infraction Board (RIB) may order restrictions on personal privileges following an individual's abuse of such privileges or facilities or when such action is deemed necessary by the managing officer for the safety or security of the institution, or the well-being of the individual. In no event shall access to kite, medical, mental health, or legal services be denied. Such restrictions shall continue only if reasonably necessary.
25. Each institution shall develop procedures for the control, issue, use, and storage of approved electronic devices used in RH by approved individuals. No individual in RH/ERH has the right to possess, or have access to, the GTL tablets which can be used to access telephones from an individual's cell. Access to these devices may be granted or restricted at the discretion of the managing officer based on the current/past behavior of the individual, the physical infrastructure of the facility, or the individual's current status.
26. Individuals in RH shall be allowed telephone privileges to access the judicial process and family emergencies in accordance with ODRC Policy 76-VIS-02, Inmate Access to the Telephone and Electronic Mail (Email), unless safety or security considerations dictate otherwise.
27. Individuals confined in RH shall have access to programs and services to include, but not limited to, educational, commissary, library, social and counseling services, religious guidance, and recreational programs. Unit Management and Mental Health shall

document their activities on the Restrictive Housing Individual Record (DRC4118/4115) as well as signing into the unit on the Employee Visit Record (DRC6011). Education, Commissary, Library, Recovery, Religious and Recreation Service providers shall document their activities using the Restrictive Housing Program Staff Activity Log (DRC4112) and signing into the unit on the Employee Visit Record (DRC6011).

28. Each institution which routinely houses ERH individuals, regardless of the reason the individual is ERH, shall develop procedures to facilitate congregate programming for ERH individuals that include the utilization of program booths, security program tables/chairs, and where appropriate, out-of-unit opportunities for individual/group services relating to health or programming needs. Program providers may include staff, contractors, approved volunteers, and approved individuals. Additional programming that supports meaningful activities or program plan requirements is encouraged through self-study materials and audio/visual delivery. Facilities may also apply these requirements to short-term RH individuals (up to 29 days) at their discretion

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

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

1. Correction officers assigned to RH areas shall make security rounds and personally observe all RH individuals at least every thirty (30) minutes on an irregular schedule. Additionally, an observation round shall be made within the first fifteen (15) minutes of the beginning of shift, and within the last fifteen (15) minutes of the conclusion of shift.
2. The senior correctional supervisor shall visit all RH areas daily and document the round in the Employee Visit Record (DRC6011).
3. Restrictive Housing program/service providers, as defined in this policy and each specific program area policy, shall visit RH individuals as defined in this policy and document this visit in both the Restrictive Housing Program Staff Activity Log (DRC4112) and the Employee Visit Record (DRC6011)
4. Unless needed more frequently, each individual in RH shall receive a daily visit from Medical personnel. The presence of Medical personnel in RH is announced and recorded in the unit logbook. The contact shall also be documented on the Restrictive Housing Individual Record (DRC4118/DRC4114 for SOCF). If additional assessment or treatment is required which requires the individual to be removed from the cell and moved to a private treatment/counseling area, the individual shall be removed from the cell and taken to this area.
5. Unless mental health attention is needed more frequently, each individual in RH shall receive a weekly visit from Mental Health staff. The gap between visits shall be no longer than seven (7) calendar days, excluding state holidays. The presence of Mental Health personnel in RH is announced and recorded in the unit logbook. The contact shall also be documented on the Restrictive Housing Individual Record (DRC4118/DRC4115 for SOCF). If additional assessment or treatment is required which requires the individual to

be removed from the cell and moved to a private treatment/counseling area, then the individual shall be removed from the cell and taken to this area.

6. Individuals confined in RH, including ERH, shall have their status reviewed by the Unit Team at least every seven (7) calendar days. The review shall include a face-to-face contact with the individual to review their status and any pending administrative actions. The 7-day (calendar) reviews shall be documented on the Restrictive Housing Individual Record (DRC4118/4115 for SOCF) for all RH individuals. 30-day (calendar) reviews are required for any RH individual who is not classified as Level E (Level E individuals are reviewed using different procedures). These 30-day (calendar) reviews are documented in the Department Offender Tracking System (DOTS) using the RH tracking applications. Any concerns regarding the individual's placement or other issues shall be referred to the appropriate staff for resolution. The individual conducting the review shall examine all reasons for the current placement in RH and meaningfully consider the individual for release if two (2) conditions are met:
  - a. They can be safely managed in general population; and
  - b. There are no pending actions requiring continued placement in RH.

