State of Iowa Department of Corrections

Policy and Procedures

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Subject: SHORT-TERM RESTRICTIVE HOUSING (STRH)
PREA Standards: 115.43, 115.68
Responsibility: Nick Lamb
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Authority:

1. PURPOSE

To provide specific guidelines regarding Short-Term Restrictive Housing (STRH) placement and review in Iowa Department of Correction (IDOC) institutions.

2. POLICY

It is the policy of the IDOC to segregate those incarcerated individuals who pose a threat to the security, safety, and order of the facility.

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3. DEFINITIONS - As used in this document:

A. Committee - As used in the document, Committee refers to those established by the institutional procedures as being responsible for review of individuals in STRH and review of those placed in Disciplinary Detention for more than 30 days. The Committee may be established as the Unit Management Team, Classification Team, Treatment Team or Segregation Review Team.

B. Statewide Utilization Review Committee (SURC) - A system wide committee chaired by the Deputy Director of Institution Operations/Designee that considers appropriate utilization of restrictive/special housing beds.

C. Long-Term Restrictive Housing (LTRH) - Housing intended for incarcerated individuals who have been assigned for 60 or more days in STRH and/or Disciplinary Detention (DD).

D. Short-Term Restrictive Housing - Housing intended for incarcerated individuals assigned for less than 60 days.

E. Unit Team - Each Team when possible, shall include Unit Manager, security staff and treatment staff who work primarily in the Housing Unit and who are directly responsible for the incarcerated individuals living in that Unit. Unit Team members may have responsibilities in more than one Unit. Unit Teams may also include Mental Health staff or Security Threat Group (STG) staff as needed.

4. PROCEDURES

A. Housing Assignment

1. STRH provides a higher degree of control and supervision than otherwise is available in the general population. STRH is **NOT** a punitive status.

2. A Shift Supervisor, the Committee, or the Warden, as designated by institutional procedure, may authorize admission to STRH at any time during an incarcerated individual's incarceration.

3. Any use of restrictive housing to protect an incarcerated individual who is alleged to have suffered sexual abuse shall be subject to the requirements of **PREA Standard 115.43**. (Refer to IDOC Policy **IO-HO-06** *Protective Custody*)[1]

4. Placement in STRH may occur when any one of the following criteria is met:

    a. The incarcerated individual constitutes a potential threat to the safety of others or the security or orderly management of the facility;

    b. The investigatory and pre-disciplinary hearing detention of incarcerated individuals whose behavior constitutes a potential threat to the safety of others or the security or orderly management of the facility;

    c. The incarcerated individual is classified to a higher level of custody and is scheduled for transfer to another facility.

5. The Shift Supervisor shall ensure that the reasons for placement in STRH meets the one of the above criteria (4a, b, or c) and is documented on the ICON Segregation Notice.

6. A copy of the Segregation Notice short form shall be provided to the incarcerated individual within 24 hours of initial placement. The short form shall explain in general the reason the incarcerated individual is placed in STRH. The staff member serving the short form shall document the date and time the notice is served in the ICON Segregation Notice record.

7. The Shift Supervisor shall advise the Health Service Staff of the admission of an incarcerated individual to STRH. Qualified Health Services Staff shall visit the STRH unit at least once every 24 hours.

[1] PREA Standard §§115.43, 115.68)

8. Unless the Committee authorizes placement in Protective Custody, the Warden or Deputy Warden shall, within 72 hours, make a determination regarding the need for continued placement and conformity with policy and procedures. The review shall be documented on the ICON Segregation Notice.

9. Within seven days of placement, the Committee shall conduct a STRH review to determine the need for continued placement in STRH. The status of all incarcerated individuals placed in STRH shall be reviewed every seven days for the first two months and every 30 days thereafter.

10. Placement of 60 days or more shall be reviewed by the Statewide Utilization Review Committee.

11. The incarcerated individual shall be afforded the opportunity to be present at the 60-day review, unless behavior at the time of the review warrants otherwise. The incarcerated individual shall be provided written notice of their 60-day review at least 24 hours in advance of the review. The review committee may accept the incarcerated individual's comments in writing, call him/her to appear, or accept comments made on behalf of the incarcerated individual by a staff member. An incarcerated individual may waive their right to attend the in-person review, which shall be documented. The review shall then be held in absentia.

