

NEW MEXICO ASSOCIATION OF COUNTIES
SAMPLE POLICY AND PROCEDURE
SPECIAL MANAGEMENT INMATES

Approved: June 2014
Revised & Approved: June 2017

I. REFERENCES:

American Correctional Association Standards for Adult Local Detention Facilities, Fourth Edition. Standards: 4-ALDF-2A-44, 4-ALDF-2A-45, 4-ALDF-2A-46, 4-ALDF-2A-47, 4-ALDF-2A-48, 4-ALDF-2A-49, 4-ALDF-2A-50, 4-ALDF-2A-51, 4-ALDF-2A-52, 4-ALDF-2A-53, 4-ALDF-2A-54, 4-ALDF-2A-55, 4-ALDF-2A-56, 4-ALDF-2A-57, 4-ALDF-2A-58, 4-ALDF-2A-59, 4-ALDF-2A-60, 4-ALDF-2A-61, 4-ALDF-2A-62, 4-ALDF-2A-63, 4-ALDF-2A-64, 4-ALDF-2A-65, 4-ALDF-2A-66. NM Adult Detention Professional Standards ADM-05, ADM-26, SC-41, SC-42, SC-43, SC-44, SC-45, SC-46, SC-47, SC-48, SC-49, SC-50, SC-51, SC-52, SC-53, SC-54, SC-55, SC-56, SC-57, SC-74. Federal Performance Based Detention Standards (FPBDS) B.3.4c, B.3.4d, B.6.8, B.6.9, B.10.4d, C.13, C.13.1, C.13.1a, C.13.1b, C.13.1c, C.13.1d, C.13.2, C.13.2a, C.13.2b, D.2.9, D.2.9a.

II. PURPOSE:

The purpose of this policy is to provide guidelines for the management and supervision of Special Management Inmates including periodic review of their classification, provision of programs and services, and required documentation, in order to balance the health and well-being of inmates with the safety and security needs of the facility by reducing the number of inmates in restrictive housing and increasing their out of cell time.

III. POLICY STATEMENTS:

- A. () County shall provide restrictive housing and supervision for Special Management Inmates when they: require protective custody, are under disciplinary sanctions, or have other special administrative housing needs, and when no reasonable alternative housing options exist.
- B. Restrictive Housing will provide living conditions that approximate those of general population and inmates placed in Restrictive Housing for non-disciplinary reasons shall have access to programs, privileges, education and work opportunities, to the extent possible.
- C. Special Management Inmates shall be provided with the maximum out-of-cell time that can be scheduled in order to enhance inmates' mental and physical wellbeing and opportunities for, exercise, congregate activities and face-to-face interactions with staff commensurate with the security risk of the inmate.
- D. At least two hours (2 hours) per day outside their cell seven (7) days per week, for exercise and other activities, shall be provided to each Special Management Inmate, unless security or safety considerations dictate otherwise. Any exception to this policy statement shall be justified and clearly documented.

IV. DEFINITIONS:

- A. **Disciplinary Separation:** The separation of an inmate from general population as a sanction for the finding of guilt of a [*Major*] disciplinary infraction, as defined by the Inmate Discipline Policy and Procedure [*cite policy and procedure number*].
- B. **Hearing Officer:** The individual designated by the Detention Administrator to preside over disciplinary hearings pursuant to the Inmate Disciplinary Policy & Procedure.
- C. **Involuntary Administrative Separation:** The separation of an inmate from general population when the [*Detention Administrator*] determines that the inmate's continued presence in general population presents a threat to the security of the institution or places the inmate in danger of harm to self or others.

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- D. Medical/Mental Health Separation** : The separation of an inmate from general population for the treatment or observation of a medical/mental health condition, or when the inmate’s medical equipment presents a potential threat to the security of the institution, if allowed in general population.
- E. Pre-Hearing Detention**: The separation of an inmate from general population following the alleged commission of a [*Major*] disciplinary infraction, **AND** upon the determination that their presence in general population would disrupt the orderly operation of the facility.
- F. Special Management Review Committee**: A committee designated by the Detention Administrator that consists of key security, medical/mental health, and additional personnel as needed to review the security and housing status of special management inmates.
- G. Restrictive Housing**: A housing unit or designated cells for the occupancy of Special Management Inmates who are not suitable for general population.
- H. Special Management Inmates**: Inmates who are separated from the general population for Voluntary Administrative Separation, Involuntary Administrative Separation, Disciplinary Separation, Pre-Hearing Detention, or Medical/Mental Health Separation.
- I. Threat to the Safety and/or Security of the Institution**: Any behavior which causes or is reasonably likely to cause acts of violence, escape, injury or death, substantial destruction of property or a state of emergency e.g., a circumstance caused by a riot, fire, or similar event not caused intentionally by the Detention Center or its employee(s).
- J. Voluntary Administrative Separation**: Separation of an inmate from the general population at the request of the inmate, which is based on a review of the circumstances and a determination that housing in the general population places the inmate at risk of harm, and there are no reasonable alternatives available.
- V. PROCEDURES**:
- A. GENERAL GUIDELINES**:
1. **Living Conditions**:

Restrictive Housing will provide living conditions that approximate those of general population. All exceptions are clearly documented. Restrictive Housing cells/rooms shall permit inmates to converse with and be observed by staff.
 2. **Housing Order**:
 - a. Restrictive Housing placement can be immediately ordered by a Shift Supervisor or higher authority for Pre-Hearing Detention when the inmate is charged with a major rules violation or when it is necessary to protect the inmate or others. All placements shall be reviewed within 24 hours from the date and time of placement. The review will be conducted by [*the Chief of Security or Designee*] to determine if separation from the general population is still necessary.

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- b. Restrictive Housing will only be used when warranted for the safety and security of the facility and after a determination that no reasonable alternatives exist.
- c. Highly restrictive housing conditions are only imposed on inmates who are violent, severely disruptive and those with serious disciplinary infractions.
- d. Nonviolent, vulnerable, mentally ill, intellectually/developmentally delayed and inmates with special medical treatment needs are housed with the least restrictions and most congregate opportunities within the Restrictive Housing unit.

3. **Inmate Hygiene:**

Special Management Inmates will have the opportunity to shower daily and to shave at least three times within a seven day period. Any exceptions will be documented and will include specific justification. No inmate may refuse to shower more than three (3) days in a row without supervisory staff intervention. A Shift Supervisor, through progressive interaction and enforcement, may compel an inmate to shower, shave, and/or receive a haircut for safety, security, and/or hygienic reasons at any time.

4. **Laundry and Linen Exchange:**

Special Management Inmates will receive laundry services and are issued and exchanged clothing, bedding, and linen on the same schedule as general population. Exceptions are permitted only when determined to be necessary for safety and/or security reasons.

5. **Barber/Hair Care Services:**

Special Management Inmates will receive barbering and hair care services on the same or similar schedule as general population inmates. Exceptions must be clearly justified and documented.

6. **Alternative Meals:**

Alternative meals that can be eaten without utensils will be provided on an individual basis when the Detention Administrator determines that the use of such utensils presents a risk to the inmate or others. All alternative food shall meet all basic nutritional requirements and shall only be served with the written approval of the Detention Administrator and Health Service Administrator. A review of the use of alternative meals shall be conducted by the Chief of Security or designee, every 24 hours to determine if it is necessary to continue the practice.

7. **Special Management Inmates will have access to:**

- a. Writing materials, writing implements, and postage, and will be allowed to write and receive letters under the same protocol as general population. Inmates who pose a risk to self or others will be provided alternative materials, such as markers or crayons.
- b. Visitation, unless there is a substantial, justified reason for withholding such privileges.
- c. Legal representation, materials, and research access, to include notarization services.

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- d. Reading materials.
- e. Programs similar to those offered in general population.
- f. Religious services and materials.
- g. All permitted issued and personal property.

B. MEDICAL NOTIFICATION AND RESPONSIBILITIES:

- 1. Upon an inmate being placed into Restrictive Housing, healthcare personnel are immediately notified and shall conduct a medical and/or mental health screening and review of medical and mental health risk factors within *[insert]* hours, as established by the health provider.
- 2. Inmates determined to have mental health problems or illnesses shall be referred for a mental health appraisal. Such appraisal shall include a determination whether the inmate's mental health condition is being negatively affected by the placement in Restrictive Housing. If so, the Special Management Review Committee shall evaluate alternative placement options and provide recommendations to the Detention Administrator.
- 3. Special Management Inmates who are violent, have a mental illness, or who demonstrate bizarre behavior will be assessed by health service personnel within *[insert]* hours, who will determine the level of supervision needed and the frequency of required observation, to include one-on-one monitoring.
- 4. Special Management Inmates shall be provided prescribed and/or non-prescribed medication, as deemed appropriate by medical and/or mental health staff or contractor.
- 5. Suicidal inmates will be under continuous observation until seen by a medical or mental health professional. In accordance with this facility's suicide response policy, subsequent supervision will be in accordance with the health professional's orders. [Reference Facility's Suicide Policy and Procedure]
- 6. Unless the inmate is dangerous or violent, all medical/mental health assessments and appraisals shall be conducted face-to-face and not through the door.