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

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

1. The following activities and reviews shall be noted on the Restrictive Housing Daily Activity Log (DRC4117/4114 for SOCF). The institution and unit/block shall be recorded at the top of the log. The first record on the Restrictive Housing Daily Activity Log (DRC4117/4114) shall always be for a Sunday.
  - a. For each day and meal, the times that meals were offered to the individuals shall be noted under Serving Times. The time that the first meal is served in the unit for that meal service (i.e., Breakfast, Lunch, or Dinner) shall be noted in the Serving Times column.
  - b. Whether or not linen exchange was provided, clothing exchange was provided, cell cleaning and barbering services were available shall be noted on the Restrictive Housing Daily Activity Log (DRC4117/4114). A notation (Y or N) shall be recorded for each service on every shift. If the services are provided, the time shall also be recorded. The correction officers documenting activities for that shift shall place their initials in the appropriate box.
  - c. As each Restrictive Housing Daily Activity Log (DRC4117/4114) is completed, it shall be maintained for a period of five (5) years.

2. The following activities and reviews shall be noted on the Restrictive Housing Individual Record Sheet (DRC4118/4115 for SOCF):
  - a. The individual's name, number, assigned cell, institution, status, date in, and regular housing unit (for RH individuals in a TPU) shall be documented on the Restrictive Housing Individual Record (DRC4118/4115 for SOCF) and shall be continued on subsequent DRC4118s/4115s where indicated. In addition, at the top of the log the appropriate designator as either RH1 or RH2 should be checked.
  - b. Only refusals or alternative meal service shall be documented on the Restrictive Housing Individual Record (DRC4118/4115 for SOCF). For each day and meal, the times the meal was refused or the time the alternative meal service was offered shall be noted under mealtimes.
  - c. If the individual accepts the opportunity for shower, the opportunity for shaving or replacement/issuance of hygiene items (e.g., toilet paper, soap, etc.) place an "X" in the appropriate box for that date and shift. If the individual was offered the opportunity but refuses, place an "R" in the appropriate box. Documentation of shower activities on the Restrictive Housing Individual Record (DRC4118/4115 for SOCF) is unnecessary for facilities that have showers in their cells.
  - d. If the individual was offered an opportunity for exercise/recreation/out-of-cell time and accepts, note the start and end times of the period under either indoor or outdoor as appropriate, or in the "out-of-cell time documentation" area located in the comments section. If the individual refuses the opportunity, place an "R1" in the start time for RH1 individuals and "R2" for RH2 individuals and note the time refused in the end box under the indoor or outdoor as appropriate. If it is other out-of-cell time, then note the refusal in the "out-of-cell time documentation" area and indicate the amount of time refused.
  - e. The correction officers documenting activities for that shift shall place their signature in the appropriate box.
  - f. The unit team member initiating the 7-day (calendar) reviews shall sign and date the Restrictive Housing Individual Record (DRC4118/4115 for SOCF) in the designated area at the time of the review.
  - g. The qualified Medical professionals making rounds shall enter their initials in the appropriate date and shift box, under the Medical heading on the Restrictive Housing Individual Record (DRC4118). For SOCF, the qualified Medical professional making rounds shall document their round, attesting to the fact that they saw all individuals currently in the unit, by signing, dating and printing their name on the Restrictive Housing Daily Activity Log (DRC4114).
  - h. The Mental Health staff member initiating the weekly Mental Health visit shall sign and date the Restrictive Housing Individual Record (DRC4118/4115 for SOCF) in the designated area at the time of the review. This refers to the weekly visit documentation. The 7-day (calendar) appraisals and 30/90 calendar day reviews shall

be documented on the Restrictive Housing: Mental Health Assessment Report (DRC5205) in the Electronic Health Record.

- i. Visits by other staff and unusual behavior, concerns, or issues shall be noted in the comments box on the Restrictive Housing Individual Record (DRC 4118/4115 for SOCF) and the staff member making the notes shall provide the date of entry, signature, and title.
- j. As each Restrictive Housing Individual Record (DRC4118/4115 for SOCF) is completed, it shall be forwarded to the individual's regular housing unit for scanning into the electronic unit file in OnBase.

