



State of North Carolina
Department of Public Safety
Prisons

Chapter: C
Section: .1200
Title: **Conditions of Confinement**
Issue Date: 11/6/17
Supersedes: 05/10/16

POLICY & PROCEDURES

.1201 CONDITIONS OF CONFINEMENT

The Department of Public Safety establishes the conditions of confinement governing facilities housing offenders in Restrictive Housing for Administrative Purposes, Protective Control, Restrictive Housing for Disciplinary Purposes, High Security Maximum Control, Restrictive Housing for Control Purposes, Death Row and as Safekeepers. Facilities must operate in accordance with these standards unless receiving an exception in writing.

This policy establishes specific conditions of confinement for the following classifications:

1. Death Row (Drow)
2. Restrictive Housing for Control Purposes (RHCP)
3. Restrictive Housing for Administrative Purposes (RHAP)
4. Protective Control (Pcon)
5. Restrictive Housing for Disciplinary Purposes (RHDP)
6. Safekeeper (Skpr)
7. High Security Maximum Control (Hcon)

(a) Definitions:

- (1) Death Row (Drow) - Death Row is the classification status established for offenders sentenced to Prisons under a death order commitment. Only Central Prison and the North Carolina Correctional Institution for Women are authorized to establish a death row housing unit. Death Row classification offenders shall be housed in a secure area of the facility and segregated from the general offender population in so far as feasible.
- (2) Restrictive Housing for Control Purposes - Restrictive Housing for Control Purposes is the classification status which requires the isolation of an offender due to disruptive behavior, assaultive actions, threats to the safety of staff or other offenders, or threats to the security and operational integrity of the facility. Control housing units will be established at various facilities within Prisons approved by the Director of Prisons. Normally these housing units will be in the most secure areas within major institutions of Prisons. Offenders classified to

Control will be subject to conditions as outlined in this policy. Offenders shall be assigned to Control for the period of time necessary to minimize their threat to staff and other offenders as determined by the appropriate classification authority.

- (3) Restrictive Housing for Administrative Purposes (RHAP) - Restrictive Housing for Administrative Purposes is the classification status for offenders who must be temporarily restricted from the general offender population. This restriction status may be in a single cell or other housing unit determined appropriate by the facility head. Initial placement is primarily utilized for short-term removal from the regular population for administrative purposes based upon one or more of the following conditions:
 - (A) to protect staff and other offenders from the threat of harm by the offender;
 - (B) to minimize the risk of escape by the offender or others influenced by his/her actions;
 - (C) to preserve order;
 - (D) to provide necessary control while completing an investigation; or
 - (E) to remove an offender from the population as a cooling off measure.
- (4) Protective Control (Pcon) - Protective Control is the classification status to which offenders may be assigned separate from the general offender population in order to protect the offender from self-injury or the threat of harm by other offenders. Protective Control housing units will be established at various facilities within Prisons approved by the Prisons Director.
- (5) Restrictive Housing for Disciplinary Purposes (RHDP) - Restrictive Housing for Disciplinary Purposes is the classification status assigned to offenders who are subject to punishment pursuant to authorized Prisons disciplinary procedures after being found guilty of a disciplinary offense. Restrictive Housing for Disciplinary Purposes housing units will be established at various facilities within Prisons approved by the Director of Prisons to the extent necessary in order to enforce offender conduct rules.
- (6) Safekeeper (Skpr) - Safekeeper is the classification status established for

offenders transferred to the Prisons from local confinement facilities pre-trial detention. Offenders classified as Safekeeper shall be housed in a cell separate from that used for the confinement of offenders convicted of criminal behavior except when admission to an inpatient adult facility medical or mental health unit is required to provide services deemed necessary by an adult facility health care clinician. Facilities within Prisons will be designated and approved by the Prisons Director to house Safekeepers.

