

 <p>ARIZONA DEPARTMENT OF CORRECTIONS</p> <p>DEPARTMENT ORDER MANUAL</p>	CHAPTER: 700 OPERATIONAL SECURITY	OPR: OPS
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## PURPOSE

This Department Order provides consistent and uniform directions in reference to inmate regulations within the institution.

## RESPONSIBILITY

Wardens and Deputy Wardens shall ensure all inmates comply with this Department Order.

## PROCEDURES

### 704.01 INMATE HAIR STYLES AND HEAD GEAR

- 1.1 Hair shall not cover the eyes or ears, and shall be kept clean at all times.
- 1.2 Radical bizarre, carved, double-parted or other types of exotic hairstyles shall be prohibited.
- 1.3 Hair long enough to touch the top of the shoulders shall be worn tied back in a ponytail or bun seven days a week. Inmates may untie ponytails:
  - 1.3.1 While in their assigned housing unit.
  - 1.3.2 When going to or from the restroom or shower areas.
- 1.4 Inmates may wear their hair braided.
  - 1.4.1 For the inspection of inmates' hair for contraband during searches, staff shall direct inmates to remove braids or other concealing hair styles.
  - 1.4.2 If inmates are unable or unwilling to comply with a directive to remove braids or otherwise loosen their hair, staff shall (wearing latex gloves) physically search inmates' hair.
    - 1.4.2.1 Inmates may receive disciplinary action in accordance with Department Order #803, Inmate Disciplinary Procedure.
- 1.5 Wigs, toupees and other artificial hair pieces shall be prohibited, except for female inmates with medical conditions causing baldness.
- 1.6 Hair dyes or other chemical agents which may be used to change hair color shall be prohibited.
- 1.7 Head Gear
  - 1.7.1 State issued ball caps shall be worn with the bill facing forwards at all times.
    - 1.7.1.1 Bills shall not be flipped up and caps shall not be altered in any manner.

1.7.2 Inmates shall be permitted to wear head coverings in accordance with Department Order #904, Inmate Religious Activities/Marriage Requests.

1.7.3 Do-rags may only be worn inside the inmate living area (i.e., dorm, pod or cell).

#### **704.02 FACIAL HAIR**

1.1 Mustaches shall be kept neatly trimmed and shall not extend below the upper lip or beyond the corners of the mouth on either side.

1.2 Sideburns shall not extend below the center of the ear opening and shall be no wider at the bottom than at the top.

1.3 Full beards up to one inch in length are allowed, and shall be kept clean, trimmed and well-groomed at all times. Partial beards such as Fu Manchu, Vandyke or goatee styles shall not be authorized.

1.3.1 All inmates coming through any intake process at designated Department Reception Centers shall be required to shave any facial hair to facilitate a clean picture for the Mug Photo Interface Subsystem. This will occur regardless of previous intake processes that may have been completed by the inmate.

1.4 Medical Waivers - If medically necessary, contract Health Services staff may issue a medical waiver for the condition of Pseudofolliculitis Barbae.

#### **704.03 INMATE IDENTIFICATION CARDS**

1.1 The Inmate Identification Card shall be yellow and white in color, and contain a color photograph of the inmate, and the inmate's name, ADC number, height, weight, date of birth, eye and hair color. The Inmate Identification Card shall be issued immediately after completing the initial intake process in accordance with Department Order #901, Inmate Records Information and Court Action.

1.1.1 Photographs shall be taken in accordance with Department Order #901, Inmate Records Information and Court Action.

1.2 Inmates shall keep their Inmate Identification Card on their person at all times, except during times of recreation (excluding walking activity) or work activity, where the supervising staff member retains the Inmate Identification Card. Inmates shall have their Inmate Identification Card prominently displayed when walking to and from the recreation or exercise area.

1.3 When outside of their housing area, inmates shall have their Inmate Identification Card attached and prominently displayed.

1.3.1 Inmates housed on Minimum, Medium or Close Custody units shall have their Inmate Identification Card attached to their lanyard, prominently displayed around their neck and in front of their body.

1.3.1.1 When no shirt is worn, the Inmate Identification Card shall remain on the lanyard as outlined in 1.3.1 above, and shall not be worn tied or attached to any other area.

- 1.3.2 Inmates housed at Reception Centers, Maximum Custody units, detentions or designated mental health units, with the exception of Arizona State Prison Complex (ASPC) - Phoenix Aspen Unit, shall have their Inmate Identification Card prominently displayed toward the front on the upper chest using a clip.
  - 1.3.2.1 When no shirt is worn, the Inmate Identification Card shall be attached to the waistband of the lower garment, over the left hip, and shall not be worn attached to the zipper or groin area of a lower garment.
- 1.3.3 Inmates shall immediately surrender their Inmate Identification Card for inspection and identification upon staff request.
- 1.4 Department Transportation staff shall retain possession of an inmate's Inmate Identification Card when an inmate is transported to or from a Department institution and shall surrender it to the receiving officer upon arrival.
- 1.5 Inmates shall present their Inmate Identification Cards to the appropriate staff member to access mail, property, recreation, visitation, Inmate Resource Center/library, inmate store, medical appointments, receipt of medications, security control points and other services as deemed appropriate.
- 1.6 Upon release from the institution the inmate shall surrender the Inmate Identification Card to the Complex Offender Information Unit (OIU) to be shredded.

#### **704.04 REPLACEMENT OF INMATE IDENTIFICATION CARDS**

- 1.1 Each institution shall assign the responsibility of issuing replacement Inmate Identification Cards.
  - 1.1.1 Staff shall submit an Information Report, Form 105-2, when requesting the replacement of an inmate's Inmate Identification Card, indicating who is requesting the replacement and the reason for the replacement.
- 1.2 Replacement Inmate Identification Cards for inmates housed at Department institutions shall include photographs taken using the Mug Photo Interface Subsystem.
  - 1.2.1 For private prison facility inmates, digital camera photographs shall be sent to the closest Department institution for replacement Inmate Identification Card processing, along with a copy of the completed Inmate Request for Withdrawal, Form 905-1.
- 1.3 The Department shall replace Inmate Identification Cards at no cost to inmates when they are damaged through normal wear and tear or within 30 calendar days of arrival from a Department Reception Center should the inmate choose to grow a beard in accordance with this Department Order.
  - 1.3.1 The initial receiving institution shall verify the inmate's reception date through the appropriate Adult Information Management System (AIMS) screen.

- 1.4 Every inmate shall have a new photograph taken every five years of incarceration, in accordance with Department Order #901, Inmate Records Information and Court Action, at no cost to the inmate. The old Inmate Identification Card shall be surrendered upon replacement.
- 1.5 Inmates losing or damaging their Inmate Identification Card, lanyard or clip, or changing their appearance (i.e., growing or shaving facial hair, cutting hair, shaving of head, or new tattoos) shall immediately notify a staff member.
- 1.6 The assigned staff member shall:
  - 1.6.1 When feasible, take inmates to be fingerprinted using the FAST ID device to positively identify them prior to issuing a new Inmate Identification Card.
  - 1.6.2 Immediately re-photograph inmates when there are noticeable changes to their appearance.
  - 1.6.3 Complete an Inmate Request for Withdrawal form when Inmate Identification Cards are replaced due to loss, damage or change of appearance.
    - 1.6.3.1 If the inmate refuses to sign the Inmate Request for Withdrawal form, the refusal shall be documented on the form and forwarded to the Deputy Warden or designee for approval.
  - 1.6.4 Provide replacement Inmate Identification Cards to inmates. Old Inmate Identification Cards shall be surrendered upon replacement.
- 1.7 Inmates shall:
  - 1.7.1 Pay for the replacement of their Inmate Identification Card, unless the card is replaced due to normal wear and tear. This cost includes distribution of updated photographs.
  - 1.7.2 Purchase a replacement lanyard or clip at the inmate store, or staff shall provide the inmate with a lanyard or clip and ensure the inmate signs the Inmate Request for Withdrawal form.
- 1.8 The inmate's account shall be charged for the cost of the replacement Inmate Identification Card, lanyard and/or clip in accordance with Department Order #905, Inmate Banking/Money System. If the inmate is Health and Welfare Indigent, a new Inmate Identification Card, lanyard and/or clip shall be provided.
  - 1.8.1 All monies received from the replacement of Inmate Identification Cards shall be collected and deposited in accordance with Department Order #905, Inmate Banking/Money System.

