

New Mexico Association of Counties

Advancing Counties through Service, Education, Advocacy and Leadership



Courts, Corrections and Justice Committee

New Mexico County Detention Overview

July 24-25, 2014

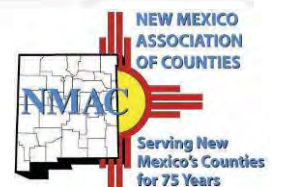
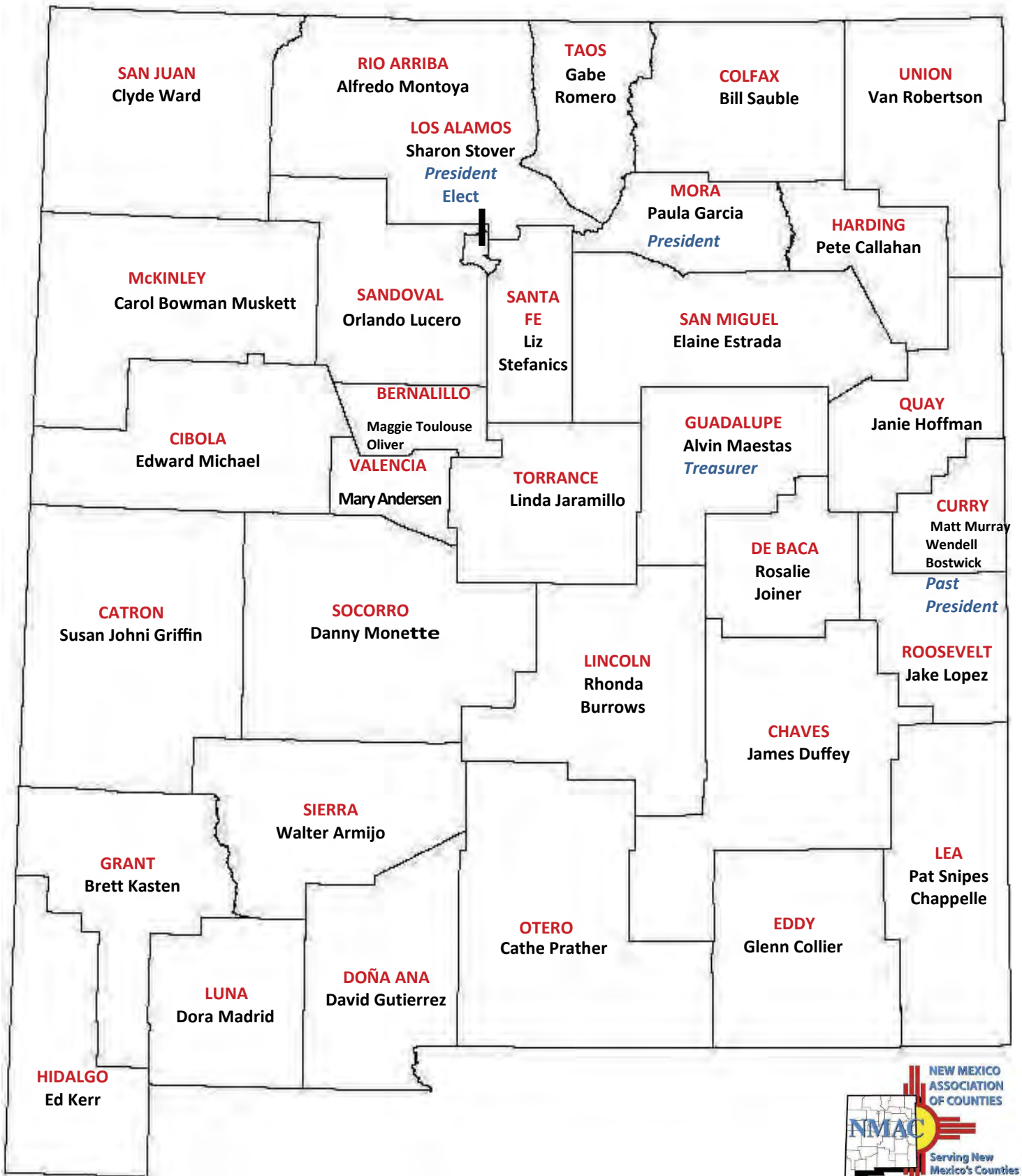
New Mexico Association of Counties
444 Galisteo Street
Santa Fe, NM 87501
505.983.2101
www.nmcounties.org

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NEW MEXICO ASSOCIATION OF COUNTIES