12. A copy of the Committee's decision shall be given to the incarcerated individual.

13. For each review, the Committee shall determine whether the need for continued placement in STRH is still valid and shall document the reasons for their decision on the ICON STRH Review form. Specific factors shall be evaluated in making the decision whether to continue or release an incarcerated individual from STRH which include but are not limited to the following:

    a. Time spent in STRH status,

    b. Number, type and frequency of disciplinary reports,

    c. Continued public or facility risk,

    d. Safety of the incarcerated individual, other incarcerated individuals or staff if placed in a less restrictive housing environment,

e. Behavior in STRH status including sanitation, personal hygiene and grooming, attitude and response to authority, response to other incarcerated individuals and response to verbal and written orders,

f. Input of applicable staff.

14. A qualified mental health professional must personally interview and prepare a written report on any incarcerated individual who remains in STRH for more than 30 days. If confinement continues for an extended period, a mental health assessment shall be made at least every 90 days. Summaries of these interviews/assessments shall be made available to the Committee prior to the time of the incarcerated individual's review so that this information can be taken into consideration at the time of the review.

15. An appeal of the Committee's decision shall be in accordance with institutional procedures.

16. The Committee shall have the authority to release the incarcerated individual from STRH unless institutional procedure requires additional approval.

17. Upon the determination of release, the Committee shall determine whether the incarcerated individual needs to be reclassified; placed in LTRH housing, if available; whether he/she can return to his/her former housing unit or another housing unit within the facility; or whether there is a need for transfer to another facility. This decision shall be made in consultation with the incarcerated individual's current or potential future Unit Manager, any staff that may have been involved in or related to the initial placement decision, and/or the Associate Warden of Security or other person designated in institutional procedures.

18. Release shall occur as soon as feasible.

B. Housing/Living Unit Orientation

1. Each institution shall provide in writing, information for the incarcerated individuals in STRH. Orientation topics shall include, at a minimum:

    a. Unit schedule

    b. Unit rules/regulations

c. Unit activities

d. Incarcerated individual expectations – conduct rules, property, dress, etc.

e. Access to programs and services

f. Avenues for resolving conflict and grievances

2. Unit Officers shall provide information to an incarcerated individual in STRH status within 24 hours of admission to the unit. The incarcerated individual shall be afforded the opportunity to ask clarifying questions.

C. Operations – Security

1. Institutions shall establish procedures governing the types and frequency of area searches within the unit, and documentation of such. Consistent with **IO-SC-18** *Searches*, institutions shall establish procedures governing personal searches to include at a minimum:

   a. Entry/exit to/from the cell/room

   b. Entry/exit to/from the living unit

   c. Entry/exit to/from the housing unit

   d. Type of searches

   e. Documentation of searches

2. Institutions shall establish procedures to prevent unauthorized access to housing and living units.

3. Institutional procedures shall outline security measures directly affecting unit operations for the following security topics:

   a. Housing Unit Control Center operations

   b. Incarcerated individual counts

   c. Security inspections

   d. Area searches

1) Random searches (and frequency) - Unannounced and irregularly timed searches of cells, incarcerated individuals and all common areas in the segregation unit will occur consistent with post orders established for this area.

2) Cells/rooms shall be thoroughly searched just prior to a new incarcerated individual placement.

3) Searches of cells/rooms shall be conducted at least three times per week.

e. Key control

f. Tool control

g. Use of restraints

4. In lieu of including these institutional procedures within this policy Institutions may elect to provide the required information in a separate policy and/or within this policy. At a minimum, the corresponding policy and procedure shall be identified.

D. Operations - Out of Cell/Room Time

1. Out of cell/room time is provided for personal hygiene and, recreation as provided for in this policy. Additional out of cell time may be determined by the Unit Team or other designated authority based on the incarcerated individual's behavior.

2. The Unit Team or other designated authority shall determine an incarcerated individual's access (i.e. based on a level incentive program) out of their cells/room, and the circumstances under which more than one incarcerated individual can be out of their cell/room at one time. Considerations regarding the number of incarcerated individuals out of cell at one time may include the circumstances of each incarcerated individual's placement in STRH, staff availability to respond in case of an emergency, and an incarcerated individual's current behavior.

