

CHAPTER: 700

Operational Security

DEPARTMENT ORDER:

719 – Integrated Housing Program

OFFICE OF PRIMARY
RESPONSIBILITY:

OPS

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ACCESS

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Arizona Department of Corrections Rehabilitation and Reentry



Department Order Manual

A handwritten signature in black ink, appearing to read "David Shinn", is written over a horizontal line.

David Shinn, Director

TABLE OF CONTENTS

PURPOSE	1
APPLICABILITY	1
RESPONSIBILITY	1
PROCEDURES	1
1.0 HOUSING ASSIGNMENT PRINCIPLES	1
2.0 INITIAL ASSESSMENT	1
3.0 HOUSING ASSIGNMENT	2
4.0 INTEGRATED HOUSING PROGRAM DECLARATION	3
5.0 CORRECTIONS PLAN	4
DEFINITIONS/GLOSSARY	4

PURPOSE

This Department Order 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 Department Order #704, Inmate Regulations.

APPLICABILITY

This Department Order applies only to state facilities that have implemented the Integrated Housing Program (IHP) and does not apply to private prisons.

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) and the assigned Internal Risk Level (1-5) and the criteria outlined in Department Order #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.
- 1.2 Inmates shall be assigned to the first available bed vacancy in accordance with Department Order #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 Upon arrival to the Department's intake and reception centers, inmates shall be briefed on the integrated housing process and once transferred to a permanent unit, the Correctional Officer (CO) III shall:
 - 2.1.1 Complete Integrated Housing Program Declaration, Form 704-2, by interviewing the inmate and researching the inmate record, as needed, to determine any applicable factors outlined in section 1.2.1 through 1.2.4 above.
 - 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 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 signs and dates the Integrated Housing Program Declaration form indicating inmate has been advised of consequences of declaring housing with own race only or refusing a subsequent housing assignment.
 - 2.1.3.1 If the inmate refuses to sign, the form shall be annotated and an additional staff must witness and sign the form.
- 2.1.4 Enter the information from the Integrated Housing Program Declaration form onto the appropriate Arizona Correctional Information System (ACIS) screen to include justification of the selected Integrated Housing Code.
- 2.1.5 Place a copy of the Integrated Housing Program Declaration form in the institutional file and master record file.
- 2.2 For status population inmates (inmates who were already in Arizona Department of Corrections, Rehabilitation and Reentry (ADCRR) at the time of this implementation and who did not receive a briefing of the integrated housing process), each unit shall provide briefings to the inmate population prior to the integrated housing implementation at their unit. Following those briefings, the Correctional Officer (CO) III shall interview inmates at their unit within a specified timeframe in compliance with section 2.1 through 2.1.5 above.
- 2.3 Subsequent Assessment - Inmates do not require a subsequent follow-up interview and updated Integrated Housing Program Declaration form, unless the inmate requests to change his status or there is a compelling reason to do so.

3.0 HOUSING ASSIGNMENT - Upon arrival to the receiving unit, the Accountability Officer shall:

- 3.1 Review the appropriate ACIS housing screens and the Integrated Housing Program Declaration form or ACIS entry.
- 3.2 Based on a review of the inmate's profile, ACIS housing screens, and the inmate's declaration on the form, assign the inmate to an appropriate bed assignment in accordance with this Department Order and Department Order #704, Inmate Regulations.
 - 3.2.1 Update the ACIS housing screen.

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 (RH) 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 the inmate revises his/her declaration.
- 4.2 Inmates in EIP Phase I or Maximum Custody Step I who have signed the IHP declaration and have agreed to house with another race (RE or RP) 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 IHP declaration and have agreed to house with another race (RE or RP) shall remain a Phase II or Step II and advance in Phase or Step pursuant to Department Order #809, Earned Incentive Program or Department Order #812, Inmate Maximum Custody Management and Incentive System.
- 4.4 Inmates in EIP Phase III or Maximum Custody Step III who have signed the IHP declaration and have agreed to house with another race (RE or RP) shall remain in Phase III or Step III.
- 4.5 Inmates who have an Integrated Housing Code of Restricted to Own (RO) or Restricted by Custody (RT) if EIP Phase I or Maximum Custody Step I may advance to Phase II or Step II.
- 4.6 Advancement from Phase I or Step I to Phase II or Step II through this method 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 Department Order #809, Earned Incentive Program and Department Order #812, Inmate Maximum Custody Management and Incentive System.
- 4.8 Inmates who have completed the IHP declaration and have agreed to house with another race may receive incentives specific to those outlined in Department Order #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 above conditions 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 above conditions are met within 180 calendar days of applying.
 - 4.10.3 All applications for suspension of sanctions must be submitted by inmate letter 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 form 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 his/her 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 form and update the appropriate ACIS screen.
- 4.14 Inmates who are identified as Refuse to House (RH) shall not be subject to disciplinary action or detention placement.
- 4.15 Inmates who are identified as RH shall complete at a minimum the following programming:
 - 4.15.1 Living with Others
 - 4.15.2 Tolerating Differences
- 5.0 CORRECTIONS PLAN** - Inmates assigned to integrated housing units who have not been interviewed by the CO III and have not completed Integrated Housing Program Declaration form shall be reviewed at the inmates scheduled corrections plan review or when the inmate is assigned a new bed assignment.

DEFINITIONS/GLOSSARY

Refer to the Glossary of Terms