2013-2015 Board of Directors



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Matt Murray, Vice Chair	Curry County Sheriff	
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Johna Gonzales	Taos Adult/Juv. Detention Admin.	
Todd J. Garrison	Doña Ana County Sheriff	
Matt Elwell	Luna County Detention Director	
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Gregg Marcantel	Ex-Officio, State of NM, Secretary, DOC	
Sandra P. Stewart	Ex-Officio, State of NM, Secretary, CYFD	
Matt Elwell	NMAC Detention Affiliate Chair, Luna County Detention Director	
Ken Christesen	NMAC Sheriffs' Affiliate, Chair, San Juan County Sheriff	

NMAC Detention Administrators' Affiliate Officers**2014 – 2015 as of July 14, 2014**

Matthew Elwell, Chair	Luna County Detention Director
Clay Corn, Vice Chair	Chaves County Detention Administrator
Traci Neff, Treasurer	San Juan County Juv. Services Administrator

NMAC Criminal Justice Reform Policy Committee**2014 – 2015 as of May 31, 2014**

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Robert Corn	Chaves County Commissioner
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Matt Elwell	Luna County Detention Director
Stephen Archuleta	Taos County Manager
Nita Taylor	Lincoln County Manager
Tom Swisstack	Bernalillo County Deputy Manager Public Safety
Maggie Hart Stebbins	Bernalillo County Commissioner
Ken Christesen	San Juan County Sheriff
Pablo Sedillo	Santa Fe County Director of Public Safety
Grace Philips	NMAC General Counsel
Paula Garcia	NMAC President

NMAC Loss Prevention Department

Sal Baragiola, Loss Prevention Manager	James Chavez, Safety Specialist
Manny Romero, Detention Specialist	Caryl Rodriguez, Loss Prevention Coordinator
Art Murphy, Detention Specialist	

New Mexico Association of Counties

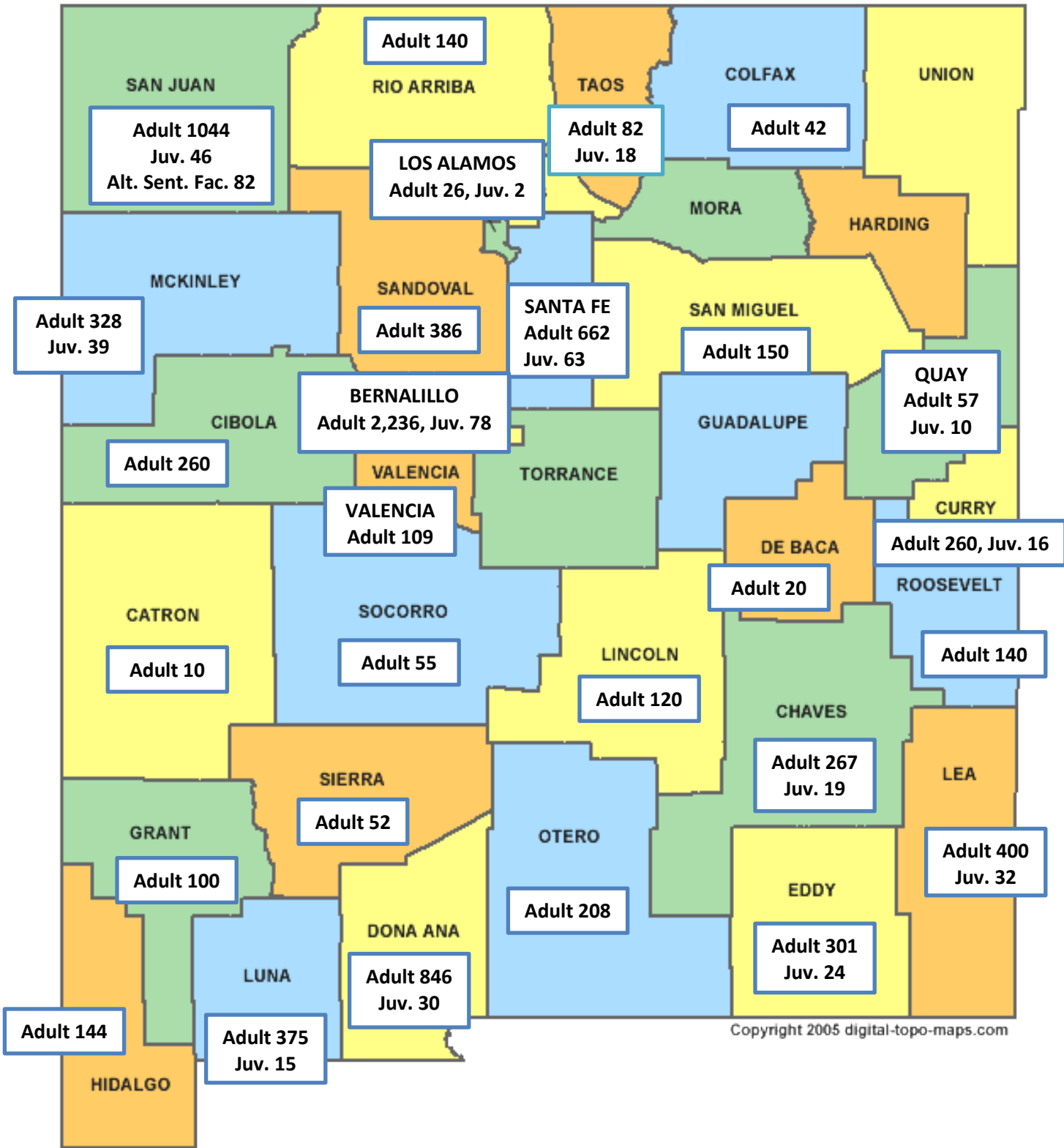
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Detention Resources

