

**ARIZONA DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE**

MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN

DATE: May 17, 2016

SUBJECT: Director's Instruction # 338, Housing Criteria for Designated Medical and Mental Health Units

This Director's Instruction is effective immediately and supersedes DI 338, dated April 12, 2016, and Department Order #704, Inmate Regulations, Section 704.08 – Inmate Housing Assignments, subsections 1.5.6 through 1.5.6.3, dated July 6, 2013. This Director's Instruction will remain in effect until incorporated into Department Order #704, Inmate Regulations.

PURPOSE

This Director's Instruction provides the criteria for housing inmates at the designated medical and mental health units located throughout the state.

ASPC-PHOENIX UNITS

- 1.0 Maximum Custody inmates approved for placement at Flamenco (King, John, Ida and George Wards) shall be classified as a custody override to Close Custody. Upon discharge they shall be reclassified back to Maximum Custody if appropriate.
- 2.0 Maximum Custody inmates approved for Baker Ward do not require a custody override to Close Custody and shall participate in the Maximum Custody step program.
- 3.0 Inmates approved for placement at Baker or Flamenco Wards who have Do Not House With conflicts with other inmates at these units shall be reviewed on a case by case basis to determine if the Do Not House With conflict would make them ineligible for placement or if the Do Not House With conflict could be overridden or resolved.
- 4.0 Mental Health staff shall request all movement in and out of Baker and Flamenco Wards through the Offender Services Bureau Administrator or designee. Only Mental Health staff can recommend movement in or out of Flamenco and Baker Wards.
- 5.0 Baker Ward:
 - 5.1 Maximum Custody and below.
 - 5.2 Inmates approved for Protective Custody are eligible.

5.3 Sex Offenders are eligible.

6.0 King Ward:

6.1 Close Custody and below. Maximum Custody inmates shall be overridden to Close Custody.

6.2 No inmates approved for Protective Custody.

6.3 Sex Offenders are eligible.

7.0 John Ward:

7.1 Close Custody and below. Maximum Custody inmates shall be overridden to Close Custody.

7.2 Protective Custody inmates only.

7.3 Sex offenders approved for Protective Custody are eligible.

8.0 Ida Ward:

8.1 Close Custody and below. Maximum Custody inmates shall be overridden to Close Custody.

8.2 No inmates approved for Protective Custody.

8.3 Sex Offenders are eligible.

9.0 George Ward:

9.1 Close Custody below female inmates only. Maximum Custody inmates shall be overridden to Close Custody.

9.2 Protective Custody inmates are eligible.

9.3 Sex Offenders are eligible.

ASPC-LEWIS - INPATIENT CARE UNIT:

1.0 Medical shall approve all placements and discharges and coordinate movement through the Central Office Classification movement officer accordingly.

1.1 Minimum, Medium, Close and Maximum Custody inmates.

1.2 Sex Offenders are eligible.

1.3 Inmates approved for Protective Custody are eligible.

ASPC-FLORENCE - INPATIENT CARE HOUSING UNITS AND KASSON MENTAL HEALTH WATCHES:

- 1.0 Medical/Mental Health shall approve all placements and discharges and coordinate movement through the Central Office Classification movement officer accordingly.
 - 1.1 Minimum, Medium, Close and Maximum Custody inmates.
 - 1.2 Sex Offenders are eligible.
 - 1.3 Inmates approved for Protective Custody are eligible.

ASPC-PERRYVILLE - INPATIENT CARE UNIT/LUMLEY MENTAL HEALTH UNIT/WATCH CELLS/WOMEN'S TREATMENT UNIT/SPECIAL NEEDS UNIT:

- 1.0 Medical/Mental Health shall approve all placements and discharges and coordinate movement through the Central Office Classification movement officer accordingly.
- 2.0 Inpatient Care Unit, Lumley Mental Health Unit and Watch Cells
 - 2.1 Minimum, Medium, Close and Maximum Custody inmates.
 - 2.2 Sex Offenders are eligible.
 - 2.3 Inmates approved for Protective Custody are eligible.
- 3.0 Women's Treatment Unit:
 - 3.1 Mental Health shall approve all placements and discharges in accordance with the Mental Health Technical Manual.
 - 3.2 Minimum and Medium Custody only.
 - 3.3 No minor disciplinary tickets within 6 months of applying.
 - 3.4 No major disciplinary tickets within 1 year of applying.
 - 3.5 No Security Threat Group affiliation.
- 4.0 Special Needs Unit
 - 4.1 Medical/Mental Health shall approve all placements and discharges and coordinate movement through the Central Office Classification movement officer accordingly.
 - 4.2 Minimum and Medium Custody only.
 - 4.3 Sex Offenders are eligible.
 - 4.4 Inmates approved for Protective Custody are eligible.