- (7) High Security Maximum Control (Hcon) - High Security Maximum Control is the classification status established for offenders who pose the most serious threat to the safety of staff and other offenders or who pose the most serious threat to the security and integrity of Prisons and require more security than can be afforded in Restrictive Housing for Control Purposes.
- (b) Authority to Designate Restrictive Housing and Control Housing
- | | | |
|-----|---------------------------------------|---------------------------|
| (1) | Death Row (Drow): | Wardens - Central / NCCIW |
| (2) | (RHCP) | Director of Prisons |
| (3) | (RHAP) | Superintendent/Warden |
| (4) | Protective Control (Pcon): | Director of Prisons |
| (5) | (RHDP) | Director of Prisons |
| (6) | Safekeeper (Skpr): | Director of Prisons |
| (7) | High Security Maximum Control (Hcon): | Director of Prisons |
- (c) No offender is subject to specific conditions of confinement until he/she has been transferred to a facility designated for that specific type of control. As an example, an offender approved for HCON should be housed under the conditions of confinement for RHCP until transferred to an HCON facility.
- (d) Appropriate staff shall be responsible for making all entries into the Offender Population Unified System (OPUS).

- (e) All restricted and control offenders must be personally observed by custody staff at least every hour on an irregular schedule. This observance should be documented on the Electronic Rounds Tracking Tablet. Offenders who are violent or mentally disordered or who demonstrate unusual or bizarre behavior receive more frequent observation consistent with the Adult Facility's Health Care policy, TXIII-7 Self-Injurious Behavior. At Risk Self-Injurious Behavior offenders will be under continuing observation consistent with the Adult Facility's Health Care policy, TXIII-7 Self Injurious Behavior.
- (f) All restricted and control offenders must receive daily visits from the officer in charge, daily visits from a qualified health care staff member (unless medical attention is needed more frequently), and visits from program staff upon request by staff or offenders. Facilities who lack access to 24/7 medical staff will utilize the Health Care Policy and Procedures for Triage (TX I-8) Appropriate staff shall be responsible for documenting these visits.
- (g) Offenders in Restrictive Housing for Administrative Purposes, Restrictive Housing for Control Purposes, and Protective Custody will have their status reviewed and documented by designated staff every seven days for the first two (2) months and at least every thirty (30) days thereafter. This review schedule will be continuous for offenders who moved from RHAP to Control status, etc.
- (h) Significant events will be documented on the Electronic Rounds Tracking Tablet by staff assigned to the control facility. Significant events may include medical attention, shower, exercise, meals, and any behavior warranting staff intervention. The Electronic Rounds Tracking Tablet will be completed on each offender. Electronic Rounds Tracking Tablet entries are not required for Death Row and Safekeepers.
- (i) A control facility log indicating date and time entering and exiting the unit and the purpose of the visit will be maintained and signed by all staff entering the control unit.

.1202 PROCEDURE

The application of each standard (condition of confinement) is specified in the bold-faced column boxes immediately following each standard.

.1203 SANITATION/SAFETY/PERSONAL HYGIENE

- (a) Offenders will be required to maintain care of living quarters and observe standards of personal cleanliness as outlined in Prisons Policy B .0301 (d) unless stated otherwise in this policy. Cleaning materials necessary for this purpose shall be furnished and controlled by supervisory staff. Housing facilities shall be adequately heated, properly lighted, and adequately ventilated and inspected daily or more often.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

- (b) Personal safety standards shall be maintained in each cell.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

- (c) Cell inspections will be logged on a shift log.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

- (d) Assigned offenders shall maintain standards of personal hygiene as per Prisons policy E.2100. All offenders without funds shall be issued necessary personal hygiene items. The issuance of personal hygiene items to offenders without funds is an internal matter governed by DPS Fiscal Administration Policies and Procedures, Section .1105.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

- (e) Personal hygiene kits will be provided for all offenders assigned to Restrictive Housing for Control Purposes, and High Security Maximum Control.

| | | | | | | | |
|--|--|--|-------------|--|-------------|--|--|
| | | | Rhcp | | Hcon | | |
|--|--|--|-------------|--|-------------|--|--|

- (f) Offenders assigned to control will be eligible for a haircut after serving thirty (30) days of confinement. Thereafter, haircuts may be requested once every thirty (30) days. Haircuts should be pursuant to Prisons Policy E.2107. Haircuts will be documented on the Electronic Rounds Tracking Tablet.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

.1204 MEALS

- (a) Offenders assigned to Restrictive Housing for Administrative and Disciplinary Purposes, safekeeping, Restrictive Housing for Control Purposes, and High Security Maximum Control shall receive meals in their cells.