New Mexico Association of Counties
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NM Detention Facilities Design Bed Capacity by County



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NM County Detention Facilities List

County Facility	Facility Design Capacity	Facility Average Daily Population	Total Average Daily Population	Administrator	Physical Address & Telephone
Bernalillo (Adult)	2,236	1,979	2,300	Donald Vigil Assistant Chief of Security	100 Deputy Dean Miera Rd. SW Albuquerque, NM 87151 505-839-8706
Bernalillo (Juvenile)	78	60	60	Craig Sparks	5100 2nd St. NW Albuquerque, NM 87107 505-468-7122
Catron	10	2	2	Lorie Ogas Administrative Assistant	101 Main St. Reserve, NM 87830 575-533-6222
Chaves (Adult)	267	285	285	Clay Corn	3701 S. Atkinson Roswell, NM 88203 575-624-6580
Chaves (Juvenile)	19	10	10	Clay Corn	119 E. 4th Street Roswell, NM 88203 575-624-6519
Cibola	260	249	249	Racine Rhoades	114 McBride Rd., Suite A Grants, NM 87020 505-287-6942
Colfax	42	55	60	Gabe Sandoval	444 Hereford Ave. Raton, NM 87740 575-445-3691
Curry (Adult)	260	270	270	Tori Sandoval	801 Mitchell St. Clovis, NM 88101 575-763-1490 ext. 624
Curry (Juvenile)	16	11	11	Tori Sandoval	700 North Main Clovis, NM 88101 575-763-1490 ext. 624
De Baca	20	13	13	Lynita Lovorn	248 East Avenue C PO Box 240 Fort Sumner, NM 88119 575-355-7870
Doña Ana (Adult)	846	676	676	Chris Barela	1850 Copper Loop Las Cruces, NM 88005 575-647-7616
Doña Ana (Juvenile)	30	25	25	Chris Barela	1850 Copper Loop Las Cruces, NM 88005 575-647-7616
Eddy (Adult)	301	240	335	Chief Michael Ingram (Interim)	201 N. Main St. Carlsbad, NM 88220 575-887-7556
Eddy (Juvenile)	24	6	8	Chief Michael Ingram (Interim)	202 N. Main St. Carlsbad, NM 88220 575-887-7556
Grant	100	75	75	Michael Carillo	320 S. Ridge Road Silver City, NM 88061 575-542-3050
Guadalupe	N/A	N/A	N/A	County does not operate a facility	n/a
Harding	N/A	N/A	N/A	County does not operate a facility	n/a

NM County Detention Facilities List

County Facility	Facility Design Capacity	Facility Average Daily Population	Total Average Daily Population	Administrator	Physical Address & Telephone
Hidalgo	144	20	20	Dolly Ward (Interim)	83 Old Hwy 70 Lordsburg, NM 88045 575-542-3050
Lea (Adult)	400	380	380	Padraig Downey	1401 S. Commercial St. Lovington, NM 88260 575-396-8668
Lea (Juvenile)	32	10	10	Padraig Downey	1401 S. Commercial St. Lovington, NM 88260 575-396-8668
Lincoln	120	145	145	Arthur Anderson	511 Hangar Lane Carrizozo, NM 88301 575-648-6510
Los Alamos (Adult)	26	21	21	Hilario (Eli) Salinas	2500 Trinity Dr. Los Alamos, NM 87544 505-662-8279
Los Alamos (Juvenile)	2	0	0	Hilario (Eli) Salinas	2500 Trinity Dr. Los Alamos, NM 87544 505-662-8279
Luna (Adult)	375	322	322	Matt Elwell	1700 4th St. NE Deming, NM 88030 575-543-6700
Luna (Juvenile)	10	9	10	Matt Elwell	1700 4th St. NE Deming, NM 88030 575-543-6700
McKinley (Adult)	328	250	250	Mabel Henderson	255 S. Boardman Ave. Gallup, NM 87301 505-979-0435
McKinley (Juvenile)	39	12	12	Mabel Henderson	2105 Hassler Valley Rd. Gallup, NM 87305 505-726-8249
Mora	N/A	N/A	N/A	County does not operate a facility	n/a
Otero (Adult)	175	176	281	Dan Stump	1958 Dr. Martin Luther King Dr. Alamogordo, NM 88310 575-437-6420
Quay (Adult)	57	55	55	Don "TJ" Rich	223 West High Street Tucumcari, NM 88401 575-461-4664
Quay (Juvenile)	10	3	3	Don "TJ" Rich	223 West High Street Tucumcari, NM 88401 575-461-4664
Rio Arriba	140	129	159	Larry De Yapp	2 Main St. Tierra Amarilla, NM 87575 575-588-7350 ext. 336
Roosevelt	140	109	109	David Casanova	1700 N. Boston Portales, NM 88130 575-356-6871