**704.05 INMATE DRESS AND CLOTHING REQUIREMENTS** - Inmates shall present a neat, well-groomed appearance.

- 1.1 Fingernails shall be kept trimmed and shall not exceed 1/4 inch past the end of the fingers.
- 1.2 Clothing shall be worn as designed. Dying, marking or otherwise altering clothing or wearing it in a "fad" style is forbidden.

- 1.2.1 Pants shall not be worn in a "sagging" manner where the waistband is low on the hips, or in a "high-water" style.
- 1.2.2 Rolling the collar of a shirt to change its appearance is prohibited.
- 1.2.3 Clothing too large or small shall not be worn.
- 1.3 Inmates shall be dressed in gym shorts/pants/sweat pants and a shirt, or an appropriately fastened jumpsuit at all times when out of the cell or cubicle.
  - 1.3.1 All shirts shall be neatly tucked in at all times when out of the housing unit with the exception of sweatshirts and pullover outerwear shirts.
  - 1.3.2 Sweatpants and gym shorts shall only be worn for recreational activities when worn outside of the housing area.
  - 1.3.3 When in the run or cell, inmates shall not be in any state of undress, unless preparing for bed or immediately upon return from the shower.
  - 1.3.4 Male inmates may remove their shirts while participating in authorized recreational activities on the unit-designated athletic area.
  - 1.3.5 Female inmates shall wear pajamas and a robe when in the living areas, such as in dayrooms or open dorm areas, and to and from the shower and restroom areas.
- 1.4 Inmates violating clothing requirements shall be subject to disciplinary action in accordance with Department Order #803, Inmate Disciplinary Procedure.

**704.06 HOUSING UNIT REGULATIONS** - Inmates shall adhere to the following housing unit regulations.

- 1.1 General Regulations - The following shall be prohibited:
  - 1.1.1 Blocking of any fire door, cell wall and/or aisle.
  - 1.1.2 Placing any item on any cell wall or covering cell windows.
  - 1.1.3 Tampering with any security device, air vent, fire alarm system or light.
  - 1.1.4 Clotheslines of any type. Except for towels and wash cloths, items shall not be hung over beds.
  - 1.1.5 Homemade weights or exercise equipment of any kind.
  - 1.1.6 Attaching of any item to the wall, outside or inside of the locker, shelf, drawer, ceiling, door and/or bed, electrical outlets or electrical conduit. Approved items may be attached on approved bulletin boards.
  - 1.1.7 Any form of defacing; writing, drawing, painting on any part of the living area.
  - 1.1.8 Floor coverings of any kind.

- 1.1.9 Smoking inside all buildings and living areas, and within 20 feet of building entrances or window openings. (see Department Order #109, Smoking and Tobacco Regulations)
- 1.1.10 Excessive noise, yelling and loud talking.
- 1.2 Electronic Equipment - Violations of the following shall result in the equipment being confiscated, pending the resolution of the disciplinary process in accordance with Department Order #803, Inmate Disciplinary Procedure.
  - 1.2.1 Audio devices shall only be operated while headphones or earbuds are positioned over the ears and plugged into the equipment.
  - 1.2.2 Headphone volume shall not be loud enough as to be overheard by others.
  - 1.2.3 All electronic equipment, with the exception of a clock, shall be turned off when inmates leave their cell or their run.
  - 1.2.4 Inmates with reading lights shall not direct the light or shine it on other inmates, and/or other inmates' living areas.
  - 1.2.5 Additional pieces of equipment shall be neatly stored on the locker or shelf.
- 1.3 Laundering
  - 1.3.1 Laundering of any items in the cell or any areas within the run shall be prohibited.
  - 1.3.2 Towels and wash cloths shall be hung over the foot or the head of the bed in units where bed rails are available. When bed rails are unavailable, towels and wash cloths shall be hung on hooks or neatly folded and stored in the designated areas.
  - 1.3.3 Soiled laundry items shall be kept in fish net laundry bags and stored under the bed or in an area designed by the unit Deputy Warden.
- 1.4 Cell and Unit Regulations
  - 1.4.1 Cell and cubicle floors shall be swept and neatly maintained on a daily basis.
  - 1.4.2 Inmates shall remain in their assigned cell, bed or cubicle for count unless supervised by a staff member and placed on an authorized out count. Inmates shall not be in the shower or toilet area for count, unless assigned to a single cell.
  - 1.4.3 All food and beverage items shall be stored in their original containers and neatly stored in the locker, on shelves or in the inmate's ice chest. Empty containers are prohibited.
    - 1.4.3.1 Food items found in containers other than their original container, and/or empty containers shall be designated as contraband and confiscated.

- 1.4.3.2 The inmate store purchased ice chest shall be stored under the inmate's bed or desk.
- 1.4.4 Security night lights shall remain on at all times. Where applicable:
  - 1.4.4.1 Run and/or dormitory lights shall be turned on no later than 0630 hours daily. These lights will remain on only when there is not sufficient ambient light during daytime hours to ensure the safety and security of the area. At times of sufficient ambient light, they will be reduced.
  - 1.4.4.2 Run and/or dormitory lights shall be turned off at 2200 hours on week nights and 2400 hours on the weekend and holiday nights.
- 1.4.5 Beds and bedding regulations
  - 1.4.5.1 Inmates shall be authorized one pillow, one mattress, one blanket for summer, and two blankets for winter.
    - 1.4.5.1.1 Inmates may receive additional items with written authorization from health or administrative staff.
    - 1.4.5.1.2 Inmates being housed in tents shall be allowed three blankets from October 1st through April 30th.
    - 1.4.5.1.3 All mattresses shall be turned into the Sanitation Officer upon any bed location move. The Sanitation Officer shall evaluate the condition of each mattress and determine if it needs to be repaired and sanitized prior to redistribution or disposed of if severely damaged or soiled beyond repair and sanitization. A replacement mattress shall be assigned if a mattress was disposed of.
    - 1.4.5.1.4 The Sanitation Officer shall determine if the cause of a damaged mattress is normal wear and tear or the damage appears to be intentional. Intentional damage shall be addressed in accordance with Department Order #803, Inmate Disciplinary Procedure.
  - 1.4.5.2 All inmates' beds shall be made no later than 0730 hours each day.
    - 1.4.5.2.1 Sheets and blankets shall be tightly tucked in under the mattress.
    - 1.4.5.2.2 Blankets not in use shall be neatly folded at the foot of the bed. Comforters and personal bed spreads shall be neatly folded at the foot of the bed, in locations where these items are permitted.