E. Operations – Movement

1. All out-of-cell movement within the living unit as well as outside the living unit for incarcerated individuals in STRH shall be under escort. The ratio of staff to incarcerated individual escort, use of restraints as well as opposite sex supervision requirements will be in accordance with applicable policies, institutional procedures, and any special directives regarding specific incarcerated individuals.

2. Routine use of restraints for escorted movement inside or outside the living unit shall be consistent with institutional procedures based on incarcerated individuals' status. Documentation for routine use of restraints for escorted movements is not required.

F. Operations – Managing Incarcerated Individual Behavior

1. Supervisory staff shall ensure that staff assigned to STRH have appropriate levels of experience, training and supervision.

2. Incarcerated individuals confined in this status may not have the same privileges afforded incarcerated individuals in general population. Any restrictions shall be directly related to ensuring the security of the facility and the safety of the incarcerated individual and others, and/or efficient orderly operations.

3. Staff shall apply behavior management techniques to encourage positive behavioral changes. Additional privileges may be afforded to incarcerated individuals whose behavior continually improves. Additional privileges must first be approved by the Unit Team or other designated authority.

4. Incarcerated individuals in STRH status shall be personally observed by a correctional officer at least once every 30 minutes on an irregular basis. Incarcerated individuals who are exhibiting violent or mentally unstable or unusual behaviors shall receive more frequent observation. Incarcerated individuals exhibiting ongoing mental health issues shall be referred to Health Services for assessment.

5. The Shift Supervisor shall visit and inspect STRH custody areas at least once per shift.

6. Daily walk-throughs are required by Health Care staff. All such visits are documented in the Post Log Book.

7. Correctional Counselor(s) shall visit STRH units weekly. All such visits shall be documented in the Area Log Book.

8. Institutional procedures shall ensure routine visitation of Correctional Counselor to the segregation unit. Clergy and other staff are available upon request and as appropriate.

G. Operations – Leisure Activities

Incarcerated individuals' leisure activities are limited solely on the basis of maximizing the security of the living unit and the safety of the incarcerated individuals and others. The degree to which activities are offered shall be guided by the institution's Transition Incentive Program (TIP), physical plant, staffing levels, incarcerated individuals' custody status, etc.

H. Operations – Programs and Services

1. Incarcerated individuals in STRH shall have access to programs and services. The Unit Team or other designated authority shall determine the programs and services available to incarcerated individuals in STRH both in terms of the operation of the living unit and individual restrictions.

2. Programs and services shall include, at a minimum:

    a. Commissary - Commissary access is determined by institutional procedures and consistent with status.

    b. Counseling/Mental Health/Case Management - Access to counseling staff shall be provided on a regular basis. Mental health counseling and other professional services shall be provided consistent with the incarcerated individual's treatment plan.

    c. Food

        1) The quality and quantity of food provided incarcerated individuals in STRH shall be substantially the same as provided incarcerated individuals in the General Population. Disposable utensils may be used. Meals shall be served in incarcerated individual living units, and depending on security and safety issues, may be served in their cell/room.

2) Alternative meal service may be used in accordance with policy **IS-FS-02** *Alternative Meal Service* when an incarcerated individual uses food or food service equipment in a manner that is hazardous to self, staff, or other incarcerated individuals.

d. Education – Access to educational materials and programming shall be provided based on institutional procedures.

e. Hygiene

1) Incarcerated individuals shall be provided with personal hygiene items including the opportunity to shave and shower at least three times per week.

2) The frequency of hair care services shall be consistent with the General Population, however hair care may be provided in the housing/living unit.

f. Clothing/Property

1) Incarcerated individuals in STRH are provided clothing unless there is imminent danger that the items may be destroyed or could be used to induce self-injury.

2) Property restrictions shall be based on the safety and security of the living unit as outlined in institutional procedures. Incarcerated individuals in Investigative Segregation shall only have property allowed in DD status.

3) Any property removed from the incarcerated individual shall be inventoried and stored in an area designated for that purpose.

g. Laundry - Institutions shall develop procedures to ensure that the frequency of laundry issue/exchange, including clothing, bedding, and linen, is consistent with General Population.

h. Legal Access

1) STRH incarcerated individuals shall have access to the state provided Legal Resource Attorney and/or their personal attorney, or Electric Law Library (ELL).