NM County Detention Facilities List

County Facility	Facility Design Capacity	Facility Average Daily Population	Total Average Daily Population	Administrator	Physical Address & Telephone
San Juan (Adult)	1044 (1091)	674	674	Thomas Havel	871 Andrea Dr. Farmington, NM 87401 505-566-4504
San Juan (Juvenile)	46	27	27	Traci Neff	851 Andrea Dr. Farmington, NM 87401 505-324-5809
San Juan (Alt. Sentencing)	82	38	38	Jennifer Miller	1006 Municipal Dr. Farmington, NM 87401 505-325-1720
San Miguel	150	115	115	Patrick Snedeker	26 NM 283 Las Vegas, NM 87701 505-454-7403
Sandoval	386 (452)	323	323	Alfred Casamento	1100 Montoya Rd. Bernalillo, NM 87004 505-867-5339
Santa Fe (Adult)	662	535	535	Mark Gallegos	28 Camino Justicia Santa Fe, NM 87508 505-428-3202
Santa Fe (Juvenile)	63	15	15	Renee Fernandez (Interim)	4250 Airport Road Santa Fe, NM 87507 505-424-5625
Sierra	52	43	65	Sheriff Joe Baca (Interim)	311 N. Date St. T or C, NM 87901 575-894-2537
Socorro	55	70	70	Evangel Maldonado	200 Church St. Socorro, NM 87801 575-835-0945
Taos (Adult)	82	85	85	Johna Gonzales	105 Albright St., Ste. O Taos, NM 87571 575-737-6410
Taos (Juvenile)	18	7	7	Johna Gonzales	105 Albright St., Ste. P Taos, NM 87571 575-737-6410
Torrance	N/A	N/A	N/A	County does not operate a facility	n/a
Union	N/A	N/A	N/A	County does not operate a facility	n/a
Valencia	109 (145)	185	245	Joe Chavez	436 Courthouse Road Los Lunas, NM 87031 505-565-8900

Total Adult Facility Beds	8,949
Average Daily Total Adult Population	8,157
Total Juvenile Facility Beds	392
Average Daily Total Juvenile Population	198

NM County Detention Data¹

Length of Stay is Increasing

- From 2003 to 2010 median length of stay increased 31% for inmates who spent their entire stay in an unsentenced status (from 112 days in 2003 to 147 days in 2010)
- 80 days median length of stay for misdemeanor arrestees
- 70 days median length of stay unsentenced for probation violators
- 114 days median length of stay unsentenced for those booked on warrants

Reasons for Incarceration

- 62% New Charge (20.1% DWI, 16.2% Property)
- 36% “Failure to Comply” (18.1% Probation Violation², 17.1% Warrants, 0.8% Parole)

Mental Health Diagnosis Effects Length of Stay

- Receiving mental health services increases length of stay by 36 days
- Psychotic diagnosis increased length of stay by 121 days

Competency Effects Length of Stay

- 1.8% (91 individuals) had a mental health competency proceeding
- 27.4% found incompetent to stand trial
- Going through competency process increased length of stay by 278%
- 332 days (11 months) median length of stay for those found competent
- 537 days (18 months) median length of stay for those found incompetent

Counties Hold and Process More Inmates than NMCD

June 30, 2013 Population Comparison

6,043 NMCD Confined Male Inmates	652 High NMCD Confined Female Inmates
7,030 County Male Population	1,405 County Female Population

