

**CHAPTER: 800**

**Inmate Management**

**DEPARTMENT ORDER:**

**813 – Close Management**

**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

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## **PURPOSE**

This Department Order establishes procedures governing the Close Management process and the violence reduction strategy.

## **PROCEDURES**

### **1.0 CLOSE MANAGEMENT OVERVIEW**

1.1 Close Management status is designed for inmates, who meets one or more of the below “Behavior Categories” and are considered as management problems, unable to live in general population yet not requiring Maximum Custody placement. Additionally, those inmates who demonstrate successful adjustment in Maximum Custody but deemed to require further structured supervision may be considered for placement in Close Management status. Recommendations made for Close Management shall fully and specifically document and explain how the inmate meets the specific criteria cited and why the inmate needs placement in close management.

- 1.1.1 The inmate was an active participant in, or incited, a disturbance or riot.
- 1.1.2 The inmate has conspired or attempted to convey, introduce or possess contraband, which poses a threat or danger to the security of the institution. Such items of contraband may include, but are not limited to weapons, drugs, ammunition, communication devices, or escape material.
- 1.1.3 The inmate escaped, attempted escape, or committed acts to facilitate an escape from custody.
- 1.1.4 Inmate identified as a potential predator based on one or more disciplinary reports for 39B, Threatening or Intimidating.
- 1.1.5 The inmate, through repetitive and/or seriously disruptive behavior, has demonstrated a chronic inability to adjust to a lower custody unit or general population environment, as evidenced by repeated guilty findings by the Disciplinary Hearing Officer (DHO).

### **2.0 CLOSE MANAGEMENT PLACEMENT**

- 2.1 The Warden, Deputy Warden or Associate Deputy Warden may initiate requests for placement into Close Management status.
  - 2.1.1 The Correctional Officer (CO) III or CO IV shall serve the inmate with the Notice of Hearing and Inmate Rights (Proposed Close Management Placement), Form 813-10, and a Request for Witness (Proposed Level 5 or Close Management Placement), Form 801-2, at least 48-hours prior to the commencement of the hearing.
    - 2.1.1.1 The Notice of Hearing and Inmate Rights (Proposed Close Management Placement) form shall include a detailed account of the incident(s) and any discipline rule violations used as rationale for the proposed placement, and a summary of the evidence relied on.

- 2.1.2 If the requestor intends to use the statement of a witness whose identity he/she intends to withhold, the written notice shall indicate the requestor's reliance and disclose as much of the substance of the information without jeopardizing the persons' safety or institutional security. This form is provided to the inmate at the time the Notice of Hearing and Inmate Rights (Proposed Close Management Placement) form is served.
  - 2.1.3 At the completion of the 48-hour preparation period or if the inmate waives his/her right to the 48-hours for preparation, conduct the Hearing. If the inmate refuses to sign the waiver, the Notice of Hearing and Inmate Rights (Proposed Close Management Placement) form shall be signed by two staff members. The inmate shall be provided a copy of the form.
  - 2.1.4 Document the reason(s) for the request on Close Management Placement Recommendation/Approval, Form 813-2. The Close Management Placement Recommendation/Approval form shall not be given to the inmate until it is returned from Central Office Classification with the final decision.
  - 2.1.5 Once the Hearing has been conducted the CO III shall update the appropriate Arizona Correctional Information System (ACIS) screen, indicating that the hearing has been conducted and that the documents have been forwarded to the Deputy Warden for review.
- 2.2 The Close Management Placement Recommendation/Approval form shall be forwarded to the Deputy Warden or designee, who shall approve or deny the recommendation within five workdays of receipt.
    - 2.2.1 If a Maximum Custody recommendation to place the inmate in Close Management status or the Close Management recommendation to place the inmate in Close Management status is approved, the packet shall be forwarded to the Warden or designee within one workday of receipt.
  - 2.3 The Warden or designee shall approve or deny the recommendation within five workdays of receipt.
    - 2.3.1 If the recommendation to place the inmate in Close Management status is approved, the packet shall be returned to the Deputy Warden or designee who shall:
      - 2.3.1.1 Make an ACIS entry indicating that the institution has completed their portion of the process and that the documents have been forwarded to Central Office Classification for review.
      - 2.3.1.2 Forward the recommendation to Central Office Classification within three workdays of receipt. All supporting documentation shall be included.
  - 2.4 The Central Office Classification Administrator or designee shall have the final approving authority for Close Management placements. Central Office Classification shall approve, modify, or deny the recommendation within five workdays of receipt. The Central Office Classification staff shall update the appropriate ACIS screen, documenting the Close Management decision.