| | | | | | | | |
|-------------|--|-------------|-------------|--|-------------|-------------|--|
| Skpr | | Rhap | Rhcp | | Hcon | Rhdp | |
|-------------|--|-------------|-------------|--|-------------|-------------|--|

- (b) Offenders assigned to Protective Control and death row may be permitted to receive meals outside the cell if control can be maintained in the protective and death row facility.

| | | | | | | | |
|--|-------------|--|--|--|--|--|-------------|
| | Pcon | | | | | | Drow |
|--|-------------|--|--|--|--|--|-------------|

- (c) Safekeepers may receive their meals in the dining facility provided the route to and from the dining facility is completely cleared of all other offenders and provided further there are no other offenders, including food service workers, in the dining facility during the meals. Otherwise, Safekeepers should receive their meals in their cell.

| | | | | | | | |
|-------------|--|--|--|--|--|--|--|
| Skpr | | | | | | | |
|-------------|--|--|--|--|--|--|--|

.1205 SHOWER/SHAVE

- (a) Unless specifically restricted under the provisions of this policy, offenders assigned to Restrictive Housing for Administrative and Disciplinary Purposes, Safekeeping, Restrictive Housing for Control Purposes, High Security Maximum Control and Death row will have the opportunity to shave twice a week and shower at least three times per week. Showers will be limited to a maximum of ten (10) minutes per day. Medical authorities may grant exceptions to the three times per week shower/shave requirement for specific reasons. The action or the refusal to shave or shower shall be documented on the Electronic Rounds Tracking Tablet.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

- (b) Exceptions to the requirement for shower/shave may be approved for a specified period of time by the Regional Director or designee upon consultation with the

Director of Prisons. The request for exception outlining the reasons for the action shall be submitted through the chain of command as described in Section .1216. Reasons for requesting exceptions may include but are not limited to, facility needs and contingencies created by adult facility emergencies, natural disasters, or loss or curtailment of physical plant operations as the result of construction or renovation projects. In emergency situations, the requirement for shower and shave may be suspended by the Emergency Response Manager pending notification and/or instructions from the Region Director or designee.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

- (c) An offender may be denied shower and shave on a daily basis for refusing to comply with control procedures. Cell restriction may be considered if the offender demonstrates behavior, which presents a clear and present danger to staff or other offenders, if the offender is removed from the cell. The reasons for restricting the shower/exercise period shall be documented on the Electronic Rounds Tracking Tablet.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

- (d) High Security Maximum Control offenders will be showered individually. Refer to Section .1217(a)(2) for requirement for application of restraints during movement to and from shower exercise areas.

| | | | | | | | |
|--|--|--|--|--|-------------|--|--|
| | | | | | Hcon | | |
|--|--|--|--|--|-------------|--|--|

- (e) Offenders who present a threat to the order of security of the institution may be showered and shaved individually in full restraints if necessary.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

- (f) Other than High Security Maximum Control, assigned offenders may be showered and shaved in small, manageable groups as defined by the individual facility's standard operating procedures.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|--|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|--|-------------|-------------|

.1206 EXERCISE PERIODS

- (a) Unless specifically restricted under the provisions of this policy, offenders assigned to death row and offenders assigned as Safekeepers shall be provided one hour per day to exercise outside the cell. An offender’s exercise or refusal to exercise shall be documented on the Electronic Rounds Tracking Tablet.

| | | | | | | | |
|-------------|--|--|--|--|--|--|-------------|
| Skpr | | | | | | | Drow |
|-------------|--|--|--|--|--|--|-------------|

- (b) Offenders assigned to Restrictive Housing for Administrative and Disciplinary Purposes, Restrictive Housing for Control Purposes, High Security Maximum Control, and Protective Control shall be allowed one hour per day, five days per week to exercise outside the cell, unless safety or security considerations dictate otherwise. Medical authorities may grant exceptions to the five times per week exercise requirement for specific reasons. An offender’s exercise or refusal to exercise shall be documented on the Electronic Rounds Tracking Tablet.

| | | | | | | | |
|--|-------------|-------------|-------------|--|-------------|-------------|--|
| | Pcon | Rhap | Rhcp | | Hcon | Rhdp | |
|--|-------------|-------------|-------------|--|-------------|-------------|--|