C. DETENTION STAFF REQUIREMENTS:

- 1. Special Management Inmates will be personally observed by a detention officer conducting rounds at least twice per hour, but not more than forty (40) minutes apart, on an irregular schedule.
- 2. Special Management Inmates will receive, at a minimum, visits from the following staff on the specified schedule. All visits will be recorded on a permanent log:
 - a. Daily visit by the Shift Supervisor
 - b. Programs staff/Classification Officer once each week
 - c. Weekly by the Detention Administrator

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- d. Three times each week by facility health care clinicians, unless medical/mental health care attention is required more frequently
- e. Daily by the Special Management Unit Supervisor *(if applicable)*
- f. Daily by the Chief of Security
- g. Weekly by the Fire Safety/Sanitation Officer
- h. *[Others as designated by facility requirements]*

Unless the inmate is violent or dangerous, visits by healthcare clinicians shall be face-to-face.

- 3. Staff assigned to work directly with Special Management Inmates will be selected based on criteria that includes:
 - a. Suitability for type of population
 - b. Experience
 - c. Specialized training such as Mental Health First Aid and Crisis Intervention Training
 - d. Completed probationary period

D. DOCUMENTATION:

- 1. Within the Restrictive Housing Unit, a permanent log shall be maintained throughout each shift that contains, at a minimum, the following information pertaining to each Special Management Inmate housed within the unit:
 - a. Inmate Name
 - b. Inmate Number
 - c. Cell/Room Number Assigned
 - d. Date admitted to the Restrictive Housing Unit or cell
 - e. Type of infraction or reason for admission to the Restrictive Housing Unit
 - f. Date of scheduled release from the Restrictive Housing Unit, or date of next review
 - g. Special instructions or requirements imposed by medical/mental health staff
 - h. Date released from the Restrictive Housing Unit
 - i. Daily time(s) of out of cell
- 2. All staff that enters the Special Management Housing Unit shall be logged in to include the name of the inmate to be seen, as applicable, purpose of the visit, and logged out upon departure. This will include, but not be limited to, staff rounds, medical/mental health visits, maintenance visits, inspections, and/or attorney visits.
- 3. All incidents that occur within the Restrictive Housing Unit or cell(s) shall be documented on the appropriate facility Incident Report along with the completion of all other required documentation, and that documentation shall be forwarded to the Detention Administrator for review.
- 4. Whenever a Special Management Inmate is denied access to any authorized item or activity, a report articulating the specific reasons for the denial shall be completed and forwarded to the Detention Administrator or designee for review and approval within 24 hours from the time of the action.

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5. *All exceptions to the requirements listed in Sections A, Band C, of this Policy and Procedure must be specifically documented and approved by the Detention Administrator or designee.*

E. ADMINISTRATIVE SEPARATION PROTOCOLS:

1. An inmate may be placed in Administrative Separation status for protective custody when there is documentation that protective custody is warranted and no reasonable alternatives are available. Inmates in Administrative Separation status will be given direct supervision whenever possible. Placement in Administrative Separation for purposes of protective custody may be voluntary or involuntary.

Inmates may be placed in Restrictive Housing voluntarily or involuntarily for the treatment or observation of a medical condition when equipment is required that would represent a threat to the security of the institution in the general population or place the inmate or others in danger of harm. Inmates may also be separated from general population as part of the Facility's Infection Control Program.

a. Voluntary Placement:

- 1) An inmate who requests Voluntary Administrative Separation status shall be required to supply information stating the reason(s) for the request, and shall sign and date documentation agreeing to the assignment.
- 2) Inmates requesting to end Voluntary Administrative Separation status must provide documented reasons as to why separated status is no longer requested and/or necessary. Such documentation shall include the inmate's signature and date. The final determination of whether the inmate is released to general population will be made by the Special Management Review Committee.

b. Involuntary Placement:

- 1) An inmate may be placed into Involuntary Administrative Separation status through the Classification process, pursuant to one or more of the following criteria:
 - a) The inmate presents a threat to the safety and/or security of the institution.
 - b) The inmate is involved with a high profile case, or can be considered high profile due to societal status, such as, an elected official, law enforcement officer, tribal official, or prominent member of the community.
 - c) The inmate is prone to victimize others, is a member of a known Security Threat Group, or displays continuous disruptive behavior.
 - d) The inmate is in danger of harm to self or by others if the inmate remains in the general population.