- 1.4.5.2.3 When working, inmate night workers shall be exempt from the 0730 hour time frame. When not working, their beds shall be in compliance with this Department Order. A written "night worker" designation shall be posted at each inmate night worker's housing area. Staff shall designate and identify night workers.
- 1.4.5.3 Inmates may lie on top of their made up beds during the day when not at work or participating in program assignments, unless Health Services staff specifically indicate inmates must rest under the sheets and blankets.
- 1.4.6 Each unit shall supply plastic trash containers for inmate use in all inmate living areas. All trash containers shall be emptied daily.
- 1.4.7 Socialization between inmates is permitted on their own runs or in their own rooms.
- 1.5 Storage Areas - Including desks, shelving, partitions, lockers, dividers and bulletin boards.
  - 1.5.1 Nude and/or sexually explicit photographs, drawings, pictures and magazines shall be prohibited in accordance with Department Order #914, Inmate Mail.
  - 1.5.2 Pictures cut out of magazines and the magazines from which the pictures were removed from shall be confiscated as contraband.
  - 1.5.3 Two major appliances may be neatly placed on the locker, shelf or cubicle dividers and shall not obstruct staff views of the living areas.
  - 1.5.4 Inmate clothing shall be neatly folded and stored in either the inmate's locker or shelf when not being worn.
  - 1.5.5 When not in use, all personal property shall be neatly stored in either the locker or on the shelf.
  - 1.5.6 While in use, an inmate may have items such as stereos, arts and crafts materials, papers, etc., as needed within the cell or cubicle. When not in use, these items shall be stored as authorized.
  - 1.5.7 Locker doors shall be closed and secured when the inmate is outside of the housing unit or cell.
  - 1.5.8 All lockers, shelves, partitions, bunk rails, desks, window sills and appliances shall be clean and dust free.
  - 1.5.9 No dust or decorative covers of any type shall be authorized.
  - 1.5.10 Inmates assigned to Minimum, Medium and Close Custody units may have individual bulletin boards located in their personal housing areas.

- 1.5.10.1 Bulletin boards shall be at a minimum 18" by 18" and maximum of 24" by 24" in size.
- 1.5.10.2 No items shall extend beyond the edges of the bulletin boards.
- 1.5.10.3 Bulletin boards shall be attached to the locker door.
- 1.5.11 Inmates shall not move beds, lockers, shelves, partitions, bunks, bulletin boards or desks unless directed to do so by a staff member.
- 1.5.12 The only cardboard items permitted in inmate living areas shall be the "banker" style storage boxes sold in the inmate store as outlined in Department Order #909, Inmate Property.
  - 1.5.12.1 A maximum of four storage boxes purchased only through the inmate store shall be authorized. Limit one storage box for personal and/or religious property and up to three storage boxes for legal material and official Department correspondence. Boxes shall be kept in good condition at all times.
  - 1.5.12.2 The weight of each storage box shall not exceed 20 pounds.
  - 1.5.12.3 Inmate storage boxes shall be kept under the inmate's bed. Inmates living in top bunks shall store their storage boxes under the bottom bunk.
  - 1.5.12.4 Inmates without storage space available under their beds shall place their additional storage boxes in a neat and orderly manner within their living assigned area as designated by the unit.
- 1.6 Storage of legal materials by the Department shall be in accordance with Department Order #902, Inmate Legal Access to the Courts.
- 1.7 Appliance usage
  - 1.7.1 Any appliance altered in any way shall be designated as contraband and confiscated.
  - 1.7.2 No homemade antennas, remote controls, or other such items shall be authorized.
  - 1.7.3 Appliance cords shall be maintained neatly and untangled. No alterations, to include taping, shall be permitted.
  - 1.7.4 No appliance or decorative covers of any kind shall be permitted.
  - 1.7.5 Stickers on appliances or in living areas shall not be permitted.

## **704.07 HOUSING UNIT INSPECTIONS**

- 1.1 All inmates living areas shall be inspected daily by security staff.

- 1.2 Inspections shall be documented in the Correctional Service Log, Form 105-6.
- 1.3 The Chief of Security or designee shall:
  - 1.3.1 Conduct weekly inspections of all inmate living areas. These inspections shall be documented, by exception, in the Chief of Security's Monthly Report in accordance with Department Order #703, Security/Facility Inspections.
  - 1.3.2 Provide a written weekly report to the unit Deputy Warden detailing the areas of non-compliance and corrective action taken.
    - 1.3.2.1 Inmates not in compliance with the housing unit regulations may be subject to disciplinary action in accordance with Department Order #803, Inmate Disciplinary Procedure.

#### **704.08 INMATE HOUSING ASSIGNMENTS**

- 1.1 Wardens, Deputy Wardens and private prison Warden or Deputy Warden shall ensure inmate housing assignments yield the highest degree of safety possible when housing inmates in cells or dormitories.
- 1.2 Housing Assignment Principles - The assigned custody level (Minimum, Medium, Close and Maximum) and the assigned Internal Risk Level (1-5) shall be the primary criteria for all rated, temporary and special use housing to include detention units, Medical and Mental Health Units, Minors Units, transitory and holding areas for any duration.
- 1.3 In general, Minimum and Medium Custody inmates shall be housed in congregate settings such as dormitories and tents, but may also be housed in cells designed for double bunking.
- 1.4 Interstate Compact inmates shall be manually reviewed for placement in double cell environments in accordance with the criteria outlined in this Department Order.
- 1.5 Double Cell Environments
  - 1.5.1 Inmates housed in the following housing areas shall be exempt from 1.5.2 through 1.5.14.4 of this section:
    - 1.5.1.1 Dormitories, tents and other similar housing areas.
    - 1.5.1.2 Intake/Reception Centers, Medical or Mental Health Units, hospitals, and transitory housing.
    - 1.5.1.3 ASPC-Perryville – Minors Unit.
  - 1.5.2 Housing Assignment Reviews - The Accountability and Movement Officer shall document housing assignment recommendations based on the criteria outlined in this section on the appropriate AIMS screen during normal business hours.
    - 1.5.2.1 The unit Correctional Officer IV and/or the unit Chief of Security shall review the AIMS Schedule screen for housing recommendations and include their recommendation prior to submitting them to the unit Deputy Warden for final approval.

- 1.5.2.1.1 The recommendation for double bunking validated Security Threat Group (STG) inmates (V), to include those who are enrolled in the Step-Down Program (E), those who are monitored in Close Custody (M), and those housed in Close Custody who have completed Phase IV (C), shall include the interview results and recommendation from the Special Security Unit.
- 1.5.2.2 The unit Deputy Warden shall review the AIMS Schedule screen for housing recommendations and then approve or deny housing assignments and document decisions on the appropriate AIMS screen. The unit Deputy Warden shall be the final approval authority for all housing assignments.
- 1.5.2.3 The Shift Commander shall make the housing assignments after normal business hours, on weekends and on holidays, which shall be reviewed by the unit Deputy Warden the next business day.
- 1.5.3 Custody Criteria for Double Cell Environments
  - 1.5.3.1 Minimum Custody Inmates
    - 1.5.3.1.1 Minimum Custody inmates shall not be housed with Close or Maximum Custody inmates at any time.
    - 1.5.3.1.2 Minimum Custody inmates may be housed with Medium Custody inmates in the same double cell when there are no other beds available; their internal risk scores are approximately the same; and they are otherwise similarly situated. Additional cell placement requirements and considerations are specified in this section below.
  - 1.5.3.2 Medium Custody Inmates
    - 1.5.3.2.1 Medium Custody inmates shall not be housed with Maximum Custody inmates at any time.
    - 1.5.3.2.2 Medium Custody inmates may be housed with Minimum or Close Custody inmates in the same double cell when there are no other beds available; their internal risk scores are approximately the same; and they are otherwise similarly situated. Additional cell placement requirements and considerations are specified in this section below.
  - 1.5.3.3 Close Custody Inmates
    - 1.5.3.3.1 Close Custody inmates shall not be housed with Maximum Custody inmates.