- (c) Outdoor exercise cells should be used as the primary exercise areas except during inclement weather or for security reasons. Offenders should be allowed to exercise unrestrained subject to any exception which may be granted by the Director's Classification **Committee (DCC)** under provisions .1216 (b) of this policy. Exception: Offenders assigned to control statuses who are housed in facilities designated High Security Maximum Control by the Director of Prisons will exercise in exercise areas consistent with the Progressive Behavioral Program level to which the offender is assigned.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

- (d) Exceptions to the requirement for exercise periods may be approved for a specified period of time by the Regional Director or designated representative upon consultation with the Director of Prisons. The request for exception outlining the reasons for the request shall be submitted through the chain of command as described in Section .1216. Reasons for requesting exceptions may include but are not limited to, facility needs and contingencies created by adult facility emergencies, natural disasters, or loss or curtailment of physical plant operations as the result of construction or renovation projects. In emergency situations, the requirement for exercise periods may be suspended by the Emergency Response Manager pending notification and/or

instructions from the Region Director or designee.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

- (e) An offender may be denied exercise on a daily basis for refusing to comply with control procedures. Cell restriction may be considered if the offender demonstrates behavior, which presents a clear and present danger to staff or other offenders, if the offender is removed from the cell. The reasons for restricting the shower/exercise period shall be documented on the Electronic Rounds Tracking Tablet.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

- (f) High Security Maximum Control offenders will be exercised individually. Refer to section. 1216 (a)(2), concerning requirements for application of restraints during movement to and from exercise areas.

| | | | | | | | |
|--|--|--|--|--|-------------|--|--|
| | | | | | Hcon | | |
|--|--|--|--|--|-------------|--|--|

- (g) Offenders who present a threat to the order and security of the institution may be showered and exercised individually in full restraints if necessary.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

- (h) Other than High Security Maximum Control, assigned offenders may be showered and exercised in small, manageable groups as defined by the individual facility's standard operating procedures.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|--|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|--|-------------|-------------|

.1207 PROCEDURES TO RESTRICT OUTSIDE CELL ACTIVITIES

- (a) In any instance where an offender has seriously assaulted or threatened to assault staff or other offenders or where significantly disruptive behavior has been demonstrated or threatened **and the demonstrated action(s) occurred outside of the cell**, such action shall be documented and additional structured limits on outside cell activities for that offender shall be imposed. These limits may be initially authorized by the facility head or designee for not more than three (3) working days.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

Restrictions may include:

- (1) Movement to and from shower/exercise area in restraints.
- (2) Exercise in control restraints.
- (3) Shower in restraints.
- (4) Temporary suspension of visits

(b) Procedures to restrict outside cell activities beyond three (3) working days are:

- (1) A control referral shall be prepared documenting the reasons for the restrictions. It shall be forwarded through the chain of command to the Manager of Classification. The Classification Manager will review the recommendations and forward the referral to the Director’s Classification **Committee (DCC)**.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

- (2) Upon notification by the Classification Manager, the Director’s Classification **Committee** shall within five (5) working days set the date on which a hearing for the offender will be held. Outside cell activities shall be restricted pending the hearing. Working days are Monday through Friday exclusive of holidays.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

- (3) The offender shall be provided forty-eight (48) hours of advanced written notice (DC-123) of the hearing to consider additional restrictions.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

- (4) If additional restrictions are approved by the Director’s Classification Committee, this is documented on the IS11.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

- (5) In any case where the Director’s Classification Committee has approved the imposition of additional restrictions on outside cell exercise activities, each offender shall be advised of specific alternative exercise programs.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

- (6) Shower and exercise restrictions imposed by the Director’s Classification Committee shall be reviewed at 30-day intervals by the Director’s Classification Committee (DC-121). Authority to remove the restrictions shall be vested with the Facility Head or designee.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

.1208 TRUST FUND WITHDRAWALS

- (a) Assigned offenders may draw or otherwise be allowed access to the amount of personal funds authorized by policy Section F.0503 (2) per week from the Offender Trust Fund unless assigned to Restrictive Housing for Disciplinary Purposes, Restrictive Housing for Control Purposes, or High Security Maximum Control.