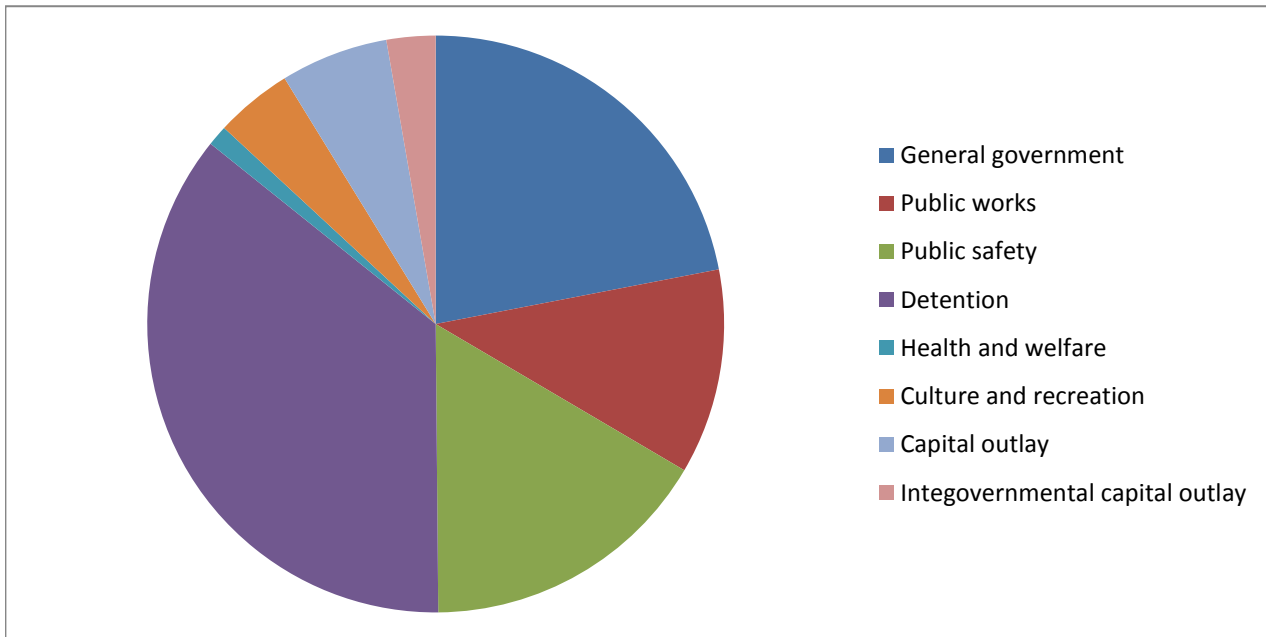
¹ Data taken from the following New Mexico Sentencing Commission Reports: *New Mexico Prison Population Forecast: FY 2015-2024*, June 2014; *Length of Stay in Detention Facilities: A Profile of Seven New Mexico Counties*, August 2012; *Effect of Mental Health Diagnoses on Length of Stay in Two New Mexico Detention Facilities*, April 2013; and *Effect of Competency and Diagnostic Evaluation on Length of Stay in a Sample of New Mexico Detention Facilities*, April 2013.

² Annual cost to counties to hold probation violators supervised by NM Corrections Department Adult Probation Parole Division: \$22.9 million.

Cost of County Detention

County General Fund Total	\$ 803,612,297
% of Detention to General Fund	28%
Adult Detention Budget	\$ 201,429,026
Juvenile Detention Budget	\$ 23,441,711
Combined Detention Budget	\$ 224,870,736
Detention Revenues	\$ 58,956,736
Net to the General Fund	\$ 165,914,000
Adult medical budget	\$ 35,326,777

Bernalillo County (example)



New Mexico Association of Counties

Advancing Counties through Service, Education, Advocacy and Leadership



Training Advisory Committee

Detention Officer Basic Training Curriculum

New Mexico Association of Counties
444 Galisteo Street
Santa Fe, NM 87501
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NEW MEXICO ASSOCIATION OF COUNTIES

Training Advisory Committee Detention Officer Basic Training Curriculum

Training Topic List

Developed and Implemented: January 1, 2014

RED = Topics identified as generic and exportable. Training hours are 'recommended' hours.