- 1.5.3.3.2 Close Custody inmates may be housed with Medium Custody inmates in the same double cell when there are no other beds available; their internal risk scores are approximately the same; and they are otherwise similarly situated. Additional cell placement requirements and considerations are specified in this section below.
- 1.5.4 Internal Risk (IR) Score Criteria - The following Internal Risk Score criteria shall be used for double cell housing inmates not in the same custody level:
  - 1.5.4.1 IR-1 and IR-2 may be housed together.
  - 1.5.4.2 IR-2 and IR-3 may be housed together.
  - 1.5.4.3 IR-3 and IR-4 may be housed together.
  - 1.5.4.4 IR-5 shall be housed in accordance with Maximum Custody inmates.
- 1.5.5 Maximum Custody inmates and/or inmates with an IR-5 may be housed together provided each inmate is placed using the criteria outlined in this Department Order.
  - 1.5.5.1 Maximum Custody inmates with elevated mental health needs, who are housed in a mental health program, may be double bunked if identified, screened and approved by the Warden, Deputy Warden or designee from the receiving unit and the Mental Health Supervising Psychologist or designee. Mental Health Program placement may include Mental Health Watches as appropriate, the Mental Health Step-Down, Behavioral Health Unit and Mental Health Programs.
- 1.5.6 Security Threat Groups (STG)
  - 1.5.6.1 STG/Debriefed inmates (D) shall only be double-bunked with other debriefed inmates after successfully passing a polygraph. The inmates do not need to be affiliated with the same STG. (see Department Order #806, Security Threat Groups (STGs))
  - 1.5.6.2 STG-validated inmates (V) may be double-bunked with other validated inmates with the same STG affiliation. Validated inmates enrolled in the STG Step-Down Program (E) may be double-bunked with other inmates enrolled in the program with the same STG affiliation. Inmates pending appeal (A) and those pending debrief (P) shall not be double-bunked.
  - 1.5.6.3 STG-validated inmates who have completed the STG Step-Down Program and have moved to Close Custody, but have not completed Phase IV (M) may only be housed with other validated inmates status (M) of the same STG affiliation.

- 1.5.6.4 STG-validated inmates who have completed Phase IV of the STG Step-Down Program in Close Custody (C) may be housed with any other inmate in Close Custody, as long as all other criteria outlined in this Department Order are met.
- 1.5.6.5 The CO IV shall have the Special Security Unit interview the STG inmates prior to double bunking and submit their recommendation to the Deputy Warden for final approval.
- 1.5.7 Condemned Row - Inmates on condemned row may be double-bunked after the first 180 days of incarceration.
- 1.5.8 Protective Custody - Protective Custody inmates shall only be housed with other Protective Custody inmates.
  - 1.5.8.1 Inmates identified as sex offenders shall not be housed with general population inmates. Sex offender inmates are identified as follows:
    - 1.5.8.1.1 Inmates with a sex offender status of "A".
    - 1.5.8.1.2 Inmates with a sex offender status of "B" through "N" who have elected to house on a sex offender unit.
  - 1.5.8.2 Female inmates shall be exempt from 1.5.8.1 through 1.5.8.1.2 of this section.
  - 1.5.8.3 Inmates identified as sex offenders and approved for Protective Custody may be housed with other Protective Custody inmates.
- 1.5.9 Additional Double Cell Environment Placement Requirements
  - 1.5.9.1 Neither inmate placed together in a double cell environment shall have:
    - 1.5.9.1.1 A "Do Not House With" (DNHW) with each other.
    - 1.5.9.1.2 An active court appeal pending the death sentence.
    - 1.5.9.1.3 A new First Degree Murder commitment and/or life sentence (to include natural life, and 25 to 35 years to life), prior to the first 180-day review.
  - 1.5.9.2 Inmates with current convictions for violent offenses shall not be housed with inmates with current convictions for non-violent offenses. This includes Preparatory Offenses of Attempt, Solicitation, Conspiracy and Facilitation. (see Attachment A, Violent Offenses)

- 1.5.9.3 Inmates with non-violent current convictions shall be within the below time frames in order to be housed together:
  - 1.5.9.3.1 0 – 15 years remaining to serve.
  - 1.5.9.3.2 16 – 25 years remaining to serve.
  - 1.5.9.3.3 25 or more years to serve.
  - 1.5.9.3.4 Inmates within five years of each other’s years remaining to serve earliest release date may be housed together even in different “remaining to serve” groups (non-violent), as specified above.
- 1.5.9.4 Inmates with violent current convictions shall be within the following time frames in order to be housed together:
  - 1.5.9.4.1 0 – 10 years remaining to serve.
  - 1.5.9.4.2 11 – 15 years remaining to serve.
  - 1.5.9.4.3 16 or more years remaining to serve.
  - 1.5.9.4.4 Inmates within three years of each other’s remaining to serve earliest release date may be housed together even if they are in different “remaining to serve” groups (violent), as specified above.
- 1.5.10 Inmates approved by the Offender Services Bureau Administrator or designee as a high risk sex victim and/or sex abuser shall not be housed in the same double cell together.
- 1.5.11 Additional Considerations For Double Cell Environment Placement - The following may also be considered in an inmate's placement in a double cell environment with another inmate:
  - 1.5.11.1 Prison disciplinary history within the last two years, including violent and non-violent charges.
  - 1.5.11.2 History of institutional violence and/or predatory behavior within the last two years.
  - 1.5.11.3 STG or related information.
  - 1.5.11.4 Physical and mental conditions or limitations and Americans with Disabilities Act (ADA) considerations.
  - 1.5.11.5 Detention Placement/Reason (i.e., Investigation 2A, disciplinary, Protective Custody status, Maximum Custody, Return to Custody, Detainer, medical and mental health concerns).

- 1.5.12 The Deputy Warden may deem inmates inappropriate for double cell environments based on their history of being assaulted and other exigent circumstances.
- 1.5.13 Changes in custody level shall not automatically require a housing change. For example, when two Close Custody inmates are being housed together and one of the inmate’s custody levels is reduced or increased, the inmates may continue to be housed together.
- 1.5.14 Exceptions - The unit Deputy Warden may authorize exceptions to the double cell placement criteria of this Department Order by documenting the reason on each inmate’s appropriate AIMS screen. Exceptions include, but are not limited to:
  - 1.5.14.1 Inmates housed in higher custody units as a facility override.
  - 1.5.14.2 Inmates housed in detention pending Maximum Custody.
  - 1.5.14.3 Inmates housed in detention pending Protective Custody review in accordance with Department Order #805, Protective Custody.
  - 1.5.14.4 Maximum and Close Custody inmates housed in detention.

## 1.6 Medical and Mental Health Units

- 1.6.1 ASPC-Phoenix (Flamenco and Baker Ward) - 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.
  - 1.6.1.1 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.
  - 1.6.1.2 Inmates approved for placement at Baker or Flamenco Wards who have DNHW conflicts with other inmates at these units shall be reviewed on a case by case basis to determine if the DNHW conflict would make them ineligible for placement, or could be overridden or resolved.
  - 1.6.1.3 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.
  - 1.6.1.4 Baker Ward
    - 1.6.1.4.1 Maximum Custody and below.
    - 1.6.1.4.2 Inmates approved for Protective Custody are eligible.
    - 1.6.1.4.3 Sex offenders are eligible.



- 1.6.1.5 King Ward
  - 1.6.1.5.1 Close Custody and below. Maximum Custody inmates shall be overridden to Close Custody.
  - 1.6.1.5.2 No inmates approved for Protective Custody.
  - 1.6.1.5.3 Sex offenders are eligible.
- 1.6.1.6 John Ward
  - 1.6.1.6.1 Close Custody and below. Maximum Custody inmates shall be overridden to Close Custody.
  - 1.6.1.6.2 Protective Custody inmates only.
  - 1.6.1.6.3 Sex offenders approved for Protective Custody are eligible.
- 1.6.1.7 Ida Ward
  - 1.6.1.7.1 Close Custody and below. Maximum Custody inmates shall be overridden to Close Custody.
  - 1.6.1.7.2 No inmates approved for Protective Custody.
  - 1.6.1.7.3 Sex offenders are eligible.
- 1.6.1.8 George Ward
  - 1.6.1.8.1 Close Custody and below (female inmates only). Maximum Custody inmates shall be overridden to Close Custody.
  - 1.6.1.8.2 Protective Custody inmates are eligible.
  - 1.6.1.8.3 Sex offenders are eligible.
- 1.6.2 ASPC-Lewis (Inpatient Care Unit) – Health Services shall approve all placements and discharges and coordinate movement through the Central Office Classification movement officer accordingly.
  - 1.6.2.1 Minimum, Medium, Close and Maximum Custody inmates.
  - 1.6.2.2 Sex offenders are eligible.
  - 1.6.2.3 Inmates approved for Protective Custody are eligible.
- 1.6.3 ASPC-Florence (Inpatient Care Housing Units and Kasson Mental Health Watches) – Health Services/Mental Health Services shall approve all placements and discharges and coordinate movement through the Central Office Classification movement officer accordingly.