| | | | | | | | |
|-------------|-------------|-------------|--|--|--|--|-------------|
| Skpr | Pcon | Rhap | | | | | Drow |
|-------------|-------------|-------------|--|--|--|--|-------------|

- (b) Offenders assigned to Restrictive Housing for Disciplinary Purposes will be allowed ten dollars (\$10.00) per week.

| | | | | | | | |
|--|--|--|--|--|--|-------------|--|
| | | | | | | Rhdp | |
|--|--|--|--|--|--|-------------|--|

- (c) Offenders assigned to Restrictive Housing for Control Purposes and High Security Maximum Control may not make trust fund withdrawals with the following exceptions: They may, be allowed to send money to family members, as usual, and to make weekly purchases from the canteens as outlined in Section C.1209 (c) of this policy. They may also order authorized publications directly from the publisher.

| | | | | | | | |
|--|--|--|-------------|--|-------------|--|--|
| | | | Rhcp | | Hcon | | |
|--|--|--|-------------|--|-------------|--|--|

.1209 CANTEEN ORDERS

- (a) Offenders assigned as Safekeepers, to Protective Control, Restrictive Housing for Administrative Purposes and death row are permitted to have canteen orders filled not

less three (3) times per week.

| | | | | | | | |
|-------------|-------------|-------------|--|--|--|--|-------------|
| Skpr | Pcon | Rhap | | | | | Drow |
|-------------|-------------|-------------|--|--|--|--|-------------|

- (b) Offenders assigned to Restrictive Housing for Disciplinary Purposes will not be permitted to have canteen orders filled except for stamps, over the counter medications, and essential personal hygiene items.

| | | | | | | | |
|--|--|--|--|--|--|-------------|--|
| | | | | | | Rhdp | |
|--|--|--|--|--|--|-------------|--|

- (c) Offenders assigned to Restrictive Housing for Control Purposes and High Security Maximum Control shall be afforded no canteen privileges with the following exceptions: They may purchase a radio, earplug/earphone, a watch, and shower shoes on an as needed basis. They may purchase postage stamps, limited over the counter medication and three radio batteries per week. Prior to purchasing new batteries, the old batteries must be turned in. See Section .1212 (a) concerning battery possession/access restrictions. Control Population Hygiene Kits will be supplied by the facility. The number of stamps an offender will be allowed to possess is limited to twenty five. Offenders found to be in possession of more than twenty five stamps will be subject to disciplinary action. Excess stamps will be confiscated and held in a secure manner pending disciplinary proceedings. Facilities with a cash drop box will drop the excess stamps in the box in the same manner they drop cash. Facilities should modify their facility form to add a category for stamps. In both instances, the excess stamps will go into a facility safe as soon as possible. Once the offender pleads guilty or is found guilty of a rule violation, the stamps will be transferred into the indigent stamp inventory. Those stamps will be utilized to mail letters for indigent offenders. Each facility will be responsible for making provisions to allow offenders to mail his/her legal mail, if the offender can demonstrate that additional stamps are required. This process will not hinder the offender’s right to mail legal documents. A comb or brush and a pen will be issued, as well, by the facility.

| | | | | | | | |
|--|--|--|-------------|--|-------------|--|--|
| | | | Rhcp | | Hcon | | |
|--|--|--|-------------|--|-------------|--|--|

- (d) Offenders assigned to Restrictive Housing for Control Purposes and High Security Maximum Control do not have canteen privileges, therefore they must request medication through sick call, as opposed to purchasing medication from the canteen. The only exception for this as noted in item (c) above is that they may purchase limited over the counter medication such as Acetaminophen (Tylenol) and antacid.

| | | | | | | | |
|--|--|--|-------------|--|-------------|--|--|
| | | | Rhcp | | Hcon | | |
|--|--|--|-------------|--|-------------|--|--|

.1210 PERSONAL PROPERTY

- (a) Assigned offenders may have personal property including authorized religious material, books and magazines not exceeding two (2) cubic feet of cell space. Refer to the Religious Practices Reference Manual for a list of authorized items of personal property for offenders on control status. Under no circumstances will offenders be allowed to accumulate materials constituting a health, fire, or security hazard. Unauthorized property will be handled in accordance with Policy F.0504. Offenders will be allowed to possess legal materials in accordance with Policies F .0503 (b) and G .0208.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