ASPC-EYMAN - BEHAVIOR HEALTH (BMU) AND WATCH UNITS:

- 1.0 Medical/Mental Health shall approve all placements and discharges and coordinate movement through the Central Office Classification movement officer accordingly.
- 2.0 Special Management Unit (SMU) BMU:
 - 2.1 Minimum, Medium, Close and Maximum Custody inmates.
 - 2.2 Sex Offenders are eligible.
 - 2.3 Inmates approved for Protective Custody are eligible.
- 3.0 Browning and SMU Watch Units:
 - 3.1 Minimum, Medium, Close and Maximum Custody inmates.
 - 3.2 Sex Offenders are eligible.
 - 3.3 Inmates approved for Protective Custody are eligible.

ASPC-TUCSON - RINCON AND MANZANITA UNITS:

- 1.0 Medical/Mental Health shall approve all placements and discharges for the following units and coordinate movement through the Central Office Classification movement officer accordingly.
- 2.0 Manzanita Housing Unit 5 Residential Medical Housing:
 - 2.1 Minimum and Medium Custody only.
 - 2.2 No Sex Offenders.
 - 2.3 No inmates approved for Protective Custody.
- 3.0 Manzanita Housing Unit 6 Special Needs Unit:
 - 3.1 Minimum and Medium Custody only.
 - 3.2 Sex offenders are eligible.
 - 3.3 No inmates approved for Protective Custody.
- 4.0 Rincon Housing Unit 8 Able Special Needs Unit:
 - 4.1 Minimum, Medium, Close and Maximum Custody inmates.
 - 4.2 Sex offenders are eligible.
 - 4.3 Inmates approved for Protective Custody are eligible.

5.0 Rincon Housing Unit 9 Inpatient Care:

5.1 Minimum, Medium, Close and Maximum Custody inmates.

5.2 Sex Offenders are eligible.

5.3 Inmates approved for Protective Custody are eligible.

6.0 Rincon Housing Unit 7 Behavioral Health Unit:

6.1 Minimum, Medium, Close and Maximum Custody inmates.

6.2 Sex Offenders are eligible.

6.3 Inmates approved for Protective Custody are eligible.

7.0 Rincon Housing Unit 8 Mental Health Watches:

7.1 Minimum, Medium, Close and Maximum Custody inmates.

7.2 Sex Offenders are eligible.

7.3 Inmates approved for Protective Custody are eligible.

8.0 Overrides from Maximum to Close Custody, or Close to Medium Custody for medical reasons will be considered for inmates to be housed at the ASPC-Tucson units that do not allow for Close and Maximum Custody inmates. The unit CO IV will review on a case-by-case basis and consult with the medical and the unit administrator. The inmate's medical or mental health condition shall not be the primary determining factor in approving an override. The override shall be approved by Central Office Classification prior to placement. If the override is denied, the inmate shall be housed at the appropriate medical/mental health unit for the approved custody level in consultation with medical and mental health staff.

ASPC-PHOENIX - ASPEN UNIT:

1.0 Medical/Mental Health shall approve all placements and discharges.

1.1 Mental health staff at the referring facility shall submit an admission packet to the Mental Health Team Coordinator (MHTC).

1.2 Upon approval, the MHTC shall advise the Central Office Movement Officer to arrange transportation.

2.0 Classification Criteria:

2.1 Minimum and Medium Custody only.

2.2 Sex offenders are eligible.

- 2.3 Inmates approved for Protective Custody are eligible.
- 2.4 Inmates with more than ten years remaining to serve are excluded, unless approved by the Aspen Unit Deputy Warden and after consultation with the complex Warden.
- 2.5 No escapes/attempted escapes from a secure perimeter less than three years ago, or multiple such escapes/attempted escapes within the past ten years.
- 2.6 Mental Health score of 3 or 4 only.
- 2.7 Inmates with a sentence of Life, regardless of release eligibility are excluded, unless approved by the Aspen Unit Deputy Warden and after consultation with the complex Warden.

WATCH CELLS:

- 1.0 The following criteria shall apply to all beds identified as watch cells not addressed in this Director's Instruction:
 - 1.1 Medical/Mental Health shall approve all placements and discharges and coordinate movement through the Central Office Classification movement officer accordingly.
 - 1.2 Minimum, Medium, Close and Maximum Custody inmates.
 - 1.3 Sex Offenders are eligible.
 - 1.4 Inmates approved for Protective Custody are eligible.

DEFINITIONS:

INPATIENT CARE (IPC): Care provided to inmates with an illness or diagnosis that requires daily monitoring, medication and/or therapy, or assistance with activities of daily living at a level needing skilled nursing intervention.

SPECIAL NEEDS UNIT (SNU): Care provided to inmates with an illness or diagnosis that may require monitoring, medication and/or therapy less frequently than in an infirmary setting, or may require assistance with activities of daily living by unlicensed assistive personnel.

RESIDENTIAL CARE: Care provided to inmates whose health needs require a more protective medical environment than that in the general population housing areas. Equivalent to home care for those not confined to an institutional setting.

{Original Signature on File}