

CHAPTER: 700

Operational Security

DEPARTMENT ORDER:

719 – Integrated Housing Program

OFFICE OF PRIMARY  
RESPONSIBILITY:

OPS

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# Arizona Department of Corrections Rehabilitation and Reentry



Department Order Manual

A handwritten signature in black ink, appearing to read "Ryan Thornell", written over a horizontal line.

Ryan Thornell, Director

## TABLE OF CONTENTS

<b>PURPOSE .....</b>	<b>1</b>
<b>APPLICABILITY .....</b>	<b>1</b>
<b>RESPONSIBILITY .....</b>	<b>1</b>
<b>PROCEDURES .....</b>	<b>1</b>
<b>1.0 HOUSING ASSIGNMENT PRINCIPLES .....</b>	<b>1</b>
<b>2.0 INITIAL ASSESSMENT .....</b>	<b>1</b>
<b>3.0 HOUSING ASSIGNMENT .....</b>	<b>2</b>
<b>4.0 INTEGRATED HOUSING PROGRAM DECLARATION .....</b>	<b>2</b>
<b>5.0 CORRECTIONS PLAN .....</b>	<b>4</b>
<b>FORMS LIST .....</b>	<b>4</b>
<b>DEFINITIONS/GLOSSARY .....</b>	<b>4</b>

## **PURPOSE**

This Department Order (DO) establishes procedures for the integration of housing assignments, to include cells and dorms. Inmate housing assignments shall be determined in a manner that will ensure that the safety and security of the inmates are considered, as well as the safety and security of the public, staff, and institutions. Housing assignments shall be in accordance with the principles and criteria outlined in DO #704, Inmate Regulations.

## **APPLICABILITY**

This DO applies only **Department institutions** that have implemented the Integrated Housing Program (IHP).

## **RESPONSIBILITY**

Wardens and Deputy Wardens shall ensure inmate housing assignments yield the highest degree of safety possible when housing inmates in cells or dormitories.

## **PROCEDURES**

**1.0 HOUSING ASSIGNMENT PRINCIPLES** – The assigned custody level (Minimum, Medium, **Close**, and Maximum), the assigned Internal Risk Level (1-5), and the criteria outlined in DO #704, Inmate Regulations, shall be the primary criteria for all housing assignments.

- 1.1 An inmate's race shall not be used as a primary determining factor for housing assignments. **The inmate's Integrated Housing Program Declaration, signed in the Arizona Correctional Information System (ACIS) Integrated Housing Program Declaration Module, shall be taken into consideration.**
- 1.2 Inmates shall be assigned to the first available bed vacancy in accordance with DO #704, Inmate Regulations, and take into account individual case factors which include but are not limited to the following:
  - 1.2.1 Disciplinary history of racial violence
  - 1.2.2 History of being a victim or perpetrator of racial violence
  - 1.2.3 Security Threat Group (STG) or criminal street gang affiliation
  - 1.2.4 Current or prior convictions that were racially motivated

### **2.0 INITIAL ASSESSMENT**

- 2.1 **Inmates arriving at the Department's Reception Centers (Intake) shall be provided an orientation and briefing on the IHP process. Upon their transfer to their designated institution/facility assignment, the Correctional Officer (CO) III shall:**
  - 2.1.1 **Review the inmate record to determine any applicable factors outlined in section 1.2.1 through 1.2.4 above, interview the inmate and complete the Integrated Housing Program Declaration in ACIS module. The Declaration shall be completed in ACIS only. Any previous forms are obsolete and shall not be used.**

2.1.2 Determine the inmate’s “Integrated Housing Code” based on the inmate interview and research of the inmate record:

2.1.2.1 IRE (Inmate Racially Eligible) – Can live with members of any race.

2.1.2.2 IRP (Inmate Restricted Partially) – May be considered ineligible to live with inmates of a particular race, but is able to live with the member of at least one different race.

2.1.2.3 IRO (Inmate Restricted to Own) – Can only live with member of the same race. This cannot be based solely on the inmate’s **Integrated Housing Program Declaration**.

2.1.2.4 IRT (Inmate Restricted Temporarily by Custody) - Pending further review based on lack of documentation and/or inmate is required by policy to be single celled.

2.1.2.5 IRH (Inmate Refuses To House With Another Race, But No Valid Reason)

2.1.3 Ensure the inmate **affirms their IHP category selection by completing the signature section in ACIS. The interviewing staff shall complete the staff signature section in ACIS.**

2.1.3.1 If an inmate refuses to sign the **Integrated Housing Program Declaration**, it shall be annotated in **ACIS**.

2.2 Subsequent Assessment – Inmates **may formally make a request to change their status from IRH or IRO to IRP or IRE at each CO III or classification review meeting, and in accordance with section 5.0.**

**3.0 HOUSING ASSIGNMENT** - The Accountability and Movement Officer at the receiving unit shall review the inmate’s profile, ACIS housing screens, the inmate’s **Declaration** in the Integrated Housing Program Declaration **Module in ACIS**, and assign the inmate to an appropriate bed assignment in accordance with this DO and DO #704, Inmate Regulations.