- 1.6.3.1 Minimum, Medium, Close and Maximum Custody inmates.
- 1.6.3.2 Sex offenders are eligible.
- 1.6.3.3 Inmates approved for Protective Custody are eligible.
- 1.6.4 ASPC-Perryville (Inpatient Care (IPC) Unit, Lumley Mental Health Unit, Mental Health Watch Cells, Women’s Treatment Unit (WTU) and the Special Needs Unit) – Health Services/Mental Health Services shall approve all placements and discharges and coordinate movement through the Central Office Classification movement officer accordingly.
  - 1.6.4.1 Inpatient Care Unit, Lumley Mental Health Unit, Special Needs Unit and Watch Cells
    - 1.6.4.1.1 Minimum, Medium, Close and Maximum Custody inmates.
    - 1.6.4.1.2 Sex offenders are eligible.
    - 1.6.4.1.3 Inmates approved for Protective Custody are eligible.
  - 1.6.4.2 Women’s Treatment Unit - Mental Health Services shall approve all placements and discharges in accordance with the Mental Health Technical Manual.
    - 1.6.4.2.1 Minimum and Medium Custody only.
    - 1.6.4.2.2 No minor disciplinary tickets within six months of applying.
    - 1.6.4.2.3 No major disciplinary tickets within one year of applying.
    - 1.6.4.2.4 No Security Threat Group affiliation.
  - 1.6.4.3 Special Needs Unit - Health Services/Mental Health Services shall approve all placements and discharges and coordinate movement through the Central Office Classification movement officer accordingly.
    - 1.6.4.3.1 Minimum and Medium Custody only.
    - 1.6.4.3.2 Sex offenders are eligible.
    - 1.6.4.3.3 Inmates approved for Protective Custody are eligible.
- 1.6.5 ASPC-Eyman (Behavior Health and Watch Units) - Health Services/Mental Health Services shall approve all placements and discharges and coordinate movement through the Central Office Classification movement officer accordingly.

- 1.6.5.1 Special Management Unit (SMU) Behavior Health
  - 1.6.5.1.1 Minimum, Medium, Close and Maximum Custody inmates.
  - 1.6.5.1.2 Sex offenders are eligible.
  - 1.6.5.1.3 Inmates approved for Protective Custody are eligible.
- 1.6.5.2 Browning and SMU Watch Units
  - 1.6.5.2.1 Minimum, Medium, Close and Maximum Custody inmates.
  - 1.6.5.2.2 Sex offenders are eligible.
  - 1.6.5.2.3 Inmates approved for Protective Custody are eligible.
- 1.6.6 ASPC-Tucson (Rincon and Manzanita Units) - Health Services/Mental Health Services shall approve all placements and discharges for the following units and coordinate movement through the Central Office Classification movement officer accordingly.
  - 1.6.6.1 Manzanita Housing Unit 5 Residential Medical Housing
    - 1.6.6.1.1 Minimum and Medium Custody only.
    - 1.6.6.1.2 No sex offenders.
    - 1.6.6.1.3 No inmates approved for Protective Custody.
  - 1.6.6.2 Manzanita Housing Unit 6 Special Needs Unit
    - 1.6.6.2.1 Minimum and Medium Custody only.
    - 1.6.6.2.2 Sex offenders are eligible.
    - 1.6.6.2.3 No inmates approved for Protective Custody.
  - 1.6.6.3 Rincon Housing Unit 8 Able Special Needs Unit
    - 1.6.6.3.1 Minimum, Medium, Close and Maximum Custody inmates.
    - 1.6.6.3.2 Sex offenders are eligible.
    - 1.6.6.3.3 Inmates approved for Protective Custody are eligible.

- 1.6.6.4 Rincon Housing Unit 9 Inpatient Care
  - 1.6.6.4.1 Minimum, Medium, Close and Maximum Custody inmates.
  - 1.6.6.4.2 Sex offenders are eligible.
  - 1.6.6.4.3 Inmates approved for Protective Custody are eligible.
- 1.6.6.5 Rincon Housing Unit 7 Behavioral Health Unit
  - 1.6.6.5.1 Minimum, Medium, Close and Maximum Custody inmates.
  - 1.6.6.5.2 Sex offenders are eligible.
  - 1.6.6.5.3 Inmates approved for Protective Custody are eligible.
- 1.6.6.6 Rincon Housing Unit 8 Mental Health Watches
  - 1.6.6.6.1 Minimum, Medium, Close and Maximum Custody inmates.
  - 1.6.6.6.2 Sex offenders are eligible.
  - 1.6.6.6.3 Inmates approved for Protective Custody are eligible.
- 1.6.6.7 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.
  - 1.6.6.7.1 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 Health Services and Mental Health Services staff.
- 1.6.7 ASPC-Phoenix (Aspen Unit) - Health Services/Mental Health Services shall approve all placements and discharges. Mental health staff at the referring facility shall submit an admission packet to the Mental Health Team Coordinator (MHTC), who shall, upon approval, advise the Central Office Classification movement officer to arrange transportation.

- 1.6.7.1 Classification Criteria:
  - 1.6.7.1.1 Minimum and Medium Custody only.
  - 1.6.7.1.2 Sex offenders are eligible.
  - 1.6.7.1.3 Inmates approved for Protective Custody are eligible.
  - 1.6.7.1.4 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.
  - 1.6.7.1.5 No escapes/attempted escapes from a secure perimeter less than three years ago, or multiple such escapes/attempted escapes within the past ten years.
  - 1.6.7.1.6 Mental Health score of 3 or 4 only.
  - 1.6.7.1.7 Inmates with a life sentence, regardless of release eligibility are excluded, unless approved by the Aspen Unit Deputy Warden and after consultation with the complex Warden.

1.6.8 Watch Cells - The following criteria shall apply to all beds identified as watch cells:

- 1.6.8.1 Health Services/Mental Health Services shall approve all placements and discharges and coordinate movement through the Central Office Classification movement officer accordingly.
- 1.6.8.2 Minimum, Medium, Close and Maximum Custody inmates.
- 1.6.8.3 Sex offenders are eligible.
- 1.6.8.4 Inmates approved for Protective Custody are eligible.

## 704.09 REFUSAL TO HOUSE PROCEDURES

- 1.1 Inmates refusing to house shall be interviewed by the Shift Commander prior to the end of the shift. The Shift Commander shall interview the inmate to determine their reason for refusing to house, and shall explain the possible consequences for refusing to house as outlined in this section.
  - 1.1.1 For refusals to house based on an inmate’s sex offense history, child abuse or dangerous crimes against children conviction, the sex offender housing process shall be followed in accordance with Department Order #801, Inmate Classification and the Classification Technical Manual.

- 1.1.2 For refusals to house based on drug debts, an inmate shall be placed under investigation and issued a major disciplinary violation for Possession of Drugs and Narcotics (37B) in accordance with Department Order #803, Inmate Disciplinary Procedure.
- 1.1.3 For refusals to house due to an inmate's not agreeing with the Protective Custody Unit placement designated by the Central Office Classification Unit, consequences for the inmate's refusal to house shall be in accordance with 1.2 through 1.4.3 of this section.
- 1.1.4 Sound correctional judgment shall be used to determine if an inmate has legitimate issues not previously addressed and if a new Protective Custody review process is required.
- 1.2 Inmates placed in detention shall lose all property, visitation and phone call privileges, except for hygiene, legal and religious materials.
- 1.3 Inmates shall be issued a major disciplinary violation for Disobeying an Order (25B) in accordance with Department Order #803, Inmate Disciplinary Procedure.
  - 1.3.1 Inmates shall be directed to move to their assigned housing location on a daily basis. A major disciplinary violation (25B) shall be issued each day they refuse to house.
    - 1.3.1.1 A minimum of five earned release credits may be forfeited and inmates may be placed in a Non-earning Release Credit Class III status for a minimum of 30 days if found guilty. Non-earning Release Credit III status time shall run consecutively for each violation.
- 1.4 Each time custody level increases due to discipline, inmates shall be advised of their new approved housing location.
  - 1.4.1 If inmates refuse the new housing assignment, the process shall continue.
  - 1.4.2 Once inmates score out as Maximum Custody, an override to a Close Custody unit shall be considered prior to moving inmates to Maximum Custody.
  - 1.4.3 At no time shall an override to Maximum Custody be requested. An inmate's custody level must increase through the disciplinary process before Maximum Custody may be considered.