2) Personal legal materials are permitted in the cell. Limitations may be imposed on quantity of legal materials due to security or life safety issues, however, when those limitations are imposed, procedures shall provide for reasonable exchange of materials.

i. Library – Institutional procedures shall outline access to library materials, including the opportunity for regular exchange of materials. Library materials shall be updated on a regular basis.

j. Mail and Omail - Mail is permitted as per institutional mail procedures.

k. Health Care - Access to health services staff shall be provided on a daily basis. Visits of health services staff to the living unit shall be announced and recorded in the Post Logbook.

1) Prescription medication shall be provided. Self-medication programs may be permitted as outlined in institutional procedures.

2) Medically prescribed items shall be provided unless there is imminent danger that an incarcerated individual will destroy the item or induce self-injury.

l. Recreation - Incarcerated individuals shall be offered exercise outside of their cell/room at least five days per week for one hour each day excluding holidays. Institutions are not required to make up exercise time lost due to a holiday or severely inclement weather. If the institution facility design permits, incarcerated individual shall be permitted to exercise in an area with direct or indirect access to sunlight.

m. Religious Programs and Materials - Incarcerated individuals in STRH may have access to religious materials, the Chaplain and/or approved clergy consistent with institutional procedures.

n. Telephone

1) Incarcerated individuals shall be allowed telephone privileges, both personal and legal, consistent with institutional procedures, unless it is deemed detrimental to the investigation.

2) Legal telephone calls shall take precedence over personal calls when scheduling requests.

o. Visitation

1) Incarcerated individuals shall have opportunities for visitation unless there are substantial reasons for withholding such privileges as approved by the Associate Warden of Security or other person as designated in institutional procedures.

2) The Associate Warden of Security shall review and determine an incarcerated individual's contact or non-contact visitation status, and shall notify the incarcerated individual.

3) The incarcerated individual is responsible for notifying approved visitors of any restriction on visitation.

p. Work - An incarcerated individual in STRH may be assigned available work consistent with a plan to improve the incarcerated individual's behavior.

3. Privileges of incarcerated individuals may be further restricted when abusive, disruptive, or violent behavior warrant further restriction for reasons of safety and security. All such restrictions, including the authorizing official, shall be logged into the Post Logbook. A record of the restriction shall be provided to the Associate Warden of Security and documented in ICON Generic Notes: Behavior Logs), or other permanent record.

I. Operations – Housekeeping

1. Each institution shall develop a housekeeping plan for STRH living units. Housekeeping plans shall require, at a minimum:

a. Routine cleaning and sanitizing of occupied cells/rooms;

b. Daily cleaning and sanitizing of dayrooms and common areas;

c. Routine cleaning and sanitizing of unoccupied cells/rooms;

d. Routine cleaning and sanitizing of unoccupied areas;

e. Distribution, handling and storage of cleaning supplies/materials;

f. Handling and disposal of hazardous materials;

g. Sanitation inspections on a daily, weekly, monthly and annual basis;

2. For positive behavior management reasons, incarcerated individuals assigned to STRH may be permitted to assist with cleaning of the dayroom or living unit.

3. Incarcerated individual workers may be assigned to provide housekeeping services in STRH living unit dayrooms or other areas adjacent to cells/rooms. Staff shall be vigilant to provide supervision of incarcerated individual workers to ensure they do not have direct access to incarcerated individuals in STRH status.

J. Unit Documentation

1. A Post Logbook for detailed recording of unit activities, including rounds, routine information, emergency situations and unusual incidents shall be maintained for each STRH living unit.

2. Institutional procedures shall outline appropriate methods for the documentation of significant information regarding each incarcerated individual in segregation.

3. Methods must be readily available to the staff of the unit.

4. Documentation requirements shall include at a minimum: cell inspection including cleanliness, shower, exercise, meals, phone calls, general behavior comments. The document may record the activity of an individual incarcerated individual or may be an aggregate document for specific activities.

5. The designated supervisor shall review required documentation on a routine, regular basis to determine whether the required information is being properly documented, whether formal rounds are being performed in accordance with established procedure, if there are gaps in scheduled activities/services, trends in unit activity, etc. The designated supervisor shall take the necessary steps to resolve any identified discrepancies or deficiencies in documentation.

6. Deputy Directors or Assistant Deputy Directors shall conduct an annual audit of a sampling of STRH placements to determine compliance with the policy and to identify trends/patterns regarding placements.