- (b) Personal and state issued property may be temporarily removed from the cell if the offender presents or threatens behavior that could result in loss of property or life. Such behavior may include self-injurious actions or setting fires. Removal and restoration of property shall be documented on the Electronic Rounds Tracking Tablet and DC-160.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

.1211 TELEVISION PRIVILEGES

- (a) Offenders assigned to Protective Control will be permitted television privileges daily (Monday through Friday) from 5:00 p.m. to 10:00 p.m. Saturday, Sunday, and holiday television privileges will be from 1:00 p.m. through 10:00 p.m. The officer in charge of the facility may extend television hours for selected events.

| | | | | | | | |
|--|-------------|--|--|--|--|--|--|
| | Pcon | | | | | | |
|--|-------------|--|--|--|--|--|--|

- (b) Offenders assigned to Restrictive Housing for Administrative Purposes, Restrictive Housing for Control Purposes, High Security Maximum Control and Restrictive Housing for Disciplinary Purposes can be allowed television privileges with Region Director approval.

| | | | | | | | |
|--|--|-------------|-------------|--|-------------|-------------|--|
| | | Rhap | Rhcp | | Hcon | Rhdp | |
|--|--|-------------|-------------|--|-------------|-------------|--|

- (c) If approved by the Region Director, television privileges may be authorized by the facility head for death row and safekeeper offenders depending upon programmatic needs of the offender and physical plant characteristics.

| | | | | | | | |
|-------------|--|--|--|--|--|--|-------------|
| Skpr | | | | | | | Drow |
|-------------|--|--|--|--|--|--|-------------|

- (d) Television privileges may be suspended without prior notice by the officer in charge of the facility, if necessary, to maintain order and control. If such action is taken, the officer in charge will document the reasons for this action on the appropriate activity log.

| | | | | | | | |
|-------------|-------------|--|--|--|--|--|-------------|
| Skpr | Pcon | | | | | | Drow |
|-------------|-------------|--|--|--|--|--|-------------|

.1212 RADIOS AND BATTERIES

- (a) Assigned offenders will be permitted to use DOP authorized radios with an earplug/earphone only in accordance with policy F .0503 (6).
- (b) Assigned offenders will be not be permitted to have in his/her possession more batteries than required to operate his/her radio.
- (c) In accordance with section .1209 (c), an offender must produce his old batteries prior to purchasing new. Failure to produce an old battery for replacement will lead to battery restriction for the length of time the offender is on restrictive housing or control status.
- (d) Any offender found guilty of a conduct rule violation where batteries were used in the commission of an offense to include but not limited to assault or attempted assault, escape or attempted escape, setting fires or giving batteries to another offender will have their access/purchase of batteries restricted for the length of time they are on restrictive housing or control status. When such action is taken, it will be documented on the Electronic Rounds Tracking Tablet by the office in charge of the facility and recorded on the offender’s personal property form (DC-160). Exceptions to the battery restriction may be approved by the Facility Head or his/her designee.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|--|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | | Drow |
|-------------|-------------|-------------|-------------|--|-------------|--|-------------|

- (e) Radios and earplug/earphone may be confiscated without prior notice by the officer in charge of the facility, if necessary, to maintain order and control. When such action is taken, it will be documented on the Electronic Rounds Tracking Tablet by the officer in charge of the facility and recorded on the offender’s personal property inventory (DC-160).

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|--|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | | Drow |
|-------------|-------------|-------------|-------------|--|-------------|--|-------------|

- (f) Offenders assigned to Restrictive Housing for Disciplinary Purposes will not be permitted to use a radio and earplug/earphone while in that status.

| | | | | | | | |
|--|--|--|--|--|--|-------------|--|
| | | | | | | Rhdp | |
|--|--|--|--|--|--|-------------|--|

.1213 MAIL

- (a) Offenders assigned shall have the same mail privileges as offenders in the population.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

- (b) Incoming and outgoing mail will be handled in accordance with Policy D .0307.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

.1214 TELEPHONE PRIVILEGES

- (a) Offenders assigned to safekeeping, Restrictive Housing for Administrative Purposes, Restrictive Housing for Control Purposes, Protective Control and death row will be allowed telephone privileges based on control and safety considerations as designated by the Facility Head. (For further clarification see Chapter D Section .0800 – Inmate Access to Telephone)