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- e) The inmate is at high risk for sexual victimization. However, inmates at high risk for sexual victimization shall not be placed in restrictive housing unless an assessment of all available alternatives has been made determining there is no available alternative means of separation from likely abusers.
- 2) The Shift Supervisor may immediately place an inmate in Restrictive Housing based upon recent overt acts or reliable information, which leads the officer to reasonably believe an inmate presents a threat to the safety and/or security of the institution or that the inmate's own safety is in jeopardy. The Shift Supervisor who places an inmate in Restrictive Housing shall document the reasons for the action and shall provide written notice to the inmate stating the reasons for the placement.
- 2. Inmates who have mental health conditions will not be automatically separated from general population, but may be separated if they display violent or menacing behavior, pose a safety threat to themselves or others, or if the inmate requires protective custody, and only when no reasonable alternatives are available.
 - 3. An inmate shall not be placed in Restrictive Housing on the basis of Gender Identity alone.
 - 4. The opinions of medical/mental health staff shall be considered when determining whether to place an inmate into Restrictive Housing.
 - 5. Inmates in Administrative Separation will have access to programs and services including, but not necessarily limited to: [*edit list for your facility*]:
 - a. Educational;
 - b. Commissary;
 - c. Library;
 - d. Social Services;
 - e. Counseling Services;
 - f. Religious Guidance;
 - g. Recreational Programs, including no less than two (2) hours per day outside of cell time; and,
 - h. Telephone Access.

F. PRE-HEARING DETENTION PROTOCOLS:

- 1. Inmates may be placed in the Restrictive Housing Unit pending the results of an investigation into alleged major violations of institutional inmate rules and regulations, and upon determining their presence in general population would disrupt the safety, security and/or orderly operation of the facility. Justification for the inmate's placement will be documented and a copy of the Inmate Disciplinary Report and witness statement, if applicable, will be completed. The inmate shall be provided a copy of the documented report within 24 hours from the date and time of the alleged violation.

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2. The inmate's placement shall be reviewed within 24 hours from the date and time of the alleged violation, including weekends and holidays. The [*Chief of Security or Designee*] will determine if the inmate can return to general population, or if they should remain in the Restrictive Housing Unit. This decision will be documented and maintained in the inmate's file.

G. DISCIPLINARY SEPARATION PROTOCOLS:

1. Inmates may be placed in Disciplinary Separation status only after a hearing, finding of guilt of [*Major*] rule violations, and pursuant to disciplinary sanctions imposed by the [*Hearing Officer/Committee*].
2. Restrictive Housing will be used as a sanction under this section only for a maximum of 60 days for all violations arising out of one incident. Continuous Disciplinary Separation for more than 60 days requires the review and approval of the Detention Administrator.
3. Inmates on Disciplinary Separation status can lose [*state privileges here*], but are allowed limited telephone privileges to access the judicial process and family emergencies, as determined by the Detention Administrator or designee.

H. RESTRICTIVE HOUSING REVIEWS:

1. All placements or classifications into Restrictive Housing will be reviewed within 24 hours from the date and time of placement.
 - a. The review will be conducted by [*Chief of Security or Designee*] who will determine if the separation from general population is still warranted.
 - b. Inmates will be advised of the specific reason(s) for their placement into Restrictive Housing.
2. The Restrictive Housing Unit Supervisor shall conduct daily rounds and speak with all Special Management Inmates to ensure the following requirements are being met:
 - a. Time Out of Cell.
 - b. Receipt of Personal and Legal Mail.
 - c. Availability and Reception of Reading Material.
 - d. Recreation.
 - e. Hygiene needs.
 - f. Medical and Mental Health Care needs.
 - g. Legal Access; law library, legal calls, legal visits, legal telephone access.
 - h. Personal phone calls.
 - i. Personal visits.
 - j. Clothing and Linen Exchange.
 - k. Meals and/or Special Diet.
3. Daily Activities for Inmates Housed in Restrictive Housing will be documented in the Special Management Inmate Multi-Activities Tracking Form (attached to policy)

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4. The Restrictive Housing Unit Supervisor [or Equivalent] will document and maintain a record of this daily review.
6. The Detention Administrator or designee will conduct regular inspections of the Restrictive Housing Unit and cell(s) to ensure policies and procedures are implemented and followed.

I. SPECIAL MANAGEMENT:

1. Inmates in Administrative Separation status will be reviewed by the Special Management Review Committee every week. The review shall include:
 - a. The statement or report detailing the alleged specific facts and reasons for classifying the inmate into Administrative Separation status;
 - b. All reports and/or documentation which reflect the behavior of the inmate while in Administrative Separation status;
 - c. Any information received that if the inmate were returned to general population; it would pose a potential risk of harm to self or others and a threat to the safety and security of the facility.
 - d. Determinations of the circumstances justifying continued placement in Administrative Separation status and whether there is substantial basis to conclude that placement in Administrative Segregation is warranted under the criteria set forth in this policy. If not, the inmate shall be reclassified, as appropriate.
 - e. All reviews will be documented and maintained in the inmates file.
2. The inmate shall be given written notice of the basis for continued placement in Administrative Separation status and shall be given an opportunity to present facts on their own behalf regarding such reclassification.

VI. POLICY REVIEW:

This policy shall be reviewed, updated, and communicated to staff members and detainees at least annually, or as needed.