1. 4 hrs. **Addressing Inmate Mental Health Behavior in Detention**
2. 3 hrs. **Basic Investigations in Detention**
3. 6 hrs. **Blood/Air Borne Pathogens & Personal Protective Equipment (PPE)**
4. 4 hrs. **Clothed and Unclothed Searches**
5. 4 hrs. **Con Games Inmates Play**
6. 8 hrs. **Conducting Cell Searches/Facility Shakedowns**
7. 1 hr. **Courtroom Demeanor and Officer Testimony**
8. 8 hrs. **CPR/First Aid (Approved National Program)**
9. 4 hrs. **Cultural Diversity**
10. 2 hrs. **Customer Service for Detention Centers**
11. 2 hrs. **Direct Inmate Supervision**
12. 4 hrs. **Emergency Plans & Procedures**
13. 3 hrs. **Ethics & Professionalism**
14. 2 hrs. **Fire Safety**
15. 2 hrs. **Identification and Control of Contraband**
16. 2 hrs. **Inmate Disciplinary Process**
17. 2 hrs. **Inmate Grievance Process**
18. 4 hrs. **Inmate Rights and Responsibilities**
19. 4 hrs. **Inmate Transportation & Restraints w/Practical**
20. 4 hrs. **Interpersonal Communications – Command Presence**
21. 3 hrs. **Introduction to Criminal Justice/Detention**
22. 3 hrs. **Jail Cleanliness & Sanitation**
23. 3 hrs. **Objective Jail Classification System**
24. 2 hrs. **Overcoming Negativity in the Workplace**
25. 2 hrs. **Radio & Telephone Use in Detention**
26. 4 hrs. **Report Writing for Detention Officers**
27. 6 hrs. **Sexual Misconduct & PREA Requirements**
28. 2 hrs. **Special Management Inmates**
29. 4 hrs. **Stress & Time Management**
30. 4 hrs. **Suicide Prevention & Intervention**
31. 2 hrs. **Tool & Key Control**
32. 4 hrs. **Use of Force in Detention (Classroom)**
33. 8 hrs. **(Minimum) Defensive Tactics Training - Practical (Certified Provider)**

FACILITY-SPECIFIC TOPICS AND OJT

Topic #1:	4 hours:	OJT – Post Orders
Topic #2:	2 hours:	Escape Procedures
Topic #3:	2 hours:	OJT - Documentation
Topic #4:	2 hours:	Segregation Procedures
Topic #5:	2 hours:	Special Needs Inmates
Topic #6:	2 hours:	STIU/STG Gang Management
Topic #7:	2 hours:	OJT – Fingerprinting & DNA Collection
Topic #8:	2 hours:	OJT – Fire Suppression Practical Training
Topic #9:	2 hours:	OJT – Incident Reporting
Topic #10:	3 hours:	Riot & Hostage Situations
Topic #11:	1 hour:	OJT – Radio Use and Procedures
Topic #12:	2 hours:	OJT – Booking Procedures
Topic #13:	2 hours:	Court Security Procedures
Topic #14:	12 hours:	(Minimum) – Firearms Training – includes Range Safety and Firearms Qualification (as applicable)

NOTE: Total recommended training hours noted = **160 hours**. Based on NMAC Adult Detention Professional Standards, **120 hours** of entry level training is required during the first year of service; a minimum of **40 hours** of training must be conducted prior to being independently assigned to a post that supervises inmates. As well, **40 hours** of orientation training must be completed within the first year of service.

NM Juvenile Detention PREA TOOLKIT

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- Grievances
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- LGBTQI

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- Youth Intake Script
- DVD
- Video Companion Guide

Staff Training.....Section 4

- PowerPoint
- Training Handbook

Specialized Training.....Section 5

PREA Audit Tool.....Section 6

Resources.....Section 7



List of Sample Policies Developed for Counties

(available on NMAC Website)

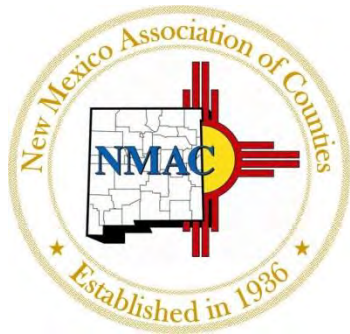
Detention Policies

- Special Management Inmate Sample Policy (2014)
- Inmate Searches Adult Detention (2014)
- Inmate Searches Juvenile Detention (Jan 2014)
- Sexual Misconduct Juvenile Detention (Jan 2014)
- Sexual Misconduct-Adult Detention (Jan 2014)
- Adult Detention Use of Force Policy (2013)
- Detention Staffing Analysis Policy (2010)
- Key Control Policy
- Inmate Classification (2012)
- Inmate Mail (2012)
- Inmate Intake Screening (2012)

Law Enforcement Policies

- Bias Based Police Profiling Policy (2009)
- Cell Phone Policy
- Law Enforcement SOP Manual (2010)
- Pursuit Form (2007)
- Sheriff ECD Policy (2010)

<http://www.nmcounties.org/homepage/insurance/loss-prevention-2/sample-policies-and-procedures/>



Adult Detention Professional Standards Program (ADPSC)

New Mexico Association of Counties
444 Galisteo Street
Santa Fe, NM 87501
505.983.2101
www.nmcounties.org