#### **4.0 INTEGRATED HOUSING PROGRAM DECLARATION**

4.1 Inmates who refuse to house with any other race, and the Department has determined that the inmate does not have a valid reason for this declaration (IRH), shall be placed in the Earned Incentive Program (EIP) Phase I and/or Step I (for those inmates housed in Maximum Custody) until such time **they** revise **their Integrated Housing Program Declaration**.

4.2 Inmates in EIP Phase I or Maximum Custody Step I who have signed the **Integrated Housing Program Declaration in the ACIS Integrated Housing Program Declaration Module**, and have agreed to house with another race (IRE or IRP), shall advance to EIP Phase II or Step II.

4.2.1 Inmates do not need to meet the functional literary standard to advance to Phase II or Step II.

4.2.2 Inmates shall meet the functional literacy standard prior to advancing to Phase III or Step III.

- 4.3 Inmates in EIP Phase II or Maximum Custody Step II who have signed the **Integrated Housing Program Declaration** and have agreed to house with another race (IRE or IRP) shall remain a Phase II or Step II, and advance in Phase or Step pursuant to DO #809, Earned Incentive Program or DO #812, Inmate Maximum Custody Management and Incentive System.
- 4.4 Inmates in EIP Phase III or Maximum Custody Step III who have signed the **Integrated Housing Program Declaration** and have agreed to house with another race (IRE or IRP) shall remain in Phase III or Step III.
- 4.5 Inmates who have an Integrated Housing Code of **Inmate Restricted to Own (IRO)** or **Inmate Restricted by Custody (IRT)** if EIP Phase I or Maximum Custody Step I may advance to Phase II or Step II.
- 4.6 **Early** advancement from Phase I or Step I to Phase II or Step II through **the IHP election of IRE or IRP is only** available one time during the inmate's current incarceration period.
- 4.7 An inmate's Phase or Step may be reduced pursuant to DO #809, Earned Incentive Program and DO #812, Inmate Maximum Custody Management and Incentive System.
- 4.8 Inmates who have completed the **Integrated Housing Program Declaration** and have agreed to house with another race may receive incentives specific to those outlined in DO #906, Inmate Recreation/Arts and Crafts.
- 4.9 An eligible inmate who is under visitation sanctions may apply to have these sanctions suspended if the inmate is:
  - 4.9.1 On visitation suspension status of Loss of Visitation/Non-Contact Visitation sanction of 180 calendar days/365 calendar days or more, including indefinite.
  - 4.9.2 Participating in one or more programs to include clinical treatment, CO III programming, peer to peer education or a volunteer program (e.g., 12 step programs).
  - 4.9.3 Not deemed a security risk by Unit Administration.
- 4.10 Inmates may apply for suspension of visitation sanctions according to the following schedule:
  - 4.10.1 Visitation suspension sanction may be suspended to Non-Contact status after 90 calendar days if the conditions **outlined in section 4.9 through 4.9.3** are met and the inmate has no major disciplinary violations within 90 calendar days of applying.
  - 4.10.2 Visitation Non-Contact sanctions may be suspended to allow Contact visitation after 180 calendar days if the conditions **outlined in section 4.9 through 4.9.3** are met within 180 calendar days of applying.
  - 4.10.3 All applications for suspension of sanctions must be submitted by Inmate Letter, **Form 916-1**, to the Unit Administrator. The Unit Administrator's decision is final.
  - 4.10.4 Visitation sanction suspension may be revoked if the inmate fails to meet the eligibility requirement. An inmate who has had their visitation sanctions suspension revoked is not eligible to reapply for 180 calendar days.
- 4.11 The IHP level incentives do not apply to inmates in detention status.

4.12 The Integrated Housing Program Declaration shall remain in effect during the inmate’s entire incarceration, unless rescinded by the inmate in writing. The inmate does not need to be re-interviewed for each housing assignment.

4.12.1 An inmate who refuses a bed housing assignment consistent with **their Integrated Housing Program Declaration** shall be placed in Phase I and/or Step I until such time they accept the housing assignment or an equivalent housing assignment.

4.13 If at any time during incarceration an inmate wishes to change their decision about housing with another race, they may notify their assigned CO III, in writing, for review of appropriate housing assignment.

4.13.1 The CO III shall complete a new Integrated Housing Program Declaration **in** ACIS.

4.14 Inmates who are identified as **Inmate Refuse to House (IRH)** shall not be subject to disciplinary action or detention placement.

4.15 Inmates who are identified as **IRH** shall complete at a minimum the following programming:

4.15.1 Living with Others

4.15.2 Tolerating Differences

**5.0 CORRECTIONS PLAN – Inmates who have no election or any election other than IRE** shall be interviewed by the CO III **to complete or update their current election** at the inmates’ scheduled **Corrections Plan Review**, or when **they are** assigned a new bed assignment. **The impact for each election shall be explained during the interview.**

## **FORMS LIST**

916-1, Inmate Letter

## **DEFINITIONS/GLOSSARY**

Refer to the Glossary of Terms for the following:

- **Corrections Plan**
- **Inmate** Racially Eligible (IRE)
- **Inmate** Refusal to House (**IRH**)
- **Inmate** Restricted Partially (IRP)
- **Inmate** Restricted Temporarily (IRT)
- **Inmate** Restricted to Own (IRO)