#### **704.10 TEMPORARY HOLDING ENCLOSURES**

- 1.1 Temporary outdoor holding enclosures shall:
  - 1.1.1 Only be occupied by inmates of the same custody level following the processes outlined in this Department Order.
  - 1.1.2 Be used as a control measure to confine and restrict inmate movement on a temporary/short term basis and for no more than one hour.

- 1.1.2.1 Any extension beyond one hour shall require Deputy Warden or on-call Duty Officer (Associate Deputy Warden and above) approval.
- 1.1.3 Be in direct view of staff.
- 1.1.4 Be inside (Mental Health Observation) or outside a building (Recreation, Central Intake Processing, Medical Waiting Area, Ingress/Egress or Movement).
- 1.2 Routine usage of an outdoor holding enclosure shall include, awaiting a scheduled medical appointment, turn out for assigned work, education or treatment program.
- 1.3 Placement of inmates in outdoor holding enclosures shall not be for disciplinary reasons.
- 1.4 Inmates shall not be placed in outdoor enclosures pending transfer to Mental Health Watch, detention assignment or awaiting transfer to another unit/institution. Inmates may be held at inside enclosures with environmental temperature controls; however, placement may not exceed the two hour limit without the Warden’s approval.
- 1.5 The unit Deputy Warden or in his absence the on-call Duty Officer (Associate Deputy Warden and above) shall approve the placement of an inmate in a holding enclosure, outside of routine usage.
  - 1.5.1 The unit Deputy Warden or in his absence the on-call Duty Officer shall consider the following prior to approving the use of the temporary holding enclosure:
    - 1.5.1.1 The availability of staff to provide the prescribed watch.
    - 1.5.1.2 The medical condition of the inmate.
    - 1.5.1.3 Any mental health status to include mental health score.
    - 1.5.1.4 Any medication prescribed to the inmate, particular attention to any psychotropic medications.
  - 1.5.2 The Shift Commander shall ensure an Observation Record, Form 1101-16, is initiated and staff document observation in accordance with Department Order #807, Inmate Suicide Prevention, Mental Health Watches, and Progressive Mental Health Restraints, and the time between observations shall not exceed 30 minutes.
    - 1.5.2.1 Each time a staff member completes the observation of the inmate and logs the results they shall notify the unit Control room to log their observation.
  - 1.5.3 The Observation Record form shall be on a clip board strategically placed at the holding enclosure available to any command staff for review.
  - 1.5.4 A supervisor shall review the Observation Record form and observe the inmate every half hour verifying health and safety of the inmate.

- 1.5.4.1 At shift change the on-coming Shift Commander shall review all holding enclosures for occupancy, observe any inmate in the enclosures, check to verify the time the inmate has been in the enclosure and sign the Observation Record form.
- 1.5.5 Under exigent circumstances inmates may be placed in an outdoor enclosure without the Deputy Warden’s approval. These circumstances would include the immediate need to separate combatants or requests for Protective Custody review.
  - 1.5.5.1 Within 30 minutes of placing an inmate in the outdoor holding enclosure for exigent reasons, the unit Deputy Warden or on-call Duty Officer shall review and approve.
  - 1.5.5.2 An inmate may not be assigned to an outdoor holding enclosure for more than one hour and the Shift Commander shall initiate 1.5.2 through 1.5.4.1 of this section.
- 1.5.6 Extension of the one hour limit shall require authorization by the Deputy Warden or after hours, the on-call Duty Officer.
  - 1.5.6.1 Extension of time shall be logged on the Observation Record form to include time of extension approval, which staff approved extension and purpose of the extension.
  - 1.5.6.2 Extensions may be approved for up to one hour only (a maximum of two hours).
- 1.5.7 Water shall be continuously available to inmates in the enclosure.
- 1.6 Inmates requiring use of bathroom facilities shall be accommodated.
- 1.7 Benches shall be available for the inmates to sit.
- 1.8 Outdoor holding enclosures shall:
  - 1.8.1 Be covered to provide shade.
  - 1.8.2 Provide a cooling or mister system.
  - 1.8.3 Provide a continuous water source.
- 704.11 INMATE EXERCISE ENCLOSURES (MAXIMUM CUSTODY/DETENTION/MENTAL HEALTH UNITS)**
  - 1.1 Inmates, with exception of those listed in 1.7 of this section, shall be afforded six hours of outdoor exercise weekly. Exercise periods shall be afforded to the inmate in two hour blocks, three times weekly.
  - 1.2 Movement of Maximum Custody inmates to and from exercise enclosures shall be logged in the Unit Control Room’s Correctional Service Log form.



1.2.1 Correctional Series staff shall make a visual check (health and welfare) on the inmates in the enclosures a minimum of every 30 minutes and ensure the check is logged in the Correctional Service Log form.

1.3 When a detention inmate goes to an exercise period, the movement shall be recorded on the Individual Inmate Detention Record, Form 804-3.

1.4 Water shall be available during the exercise period.

1.5 Outdoor exercise enclosures shall be covered to provide shade.

1.6 Outdoor exercise enclosures shall have either a mister system or evaporative cooler system for temperatures exceeding 100 degrees.

1.7 Mental health inmates housed in a designated Mental Health Unit/cell block shall be afforded the same number of hours for exercise weekly as general population inmates. Exercise periods for these inmates shall be one hour in duration only, six days per week.

1.7.1 Access to exercise areas shall be defined by mental health staff in three phases which increase the inmate's ability to access greater space and freedom of movement for exercise purposes.

**704.12 INMATE DELEGATION/CONTROL** – Wardens and Deputy Wardens shall:

1.1 Ensure inmates are not placed in a position of formal control or authority over other inmates.

1.2 Ensure staff report violations of this nature using an Information Report, Form 105-2, in accordance with Department Order #105, Information Reporting.

1.3 Designate a staff member to receive Information Reports concerning violations of this type.

**704.13 DISCRIMINATORY ACTS**

1.1 Employees shall report any known or alleged acts of discrimination against inmates by completing an Information Report form, and submitting the report to their first-line or any other appropriate supervisor.

1.2 Supervisors shall investigate reports of discrimination and take appropriate action to prevent and/or correct discriminatory acts against inmates.

**704.14 SPECIFIC RESPONSIBILITIES** - Wardens and Deputy Wardens shall:

1.1 Make reasonable modifications in job and program requirements, and/or minor site changes (e.g., wheelchair ramps, lowering shelves) to facilitate participation by disabled inmates, in accordance with Department Order #108, Americans with Disabilities Act Compliance.

1.2 Ensure inmate work assignments are based on the inmate's experience and skill level in accordance with the inmate's individual corrections plan, the applicable facility Priority Ranking Report(s), and applicable vacancies in work and/or program areas.

- 1.3 Afford inmates the right to practice their religion in accordance with Department Order #904, Inmate Religious Activities/Marriage Requests and Department Order #909, Inmate Property.
- 1.4 Afford inmates the opportunity to participate in available education, training and other programs provided they meet criteria established in Department Order #910, Inmate Education.