**Adult Detention Professional Standards Council
(ADPSC)**

Manuel Romero, ADPSC Chair
NMAC Detention Specialist

Clay Corn, ADPSC Vice Chair
Chaves County Detention Administrator

Grace Philips
NMAC General Counsel

Joe Chavez
Valencia County Detention Center Warden

Matthew Elwell
Luna County Detention Director

Bruce Swingle
McKinley County Manager

David Casanova
Roosevelt County Detention Center
Administrator

Steve Kopelman
NMAC Executive Director, Ex-Officio Member

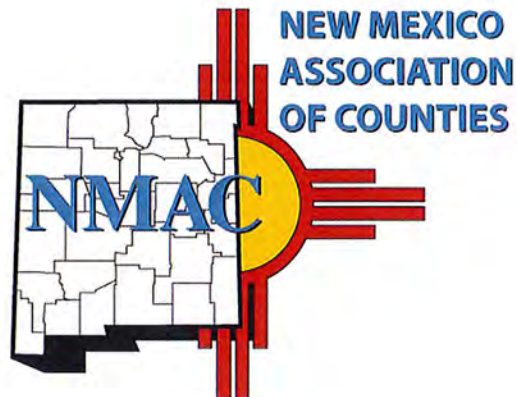
Scott Chambers
Accreditation Program Manager

Bill Fulginiti
Executive Director, NMML, Ex-Officio Member

Accredited Adult Detention Facilities in NM

<u>Facility</u>	<u>Date Accreditation Awarded</u>
1. Chaves County Adult Detention Center	June 20, 2012
2. Lea County Adult Detention Center	April 30, 2013
3. San Juan County Adult Detention Center	April 30, 2013
4. San Miguel County Adult Detention Center	January 15, 2014
5. Santa Fe County Adult Detention Center	January 15, 2014
6. Doña Ana County Adult Detention Center	April 25, 2014

Data as of: July 23, 2014



New Mexico Government Accreditation Program

Adult Detention Professional Standards

April 7, 2010

Revised on January 16, 2013

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444 Galisteo Street
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Introduction

When the New Mexico Adult Detention Professional Standards Council finalized then approved these standards on April 7, 2010 it marked a significant accomplishment on the path to professionalizing adult detention operations in New Mexico.

The New Mexico Association of Counties Detention Affiliate has long recognized the importance of professional standards. While New Mexico juvenile detention facilities are required to operate pursuant to mandatory standards, attempts to legislate mandatory adult detention standards had repeatedly failed in the New Mexico state legislature. In 2009 the affiliate decided to develop New Mexico standards for use in a voluntary accreditation program supported by the New Mexico Association of Counties and New Mexico Municipal League. These New Mexico Adult Detention Professional Standards are the product of many hours of work by the following county detention professionals:

Carolyn Barela, Otero County
Virginia Blansett, Otero County
David Casanova, Roosevelt County
Curtis Cherry, Sierra County
Jann Gartman, Lea County
Frank Maestas, Bernalillo County
Jim Moffett, Grant County
Mary Najjar, Los Alamos County
Mike Sisneros, Bernalillo County
David Stark, San Juan County
Sandra Stewart, Chaves County
Jonathan Thomas, Bernalillo County
Ron Torres, Bernalillo County

This standards drafting committee represented small medium and large New Mexico detention facilities. The committee reviewed ACA standards, NCCHC standards, and draft PREA standards as well as state standards from around the country. The purpose of this review was to incorporate the best language and principles that had already been developed. The committee also drafted special standards required by state law and amended language from other standards to make it state specific. The resulting standards are ambitious, attainable, and necessary. All county detention facilities are encouraged to comply with these standards and seek accreditation. The New Mexico Association of Counties staff is available to assist counties in this endeavor.

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New Mexico Association of Counties

Advancing Counties through Service, Education, Advocacy and Leadership



Special Management Inmates Sample Policy

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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 special management and increasing their out of cell time.

III. POLICY STATEMENTS:

- A. () County shall provide special 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. Special Management Housing will provide living conditions that approximate those of general population and inmates placed in Special Management Housing shall have access to programs, privileges, education and work opportunities, to the extent possible.
- C. Special Management 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 congregate activities and face-to-face interactions with staff commensurate with the security risk of the inmate.
- D. At least one hour (1 hour) of outdoor exercise per day outside their cell and housing unit, seven days per week, 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. All other activities, such as personal hygiene, visits, telephone calls, etc., are independent activities and shall not count as official outdoor exercise, as required by this policy.

IV. DEFINITIONS:

- A. **Disciplinary Segregation:** 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.

