

State of Iowa Department of Corrections

Policy and Procedures

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Applicability: Institutions

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Chapter 3: INSTITUTIONAL OPERATIONS

Sub Chapter: HOUSING OPERATIONS

Related DOC Policies: HSP-710, IO-RD-03, IO-SC-11, IO-SC-18, IO-SC-19, IS-FS-02, OP-MTV-04

Administrative Code Reference: N/A

Subject: DISCIPLINARY DETENTION (DD)

PREA Standards: N/A

Responsibility: Nick Lamb

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Authority:

1. PURPOSE

To provide specific guidelines regarding Disciplinary Detention (DD) placement and operations in Iowa Department of Correction (IDOC) institutions.

2. POLICY

It is the policy of the IDOC to provide segregation from the general population as a sanction option for incarcerated individuals who are found guilty of serious or repeated institutional rule violations in an effort to maintain order within the institution.

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3. DEFINITIONS – As used in this document,

- A. Committee - Committee refers to those established by the institutional procedures as being responsible for review of individuals in Short Term Restrictive Housing (STRH) and review of those placed in DD for more than 30 days. The Committee may be established as the Classification Team, Treatment Team, Unit Team, or Segregation Review Team.
- B. Disciplinary Detention – An incarcerated individual status of confinement that entails separation from the general population for up to 60/90 days.
- C. 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.
- D. Unit Team - Each Unit shall be staffed by a Unit Team that includes a Unit Manager, security staff, and treatment staff who work primarily in the Unit and who are directly responsible for the incarcerated individuals living in that Unit. Unit staff offices shall be located in the Unit where feasible, to facilitate staff and incarcerated individual accessibility to one another. Unit Team members may have responsibilities in more than one Unit. Unit teams may also include Mental Health staff and Security Threat Group (STG) Intelligence Officers as needed.

4. PROCEDURES

A. Housing Assignment

1. DD is a status of confinement that entails separation from the general population of the institution for incarcerated individuals found guilty of committing violations of institutional rules. An incarcerated individual may be placed on DD only after an impartial due process hearing.
2. Incarcerated individuals are placed in DD as a result of rule violations rather than the need for heightened security.
3. An incarcerated individual may be concurrently on DD and Restrictive Housing or other classification status. Incarcerated individual's privileges are determined based on incarcerated individual most restrictive status and treatment plan.
4. The due process hearing, conducted by an Administrative Law Judge (ALJ), shall be held in accordance with Policy **IO-RD-03**, *Major Discipline Report Procedures*.
5. The Committee shall review the status of each incarcerated individual at least every 30 days. The review shall include input from staff who have had regular contact with the incarcerated individual. Institutional procedures may provide for incremental restoration of privileges and conditional suspension of a portion of a DD sanction following a period of positive adjustment consistent with **IO-RD-03**.
6. There shall be a mental health interview and report conducted by a qualified mental health professional when DD continues beyond 30 days. The interview shall address the incarcerated individual's adjustment to surroundings and any threat the incarcerated individual may pose to self, staff, and other incarcerated individuals.
7. An incarcerated individual shall be released from DD at the expiration of the DD sanction or Warden/Designee suspends the remainder of the DD sanction or release from the IDOC. For incarcerated individuals who have served 60 days or less in DD, the Associate Warden of Security or other person designated in institutional procedures shall determine if the incarcerated individual would be returned to their prior status/unit, or referred to the Committee.

B. Housing Unit Orientation

1. Each institution shall prepare a written orientation for the DD Unit. Orientation topics shall include, at a minimum:
 - a. Unit schedule
 - b. Unit rules/regulations
 - c. Unit activities
 - d. Incarcerated individual accountability
 - e. Incarcerated individual expectations – conduct rules, property, dress, etc.
 - f. Access to programs and services
 - g. Avenues for resolving conflict and grievances
2. Unit Officers shall provide an orientation to the DD Unit within 24 hours of admission to the unit. The incarcerated individual shall be afforded the opportunity to seek clarification and receive answers to their 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 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 shall 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 institutional procedures required in this section within this policy, Institutions may elect to provide the required information in a separate policy. At a minimum, the corresponding policy and procedure shall be identified.

D. Operations – Out of Cell/Room Time

Out of cell/room time is provided for personal hygiene as outlined in H.2.e. below, recreation as outlined in H.2.i. and as determined by the Unit Team or other designated authority based on the incarcerated individual's behavior. The Committee or other designated authority shall determine an incarcerated individual's access out of their cell/room.

E. Operations – Movement

1. All out of cell movement within the living unit shall be under the direct, continuous observation of staff. Institutions shall develop procedures outlining the circumstances regarding escorted movement inside the living unit.
2. The use of restraints for escorted movement of DD incarcerated individuals within the unit is not required by IDOC policy but shall be determined by institutional procedures. When used, restraints shall be consistent with **IO-SC-19, *Restraints***, and shall identify the level of authority necessary for deviation from routine procedure. Documentation for routine use of restraints for escorted movements inside the living unit is not required.
3. Movement outside the living unit for incarcerated individuals in DD shall be in accordance with **IO-SC-11, *Incarcerated Individual Movement Internal***.