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

The managing officer shall appoint a staff member to oversee the areas of the prison where RH individuals are housed and manage the daily functions of this area. This individual should be an exempt staff member who may or may not be the RIB chair. This appointment shall not relinquish the unit manager and or shift supervisor's responsibility to this area. The RH manager duties shall include but not be limited to:

1. Monitor the DOTS tracking system and ensure all information is up to date and accurate. In addition, they shall investigate situations where there appears to be a delay in any process which is causing an individual to remain in an RH status.
2. Ensure the Restrictive Housing Daily Activity Log (DRC4117/4114 for SOCF) and the Restrictive Housing Individual Record (DRC4118/4115 for SOCF) is accurate and complete.
3. Review cell assignments regularly.
4. Approve porters who will be:
  - a. Non-disruptive STG;
  - b. Rotated after thirty (30) calendar days;
  - c. Racially balanced.
5. Act as liaison between individual and support staff (i.e., Unit Team, Mental Health, Commissary, Medical, Education, Religious Services, etc.). The RH manager shall contact the above areas as needed to ensure the needs of the individual are being addressed.
6. The RH manager shall complete a unit plan and operations schedule to clearly demonstrate how any LPH individuals housed in the area are receiving more than two (2) hours out-of-cell time and have access to more general population services than other RH individuals housed in the area. These services include, but not limited to, the following:
  - a. Access to phones, commissary, and other similar services (can be limited based on privilege reduction);

- b. Barber, laundry, cell cleaning, and hygienic activities;
- c. Recreation;
- d. Education Services;
- e. Library Services;
- f. Mental Health Services;
- g. Religious Services;
- h. Medical Services.

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

1. An individual shall be released from RH when:
  - a. Their RH term imposed by the RIB or SMP expires (credit for all time served in RH must be provided as required in ODRC Policies 56-DSC-01, 56-DSC-02 and 53-CLS-04); or
  - b. The managing officer/designee determines an RH placement is no longer necessary under the provisions outlined in the policy.
2. Every effort shall be made to not release an individual from RH to the community. In circumstances when an individual in RH status must be released to the community, staff shall follow the procedures outlined in ODRC Policy 78-REL-01, Transitional Release Planning.

## **I. Monitoring**

The chief of security shall be responsible for assigning staff to review the RH unit(s) security cameras, at a minimum of five (5) hours (sporadic) per week to observe the security practices/processes, ensuring compliance with written requirements. These checks may be documented on the "TPU Camera Checks" form (DRC4041) and forwarded to the chief of security. If any concerns about procedural compliance or security practices are detected, they shall be documented in the report and the supervisor shall also report the immediate actions they took to rectify any security breaches or to correct the procedure. In circumstances where an employee violated a work rule or any other employee standards of conduct, the supervisor shall preserve the video footage and complete an Incident Report (DRC1000) thoroughly explaining the work rule violation and forward the report to the managing officer.

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

## **J. Privileges for Individuals in ERH**

1. A joint standing committee comprised of the managing officers from all permanent ERH facilities shall establish and monitor a privilege system for individuals officially in any ERH status. This system shall be applicable to individuals who have been placed into ERH via the SMP process as outlined in ODRC Policy 53-CLS-04, Extended Restrictive Housing, and are being housed in a permanent ERH prison. The privilege system shall be designed to maintain as much parity between prison sites in addition to incentivizing

good behavior. The granting of privileges shall be based on an individual's behavior versus designated status and shall include increases in privileges for the completion of programs which address the behaviors that resulted in placement into ERH or prepares an individual for release to general population or the community. This committee shall create a report which outlines privileges for all individuals in an official ERH status and this report shall be unanimously approved by the regional directors for all permanent ERH prisons. This report shall be updated annually and placed in the individual handbook at all permanent ERH facilities.

2. Individuals held in RH for thirty (30) calendar days or more at a non-permanent ERH site, regardless of the reason they are being held, shall be provided the conditions of confinement and privileges which meet the minimum standards established in this policy. This includes individuals in an official ERH status while pending transfer to a permanent ERH prison. Individual managing officers may, depending on the infrastructure and services available at their prison, exceed the minimum standards for these individuals as long as the privileges granted to the individuals are tied to incentivized behavioral plans or program participation.

#### **Related Department Forms:**

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