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- C. **Involuntary Administrative Segregation:** 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.
- D. **Medical/Mental Health Segregation:** 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. **Special Management 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 Segregation, Involuntary Administrative Segregation, Disciplinary Segregation, Pre-Hearing Detention, or Medical/Mental Health Segregation.
- 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 Segregation:** 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:**

Special Management Housing will provide living conditions that approximate those of general population. All exceptions are clearly documented. Special Management cells/rooms shall permit inmates to converse with and be observed by staff.

2. **Housing Order:**

- a. Special Management Housing 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

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shall be reviewed within 72 hours from the date and time of placement. The review will be conducted by [*the Chief of Security or Designee*] to determine if segregation from the general population is still necessary.

- b. Special Management 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. Nonviolent, vulnerable, mentally ill, intellectually/developmentally delayed and inmates with special medical treatment needs are housed with the least restrictions and most congregate opportunities with the special management unit.

3. **Inmate Hygiene:**

Special Management Inmates will have the opportunity to shower daily and to shave at least twice 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 present a risk to the inmate or others, or when the Special Management Inmate misuses the issued food, such as throwing the tray, smearing food in the cell, or other inappropriate behavior with the issued food items. All alternative food shall meet all basic nutritional requirements and shall only be served with the written approval of the Detention 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.

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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.
 - 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 Special Management Housing, medical personnel are immediately notified and shall conduct a medical and/or mental health assessment and review 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 Special Management 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.

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C. DETENTION STAFF REQUIREMENTS:

1. Special Management Inmates will be personally observed by a detention officer conducting rounds at least every thirty (30) minutes 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 and upon request
 - c. Weekly by the Detention Administrator
 - 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, but not limited to:
 - a. Displayed behavior suitable for type of population
 - b. Experience
 - c. Specialized training
 - d. Completed probationary period
 - f. Completed satisfactory quarterly performance evaluations

D. DOCUMENTATION:

1. Within the Special Management 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 Special Management Housing Unit
 - e. Type of infraction or reason for admission to the Special Management Housing Unit
 - f. Date of scheduled release from the Special Management Housing Unit, or date of next review
 - g. Special instructions or requirements imposed by medical/mental health staff
 - h. Date released from the Special Management Housing Unit
2. All staff that enter 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

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

E. ADMINISTRATIVE SEGREGATION PROTOCOLS:

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

Inmates may be placed in Special Management 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 assignment to Voluntary Administrative Segregation 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 Segregation status must provide documented reasons as to why segregation 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 Segregation through the Classification process, pursuant to one or more of the following criteria:

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- 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.
 - e) The inmate is at high risk for sexual victimization. However, inmates at high risk for sexual victimization shall not be placed in involuntary segregated 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 Involuntary Administrative Segregation 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 Involuntary Administrative Segregation 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. The opinions of medical/mental health staff shall be considered when determining whether to place an inmate into Special Management Housing.
 4. Inmates in Administrative Segregation will be reviewed by the Special Management Housing Review Committee every seven days for the first two months, and minimally every thirty (30) days thereafter. The review shall include:
 - a. The statement or report detailing the alleged specific facts and reasons for classifying the inmate into Administrative Segregation;
 - b. All reports and/or documentation which reflect the behavior of the inmate while in Administrative Segregation;

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- 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. All reviews will be documented and maintained in the inmates file.
5. Determinations of the circumstances justifying continued placement in Administrative Segregation 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.
6. The inmate shall be given written notice of the basis for continued placement in Administrative Segregation and shall be given an opportunity to present facts on their own behalf regarding such reclassification.
7. Inmates in Administrative Segregation 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 one (1) hour per day outside of cell time; and,
 - h. Telephone Access.

F. PRE-HEARING DETENTION PROTOCOLS:

- 1. Inmates may be placed in the Special Management 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.
- 2. The inmate's placement shall be reviewed within 72 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 Special Management Unit. This decision will be documented and maintained in the inmate's file.

G. DISCIPLINARY SEGREGATION PROTOCOLS:

- 1. Inmates may be placed in Disciplinary Segregation only after a hearing, finding of guilt of [*Major*] rule violations, and pursuant to disciplinary sanctions imposed by the [*Hearing Officer/Committee*].

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2. Special Management 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 Segregation for more than 60 days requires the review and approval of the Detention Administrator.
3. Inmates in Disciplinary Segregation 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. SPECIAL MANAGEMENT HOUSING REVIEWS:

1. All placements or classifications into Special Management Housing will be reviewed within 72 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 Special Management Housing.
2. The Special Management 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. The Special Management Housing Unit Supervisor (**or Equivalent**) will document and maintain a record of this daily review.
4. The Detention Administrator or designee will conduct regular inspections of the Special Management Housing Unit to ensure policies and procedures are implemented and followed.

VI. POLICY REVIEW:

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