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|--|--|-------------|
| Skpr | Pcon | Rhap | Rhcp | | | | Drow |
|-------------|-------------|-------------|-------------|--|--|--|-------------|

- (b) Offenders assigned to Restrictive Housing for Disciplinary Purposes and High Security Maximum Control will be allowed limited telephone privileges except for

calls related specifically to access to the attorney of record (Chapter G Section .0206(a)), based on control and safety considerations as designated by the Facility Head. (For further clarification see Chapter D Section .0800 – Inmate Access to Telephone)

| | | | | | | | |
|--|--|--|--|--|-------------|-------------|--|
| | | | | | Hcon | Rhdp | |
|--|--|--|--|--|-------------|-------------|--|

.1215 VISITS

- (a) Protective Control offenders will generally be allowed contact visiting privileges in prescribed visiting areas where possible.

| | | | | | | | |
|--|-------------|--|--|--|--|--|--|
| | Pcon | | | | | | |
|--|-------------|--|--|--|--|--|--|

- (b) Restrictive Housing for Administrative and Disciplinary Purposes, Restrictive Housing for Control Purposes, High Security Maximum Control, Safekeepers and death row offenders will normally visit only in the noncontact visiting area.

| | | | | | | | |
|-------------|--|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|--|-------------|-------------|--|-------------|-------------|-------------|

- (c) Visiting schedules shall be structured by appointment only between the hours of 9:00 a.m. and 3:00 p.m. Monday through Friday. No visiting privileges shall be allowed on state legal holidays. Visits will be limited to one (1) hour per visit. The officer in charge of the facility may alter the visiting day, time and the number of visits, or may suspend the visit.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

- (d) Offenders assigned to Restrictive Housing for Control Purposes, and High Security Maximum Control shall have visitation restricted to two times every thirty (30) days. The thirty (30) days will begin at the initiation of the first visit.

| | | | | | | | |
|--|--|--|-------------|--|-------------|--|--|
| | | | Rhcp | | Hcon | | |
|--|--|--|-------------|--|-------------|--|--|

.1216 USE OF RESTRAINTS-INTERNAL MOVEMENT/CONTROL

(a) The use of restraints shall be required to assure the safety of staff and offenders for any internal movement as follows:

(1) Hand restraints may be authorized for Protective Control, death row, and Safekeepers.

| | | | | | | | |
|-------------|-------------|--|--|--|--|--|-------------|
| Skpr | Pcon | | | | | | Drow |
|-------------|-------------|--|--|--|--|--|-------------|

(2) Hand restraints and waist controls are required for Restrictive Housing for Control Purposes and High Security Maximum Control offenders being moved from housing units to another location within the facility. Security procedures will be developed by the Facility Head of each facility housing High Security Maximum Control and/or Restrictive Housing for Control Purposes offenders to ensure that these offenders are moved in a safe and secure manner when movements of these offenders is required within the designated housing unit. Secure outside exercise areas located adjacent to the designated housing unit are considered part of the designated housing unit. Security procedures developed by the Facility Head of each facility must be approved by the Region Director.

| | | | | | | | |
|--|--|--|-------------|--|-------------|--|--|
| | | | Rhcp | | Hcon | | |
|--|--|--|-------------|--|-------------|--|--|

(3) Leg restraints are authorized for any offender presenting an immediate threat.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

(b) Except as provided in C.1216 (a) (3) above, offenders assigned to Protective Control, safekeeping and death row shall be showered and exercised without restraints in controllable groups or individually under appropriate staff supervision. If an offender's current or prior behavior warrants the use of restraints, this action shall be documented on the Electronic Rounds Tracking Tablet.

| | | | | | | | |
|-------------|-------------|--|--|--|--|--|-------------|
| Skpr | Pcon | | | | | | Drow |
|-------------|-------------|--|--|--|--|--|-------------|

(c) The Officer-In-Charge may authorize the use of restraints to immobilize an offender in

accordance with F .1504 (e).

