



POLICY AND PROCEDURE

References	5 th Edition Standards for Adult Correctional Institutions
Related ACA Standards	5-ACI-3D-08

.2401 PURPOSE

To identify, monitor, and make housing assignments that eliminate the potential for conflict between offenders who pose a serious long-term threat to the safety of other offenders or staff or to the operational security of a specific Prisons facility (5-ACI-3D-08).

.2402 TYPES

- (a) Staff/Offender Conflict
- (b) Offender/Offender Conflict
- (c) Victims
- (d) Assault
- (e) Group plots or actual escapes from medium/close custody
- (f) Court Ordered
- (g) Sexual Assault
- (h) Gang
- (i) Other

.2403 DEFINITIONS

- (a) Staff/Offender Conflict – Family/Relationship – Mother, Father, Siblings (including step), Grandparents, Uncle, Aunt, Primary Caregiver, Legal Guardian, Significant Other

- (boyfriend/girlfriend), or other relationship verified as frequent and prolonged contacts in the community.
- (b) Offender/Offender Conflict – Any official document/communication from any Law Enforcement Agency and/or the District Attorney’s office in the county of conviction that indicates conflict between one or more offenders that has or could result in significant injury.
- (c) Victim –
- (1) Staff/Offender – Perpetrator/offender crime against an employee or an employee’s family member.
 - (2) Offender/Offender – Perpetrator/offender crime against an offender or an offender’s family member.
- (d) Assault –
- (1) Staff/Offender – Any physical confrontation between staff and offenders involving serious physical injury, use of weapon(s), or outside medical treatment. Special consideration will be given to incidents involving a group of offenders who conspire to commit or carry out an assault on one or more staff.
 - (2) Offender/Offender – Any physical confrontation between offenders involving serious physical injury, use of weapon(s), or outside medical treatment. Special consideration will be given to incidents involving a group of offenders who conspire to commit or carry out an assault on one or more offender(s).
- (e) Escape – An offender who conspires to escape or actually escapes from Prisons, County Jail, or other State/Federal correctional system. A Security Alert is requested to the Manager of Classification and Technical Support for approval to be documented in OPUS in accordance with C .1900 Security Alert Policy.
- (f) Court Order – Official document signed by the Judge from any State/Federal court that prohibits two (2) or more offenders being housed together.
- (g) Sexual Assault – A case of sexual assault substantiated after a thorough PREA investigation. The aggressor and victim shall be considered for Central Monitoring for any substantiated PREA incident.
- (h) Other – Any incident or situation deemed appropriate by the Warden or Prisons Management that is detrimental to the safety/security of the staff or offenders may be considered for Central Monitoring.

.2404 PROCESS

- (a) The requesting facility shall complete the Central Monitoring form in detail with attached documentation that supports the Central Monitoring request, to include but not limited to the following documentation:
- (1) Disciplinary Reports
 - (2) Injury Reports
 - (3) Weapon(s) Reports
 - (4) Incident Reports
 - (5) Witness Statements (DC-138b)
 - (6) Detailed statement (DC-138b) of threats made with investigation outcome
 - (7) Offender(s) written correspondence
 - (8) Newspaper accounts verifying victims/co-defendants who testify
 - (9) Court Order
 - (10) Official Documentation
- (b) The **Warden** shall approve the Central Monitoring request if appropriate and forward to the Manager of Classification and Technical Support or designee.
- (c) The Manager of Classification and Technical Support or designee shall review the Central Monitoring request and support documentation to include pertinent OPUS data to ensure all information is available to make an informed decision.
- (d) Central Monitoring requests that entail incidents involving a group of offenders who conspire or carry out an assault on one or more staff or offender shall be **reviewed for Security Alert entry in OPUS and must be approved by the Manager of Classification and Technical Support or designee.**
- (e) The Manager of Classification and Technical Support or designee shall appoint a committee to review submitted Central Monitoring request. The committee should include a minimum of three (3) members to include personnel assigned to the division office.

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- (f) The Central Monitoring Coordinator will forward the Central Monitoring package to the Manager of Classification and Technical Support for final approval.
- (g) Approved Central Monitoring cases shall be entered into the OPUS system on the IM module. Access to the IM module is restricted and can be viewed by Prisons Administration Classification and Population Management sections only.
- (h) The Manager of Classification and Technical Support or designee will notify the facility requestor and Population Management of a Central Monitoring final decision.
- (1) OPUS Documentation in the IM Module (print IM screen and attach to original documentation)
 - (2) Division email notification to the original requestor with the final decision
 - (3) File (hard copy)
- (i) Documentation submitted on all requests for Central Monitoring shall be filed by the Manager of Classification and Technical Support or designee for a period of not less than five (5) years.
- (j) The Manager of Classification and Technical Support or designee will review Central Monitoring files every three (3) years in order to determine if the request remains applicable.
- (k) The Central Monitoring Coordinator will submit a monthly report of all central monitoring activities to the Manager of Classification and Technical Support.



Commissioner of Prisons

March 31, 2021
Date

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