F. Operations – Managing Incarcerated Individual Behavior

1. Incarcerated individuals on DD 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 as determined by the Committee, Health Services staff or Shift Supervisor; suicidal incarcerated individuals are under continuous observation in accordance with SSIP (See IDOC Policy **HSP-710, *Suicide & Self Injury Prevention***). Incarcerated individuals exhibiting ongoing mental health issues shall be referred to Health Services for assessment.
2. Supervisory staff shall ensure that staff assigned to disciplinary detention housing has appropriate levels of experience, training and supervision.
3. The Shift Supervisor shall visit and observe disciplinary detention housing areas at least once per shift.
4. Daily walk-throughs are required by Health Services staff.

5. 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

1. Telephone - DD incarcerated individuals may be authorized by housing unit staff to make legal calls when there is a verified pending court action. Personal calls are not routinely authorized unless otherwise directed by the Committee. Emergency telephone calls may be approved by the Unit Supervisor.
2. Televisions, radios or other similar leisure activities are suspended for the duration of an incarcerated individual's time in DD unless these privileges have been restored in accordance with institutional procedures.

H. Operations – Programs and Services

1. Incarcerated individuals confined for more than 60 days in DD shall be provided program services and privileges, consistent with those offered incarcerated individuals in LTRH upon approval of the Committee.
2. The Committee shall determine the programs and services available to incarcerated individuals in DD both in terms of the operation of the living unit and individual restrictions, including, at a minimum:
 - a. Commissary - Institutional procedures shall specify what items of commissary, if any are authorized.
 - b. Counseling/Mental Health/Case Management – Access to counseling staff shall be provided on a regular basis as outlined in institutional procedures. 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 DD shall be substantially the same as provided incarcerated individuals in the General

Population. Disposable utensils may be used. Meals shall be served on incarcerated individual living units, and depending on security and safety issues, may be served in incarcerated individuals' cells/rooms.

- 2) Alternative meal service may be used only in accordance with IDOC Policy **IS-FS-02**, *Food Service in Special Housing Units*.

d. Education - Limited access to educational materials and programming may be authorized in accordance with institutional procedures and Committee approval and is encouraged for those in long-term DD when current behavior warrants.

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 unit or living unit.

f. Clothing/Property

- 1) Incarcerated individuals in DD are afforded clothing that is not degrading.
- 2) Institutional procedures shall specify the property that is permitted in DD, and may provide for restoration of privileges in which additional personal property is authorized by the Committee in response to positive behavior.
- 3) Any restrictions beyond what is outlined in policy or procedures shall be documented and approved by the Committee.

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

incarcerated individuals with the exception that laundry may be handled on a centralized basis.

h. Legal

- 1) Incarcerated individuals in DD shall have access to the state provided Electronic Law Library (ELL) and/or their personal attorney as outlined in institutional procedures.
- 2) Incarcerated individuals shall be afforded legal visits in accordance with **OP-MTV-04**, *Incarcerated Individual Visiting*.
- 3) 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 - Limited access to library materials may be authorized in accordance with institutional procedures.

j. Mail/O-mail- Incarcerated individuals in DD can write and receive letters on the same basis as incarcerated individuals in the General Population.

k. Health Services

- 1) Incarcerated individuals in DD status shall have access to health services staff on a daily basis and controlled access to prescription medications as outlined in institutional procedures.
- 2) Visits of Health Services staff to the unit shall be announced and recorded.
- 3) Self-medication programs may be allowed.

l. Recreation

- 1) An incarcerated individual on DD status shall be afforded indoor and/or outdoor exercise outside their cell five days a week for one hour each day excluding

holidays at a minimum. The institution is not required to make up exercise time lost due to a holiday or severely inclement weather.

- 2) These exercise periods shall, where consistent with institution design, be outdoors or in an area with direct or indirect access to sunlight. Exercise in dayrooms does not meet the requirements of this procedure.

m. Religious Programs and Materials

- 1) Incarcerated individuals in DD shall have access to a reasonable amount of religious material as determined by institutional procedures.
- 2) Incarcerated individuals in DD shall have access to the Chaplain, approved clergy, and/or religious coordinator consistent with institutional procedures. Contact may be in the housing or living unit or in another area as designated by institutional procedures.

n. Visitation - Incarcerated individuals are allowed personal visits. The length and frequency of visits may be restricted by institutional procedures, may be limited to immediate family, and may be non-contact. The incarcerated individual has the responsibility of notifying visitors of any restrictions on visiting. Incarcerated individuals shall be afforded legal visits in accordance with **OP-MTV-04, *Incarcerated Individual Visiting***.

3. Removal of Permissible Items and Privileges - 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 DD 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.
 - h. Procedures for determining whether, for positive behavior management reasons, incarcerated individuals assigned to disciplinary segregation may be permitted to assist with cleaning of the dayroom or living unit.
2. Incarcerated individuals are expected to clean their individual cells/rooms on a daily basis consistent with the living unit rules.
 3. Incarcerated individual workers shall be assigned to provide housekeeping services in DD 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 DD.

J. Unit Documentation

1. A Post Log book for permanent, detailed recording of unit activities, routine information, emergency situations and unusual incidents shall be maintained for each DD living unit.
2. Institutional procedures shall outline other documentation required for operating the DD living unit.
3. Institutional procedures shall outline appropriate methods for the documentation of significant information regarding each incarcerated individual in DD. These methods must be readily

available to the staff of the unit. The document may record the activity of an individual incarcerated individual or may be an aggregate document for specific activities.

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