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

- (d) Leg cuffs will be used on all High Security Maximum Control offenders.

| | | | | | | | |
|--|--|--|--|--|-------------|--|--|
| | | | | | Hcon | | |
|--|--|--|--|--|-------------|--|--|

.1217 ACCESS TO HEALTH CARE

- (a) Offenders shall have access to health care consistent with Health Care Policy.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

- (b) Offenders requesting to be seen by the health care provider during regularly scheduled sick call shall make this request known to the officer in charge. Each offender requesting to be seen shall be evaluated by the health care provider conducting scheduled sick call.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

- (c) When it is not possible or appropriate, due to safety concerns for an offender to be brought to medical for a sick call, a registered nurse or provider shall visit the offender in the restrictive housing area to evaluate, treat, or refer as deemed appropriate. A record of the visit shall be recorded on the control log. The results of sick call visits shall be recorded in the individual outpatient health record. If the offender refuses medical care, this shall be documented on the Electronic Rounds Tracking Tablet.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

.1218 WORK ASSIGNMENTS

- (a) Wherever appropriate and consistent with custody and control considerations, offenders assigned may be required to perform structured task assignments.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|--|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|--|-------------|-------------|

(b) Safekeepers cannot be required to perform regular work assignments.

| | | | | | | | |
|-------------|--|--|--|--|--|--|--|
| Skpr | | | | | | | |
|-------------|--|--|--|--|--|--|--|

.1219 PROGRAM PARTICIPATION

Offenders assigned to these controls may be authorized to participate in part time or in-cell programs provided adequate security is available; however, Safekeepers will not participate in program activities with convicted offenders. These programs are:

(a) Cell study

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

(b) Portable Library

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

(c) Pastoral Counseling

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

(d) Religious Services

| | | | | | | | |
|--|-------------|--|--|--|--|--|-------------|
| | Pcon | | | | | | Drow |
|--|-------------|--|--|--|--|--|-------------|

(e) Anger Management

| | | | | | | | |
|--|-------------|--|-------------|--|-------------|--|-------------|
| | Pcon | | Rhcp | | Hcon | | Drow |
|--|-------------|--|-------------|--|-------------|--|-------------|

(f) Organized Recreational Activities

| | | | | | | | |
|--|-------------|--|-------------|--|--|--|-------------|
| | Pcon | | Rhcp | | | | Drow |
|--|-------------|--|-------------|--|--|--|-------------|

Additional programs require the approval of the Director of Prisons.

.1220 SENTENCE CREDITS

- (a) Offenders assigned to RHAP, RHCP, RHDP, and Hcon will not be eligible to receive sentence credits for task assignments or program assignments.

| | | | | | | | |
|--|--|-------------|-------------|--|-------------|-------------|--|
| | | Rhap | Rhcp | | Hcon | Rhdp | |
|--|--|-------------|-------------|--|-------------|-------------|--|

- (b) Pretrial Safekeepers are not eligible for good time or earned time credits.

| | | | | | | | |
|-------------|--|--|--|--|--|--|--|
| Skpr | | | | | | | |
|-------------|--|--|--|--|--|--|--|

.1221 LIBRARY

Library books will be made available on a regular basis.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|

.1222 TENNIS SHOES

Offenders assigned to Restrictive Housing for Control Purposes and High Security Maximum Control Status will be provided with state issued tennis shoes.

| | | | | | | | |
|--|--|--|-------------|--|-------------|--|--|
| | | | Rhcp | | Hcon | | |
|--|--|--|-------------|--|-------------|--|--|

.1223 ACETAMINOPHEN (TYLENOL) AND ANTACID

Offenders will be provided two Acetaminophen (Tylenol) tablets and two antacid tablets per day upon request. There will be no charge to the offender for the medication. The officer in charge of the housing area will maintain a log that must be completed prior to dispensing these medications. The log will list the following information: offender name and number, housing location, date, time, offender signature and officer’s initials. The log includes a disclaimer statement which the offender must sign in order to receive the medication. This log

will be submitted daily to the Nurse Supervisor/Lead Nurse. A medical staff person will review the logs daily to insure the medication is not being misused or that an individual offender is not receiving daily dosages for problems that medical staff are not aware of.

| | | | | | | | |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| Skpr | Pcon | Rhap | Rhcp | | Hcon | Rhdp | Drow |
|-------------|-------------|-------------|-------------|--|-------------|-------------|-------------|



11/6/2017

Director of Prisons

Date

C1200_11_06_17.doc