**704.15 INTERPRETERS** - Wardens and Deputy Wardens shall:

- 1.1 Provide interpreters for inmates in need of such services, which may include interpreters for language, literacy, the deaf, and the blind.
- 1.2 Recruit and provide interpreters in the following order:
  - 1.2.1 A staff member within the same prison or facility.
  - 1.2.2 A staff member in another institution, facility or bureau within the Department.
  - 1.2.3 A volunteer interpreter from a community service agency.
- 1.3 Maintain, by language, a list of staff and volunteers available as interpreters for their institutions and units.
- 1.4 Ensure interpreters are provided for inmates for Due Process proceedings, when necessary.

**704.16 ORIENTATION**

- 1.1 Applicable rules, regulations and Department Orders shall be read aloud during initial orientation for those inmates who are visually impaired, or have a language or literacy problem. Orientation staff shall ensure inmates understand the orientation materials.
- 1.3 Hearing impaired inmates shall receive a translation of orientation materials in sign language.
- 1.4 Orientations shall be documented on the appropriate AIMS screen.

## IMPLEMENTATION

The Division Director for Offender Operations shall ensure affected Post Orders are updated as necessary. Once distributed, Wardens and Deputy Wardens shall ensure the Post Orders are in place at the appropriate locations and maintained.

## DEFINITIONS

**CONTRABAND** – For the purpose of this Department Order, contraband is defined as any item considered to be a detriment to the safe and orderly operation of an institution or parole office. Contraband includes, but is not limited to:

- Any item that could be used as an aid to escape.

- Any non-legal written correspondence or communication discovered as a result of scanning incoming or outgoing legal mail.
- Any item that could be used to disguise or alter an inmate's appearance.
- Any item of clothing or items for personal use or consumption that are not cleared first through security or the property room of the institution.
- Cameras, video, audio or related equipment, unless authorized by order of written instructions.
- The introduction and/or possession of any separate components that may aid in the use of wireless devices and/or multimedia storage devices. This includes, but may not be limited to:
  - Cell phone chargers.
  - Mobile chargers.
  - Cell phone batteries.
  - Any other item that staff reasonably determines may aid in the use of wireless devices and/or multimedia storage devices.
- Allowable items which are:
  - Possessed without permission.
  - Discovered in improper locations.
  - Are over set allowable amounts.
  - Obtained in improper manners or methods.
  - In altered forms or conditions.

**CUSTODY LEVEL** - Refers to the public risk classification of inmates. Custody levels are Maximum, Close, Medium, and Minimum.

**DISCRIMINATION** - The denial of equal access and/or equal opportunities to certain groups or individuals.

**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.

**INTERNAL RISK** - Refers to the risk classification of inmates within the institutional setting. Internal Risk levels are 1 (minimum) through 5 (maximum).

**INTERPRETER FOR THE BLIND** - A person who translates verbal or written communication into Braille.

**INTERPRETER FOR THE DEAF** - A person who translates verbal or written communication into sign language.

**INTERPRETER FOR LITERACY** - A person who translates verbal or written communication into simpler terms.

**INTERPRETER OF LANGUAGE** - A person who translates verbal or written communication from one language to another language.

**REFUSAL TO HOUSE** - When inmates refuse to move to the housing location approved and assigned by Central Office Classification.

**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.

**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.

{Original Signature on File}

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Charles L. Ryan  
Director

**ATTACHMENT**

Attachment A – Violent Offenses

**CROSS-REFERENCE INDEX**

- Department Order #105, Information Reporting
- Department Order #109, Smoking and Tobacco Regulations
- Department Order #125, Sexual Offense Reporting
- Department Order #108, Americans with Disabilities Act Compliance
- Department Order #703, Security/Facility Inspections
- Department Order #718, Stun and Stun/Lethal Electrified Fences
- Department Order #801, Inmate Classification
- Department Order #803, Inmate Disciplinary Procedure
- Department Order #804, Inmate Behavior Control
- Department Order #805, Protective Custody
- Department Order #806, Security Threat Groups (STGs)
- Department Order #807, Inmate Suicide Prevention, Mental Health Watches, and Progressive Mental Health Restraints
- Department Order #810, Management of LGBTI Inmates
- Department Order #901, Inmate Records Information and Court Action
- Department Order #902, Inmate Legal Access to the Courts
- Department Order #904, Inmate Religious Activities/Marriage Requests
- Department Order #905, Inmate Banking/Money System

Department Order #906, Inmate Recreation/Arts and Crafts  
Department Order #909, Inmate Property  
Department Order #910, Inmate Education  
Department Order #914, Inmate Mail

## **AUTHORITY**

28 CFR, Part 36; 29 CFR, Parts 1602, 1627 and 1630, The Americans With Disabilities Act (ADA)

**VIOLENT OFFENSES**

COUNT	ARS CODE	DESCRIPTION	TYPE
1	130109	BURGLARY FIRST DEGREE	Violent
2	130118	SEXUALLY MOTIVATED OFFENSE	Violent
3	130201	ABDUCTION	Violent
4	130231	ARSON FIRST DEGREE	Violent
5	130241	ASSAULT	Violent
6	130242	ASSAULT	Violent
7	130243	SIMPLE ASSAULT	Violent
8	130244	SIMPLE ASSAULT & BATTERY	Violent
9	130245	AGGRAV ASSAULT & BATTERY	Violent
10	130248	ASSAULT W MURDER INTENT	Violent
11	130249	ASSAULT W DEADLY WEAPON	Violent
12	130250	ASSAULT BY PRISONER	Violent
13	130251	ASSAULT W CAUSTIC CHEMICAL	Violent
14	130252	ASSAULT W CERTAIN INTENT	Violent
15	130253	ASSAULT W FELONY INTENT	Violent
16	130359	SEND THREATENING LETTER	Violent
17	130385	DUELING	Violent
18	130392	ESCAPE FIRST DEGREE	Violent
19	130401	EXTORTION	Violent
20	130402	THEFT BY EXTORTION	Violent
21	130403	THEFT BY EXTORTION	Violent
22	130404	THEFT BY EXTORTION	Violent
23	130452	MURDER	Violent
24	130453	MURDER	Violent
25	130455	MANSLAUGHTER	Violent
26	130456	MANSLAUGHTER	Violent
27	130457	MANSLAUGHTER	Violent
28	130459	TRAIN OPERATOR CAUSE DEATH	Violent
29	130471	INCEST	Violent
30	130481	RESIST SUPPRESSION	Violent
31	130491	KIDNAPPING	Violent
32	130492	KIDNAP	Violent
33	130511	FAILURE PARNT PROVIDE CHLD	Violent
34	130532	PROD OR SELL OBSCENE ITEM	Violent
35	130534	COERCE ACCEPT OBSCENE PUBL	Violent
36	130536	GIVE MINOR OBSCENE ITEMS	Violent
37	130538	SEXUAL FILM-PHOTO OF MINOR	Violent
38	130541	RESISTING PUBLIC OFFICER	Violent
39	130587	TAKE CHILD FOR PROSTITUT	Violent
40	130611	RAPE	Violent
41	130614	RAPE	Violent
42	130615	CARNAL KNOWLDGE PUPL TEACH	Violent
43	130631	RIOT	Violent
44	130641	ROBBERY	Violent
45	130643	ROBBERY	Violent
46	130644	TRAIN ROBBERY	Violent

ATTACHMENT A  
DEPARTMENT ORDER 704  
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COUNT	ARS CODE	DESCRIPTION	TYPE
47	130653	CHILD MOLESTATION	Violent
48	130703	DEATH OR LIFE	Violent
49	130704	METHOD OF INFLICT DEATH	Violent
50	130705	DANG. CRIMES AG. CHILDREN	Violent
51	130706	VIOLENT/AGGRVTD OFFENDER	Violent
52	130707	SEDITION	Violent
53	130710	MURDER SECOND DEGREE	Violent
54	130711	TRESPASS FORCE OR VIOLENCE	Violent
55	130713	3RD VIOLENT/AGGRAVATED OFF	Violent
56	130751	DEATH OR LIFE	Violent
57	130757	METHOD OF INFLICT DEATH	Violent
58	130841	TAKE CHILD FROM PARENT	Violent
59	130845	SUBSTITUTE INFANT	Violent
60	130861	POISON W INTENT TO KILL	Violent
61	130862	POISON FOOD OR DRINK	Violent
62	130863	CRUELTY TO ANIMALS	Violent
63	130881	DERAIL OR WRECK TRAIN	Violent
64	130882	TAMPER W RAIL ROAD SWITCH	Violent
65	130886	UNLWFL KNOWLDG OF MESSAGE	Violent
66	130895	USE OF PHONE TO TERRIFY	Violent
67	130911	CONCEALED WEAPON	Violent
68	130915	POSS DEADLY WPN INTN ASSLT	Violent
69	130916	EXHIBITING A WEAPON NOT IN	Violent
70	130918	SALE OF FIREARM TO MINOR	Violent
71	130919	POSSESSION OF PISTOL	Violent
72	130922	EXPLODE W INTENT TO INJURE	Violent
73	130923	POSSESS EXPLOSIVE TO INJUR	Violent
74	130932	INCENDIARY DEVICE-USING	Violent
75	130961	FALSE IMPRISONMENT	Violent
76	131102	NEGLIGENT HOMICIDE	Violent
77	131103	MANSLAUGHTER	Violent
78	131104	MURDER 2ND DEGREE	Violent
79	131105	MURDER 1ST DEGREE	Violent
80	131201	ENDANGERMENT	Violent
81	131202	THREAT-INTIMIDATE	Violent
82	131203	ASSAULT	Violent
83	131204	AGGRAVATED ASSAULT	Violent
84	131205	UNLAW ADMIN LIQUOR/DRUG	Violent
85	131206	DANG/DEADLY ASLT BY PRSNR	Violent
86	131207	ASLT-INCT/PRICIPATE-RIOT	Violent
87	131208	ASSAULT-VICIOUS ANIMAL	Violent
88	131209	DRIVE BY SHOOTING	Violent
89	131211	DSCHG FIREARM AT A STRCTRE	Violent
90	131212	PRSNR ASSLT W/BODY FLUIDS	Violent
91	131223	PEACE BOND	Violent
92	131302	CUSTODIAL INTERFERENCE	Violent
93	131303	UNLAWFUL IMPRISONMENT	Violent
94	131304	KIDNAPPING	Violent

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COUNT	ARS CODE	DESCRIPTION	TYPE
95	131306	UNLAWFUL OBTAIN LABOR/SVCS	Violent
96	131307	SEX TRAFFICKING	Violent
97	131308	TRAFFICKING OF PERSONS	Violent
98	131402	INDECENT EXPOSURE	Violent
99	131403	PUBLIC SEXUAL INDECENCY	Violent
100	131404	SEXUAL ABUSE	Violent
101	131405	SEXUAL CONDUCT W MINOR	Violent
102	131406	SEXUAL ASSAULT	Violent
103	131409	OPEN/NOTORIOS COHAB/ADLTRY	Violent
104	131410	MOLESTATION OF CHILD	Violent
105	131411	CRIME AGAINST NATURE	Violent
106	131412	LEWD AND LASCIVIOUS ACTS	Violent
107	131417	CONTIN SEXUAL ABUSE CHILD	Violent
108	131418	SEX MISCONDUCT HLTH PROF	Violent
109	131419	UNLWFL SX CNDCT CORR/PRIS	Violent
110	131423	VIOLENT SEXUAL ASSAULT	Violent
111	131424	VOYEURISM	Violent
112	131508	BURGLARY 1ST DEGREE	Violent
113	131704	ARSON OF OCCUPD STRUCTURE	Violent
114	131705	ARSON OF OCCUPD JAIL/PRSN	Violent
115	131804	THEFT BY EXTORTION	Violent
116	131902	ROBBERY	Violent
117	131903	AGGRAVATED ROBBERY	Violent
118	131904	ARMED ROBBERY	Violent
119	132308	ASSIST CRIM SYND/LEAD GANG	Violent
120	132321	PART CRIMINAL STREET GANG	Violent
121	132504	ESCAPE FIRST DEGREE	Violent
122	132903	RIOT	Violent
123	132904	DISORDERLY CONDUCT	Violent
124	132912	UNLAW READ PHN/TELEG MSG	Violent
125	132923	STALKING	Violent
126	133101	WEAPONS & EXPLOSIVES (DEF)	Violent
127	133102	MISCNDCT INVOLVING WEAPONS	Violent
128	133104	DEPOSITING EXPLOSIVES	Violent
129	133107	DSCHRG FIREARM IN CITY LMT	Violent
130	133109	FIREARM TO MINOR	Violent
131	133111	MINOR WITH FIREARM	Violent
132	133113	FIREARM POSS-ADJUD DELIQT	Violent
133	133116	WEAR BDY ARMOR DURING FELNY	Violent
134	133206	TAKE CHILD FOR PROSTIT	Violent
135	133211	CHILD PROSTITUTION	Violent
136	133212	CHILD PROSTITUTION	Violent
137	133502	OBSCENE MATERIAL VIOLATION	Violent
138	133504	COERCE ACCEPT OBSC MTRL	Violent
139	133505	OBSCENE PRINTS AND ARTICLE	Violent
140	133506	FURNISH OBSC MTRL TO MINOR	Violent
141	133507	PUBLIC DISPLAY OBSCEN MTRL	Violent
142	133508	OBSCENE FILM/PHOTO MINORS	Violent



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COUNT	ARS CODE	DESCRIPTION	TYPE
143	133509	OBSC MTRL FAILUR TO RPT	Violent
144	133512	OBSC PHONN COMM TO MINORSS	Violent
145	133552	COMM SEX EXPLOIT OF MINOR	Violent
146	133553	SEX EXPLOIT OF MINOR	Violent
147	133554	LURE MINOR FOR SEX EXPLOIT	Violent
148	133556	ADMIT MINOR TO SEX DISPLAY	Violent
149	133558	ADMIT MINORS TO PUBLIC SEX	Violent
150	133601	DOMESTIC VIOLENCE	Violent
151	133608	INCEST	Violent
152	133623	CHILD/ADULT ABUSE	Violent
153	133704	ADD HRMFUL SUBST FOOD/DRNK	Violent
154	133821	FAIL TO REG AS SEX OFFNDR	Violent
155	133822	ADD/NAME CHG SEX OFFENDER	Violent
156	133824	SEX OFFENDER REG VIOL	Violent
157	240246	UNLWFL KILL LIVESTOCK	Violent
158	280602	HIT AND RUN WITH INJURIES	Violent
159	280611	HIT AND RUN WITH INJURIES	Violent
160	310130	DESTRUCTION OF PUBLIC JAIL	Violent
161	310232	PRISNR POSS DEADLY WEAPON	Violent
162	321966	DRUGS ADULTERATED	Violent
163	1360404	VIOLENT CRIMES	Violent
164	13060401	DANG. CRIMES AG. CHILDREN	Violent
165	13070901	SPECIAL SENTENCING ASSUALT	Violent
166	13090103	VIOLENT CRIMES	Violent
167	13140601	SEXUAL ASSAULT OF SPOUSE	Violent
168	13230801	TERRORISM	Violent
169	13291001	DOG FIGHTING	Violent
170	13292101	AGGRAVATED HARRASSMENT	Violent
171	13360102	AGGRAV. DOMESTIC VIOLENCE	Violent
172	130604U	AGG ASSAULT PEACE OFFICER	Violent
173	130643A	ROBBERY	Violent
174	130643B	ARMED ROBBERY	Violent
175	130704N	DANGEROUS	Violent
176	1310010	POSS KEYS TO COMMIT THFT	Violent
177	13-3109	FIREARM TO MINOR	Violent