- 2.4.1 Submitted recommendations that are not documented and explained in detail shall be returned for additional information or disapproved outright by Central Classification.
  - 2.4.1.1 For example, rationale limited to general statements such as, “Based on disciplinary report for staff assault” are insufficient and requires a summary of the inmate’s specific actions and analysis by staff on why the inmate needs close management placement.
- 2.4.2 Central Classification may modify a recommendation for Maximum Custody and determine to place the inmate in Close Management.
- 2.5 The inmate shall be notified of the decision made by the Central Office Classification Administrator or designee and provided a Notice of Appeal – Maximum Custody or Close Management Status Placement, Form 801-8.
  - 2.5.1 The inmate may be notified verbally by his/her assigned CO III, once ACIS comments have been entered by the Central Office Classification Administrator or designee, indicating that the process has been completed and what the final Close Management status determination is. If this form of notification is completed, the CO III shall make an ACIS comment on applicable screen indicating that the inmate was notified of his/her final custody decision and whether or not a Notice of Appeal form was served.
  - 2.5.2 The inmate may also be notified of the final decision when he/she receives the completed copy of the Close Management Recommendation/Approval form. If this form of notification is completed, the inmate shall contact his/her CO III and request a Notice of Appeal form. The CO III shall make an ACIS entry indicating that the inmate was notified of the final decision and whether or not a Notice of Appeal form was served.
  - 2.5.3 No person who approves an inmate placement in Close Management shall decide, or take part in deciding, the inmate’s appeal to Central Office Classification.

### **3.0 CLOSE MANAGEMENT REVIEWS**

- 3.1 Inmates placed into Close Management shall be provided a Close Management Overview, Form 813-3, within twenty-four (24) hours of placement into Close Management. The staff member shall note the date and time the sheet was provided to the inmate in the Inmate Activity/Behavior Log, Form 813-6.
  - 3.1.1 Significant interaction, behavioral observations, and key activities of inmates in Close Management shall be noted in the Inmate Activity/Behavior Log form.
- 3.2 Contract mental health staff shall conduct a mental health assessment within three business days of placement in Close Management status.
- 3.3 Education staff shall assess the inmate’s potential need for accommodations relating to Individuals with Disabilities Act (IDEA) or American Disabilities Act (ADA).

### 3.4 Close Management Review Team (CMRT) and Deputy Warden

#### 3.4.1 The Close Management Review Team (CMRT) shall:

- 3.4.1.1 Be comprised of a CO III (preferably the inmate's assigned CO III), a security staff member, and a mental health professional (if inmate is MH3 or higher).
- 3.4.1.2 Conduct all initial and subsequent reviews with the inmate in person and out of the cell.
- 3.4.1.3 Complete the Close Management Review, Form 813-1.
- 3.4.1.4 Forward all initial and subsequent reviews to the Deputy Warden for a final decision within five workdays of receipt.

#### 3.4.2 The Deputy Warden may:

- 3.4.2.1 Approve the CMRT recommendations.
- 3.4.2.2 Disapprove the CMRT recommendations.
  - 3.4.2.2.1 This is done when the CMRT recommendations suggest initial or continued placement in Close Management and the Deputy Warden disapproval specifically rescinds the inmate's Close Management status, reverting the inmate to Close Custody general population.
- 3.4.2.3 Modify the CMRT recommendations.
  - 3.4.2.3.1 This is done when the Deputy Warden determines that only a portion of the CMRT recommendations need to be revised (e.g., phase level or program recommendations). The Deputy Warden then specifies what needs to be modified.

#### 3.4.3 The Deputy Warden shall forward all initial and subsequent Close Management Review forms' final decision to the CMRT for implementation, and document all actions on the appropriate ACIS screen.

#### 3.4.4 The CMRT shall:

- 3.4.4.1 Ensure the inmate is provided a copy of the finalized Close Management Review form.
- 3.4.4.2 Implement the Deputy Warden's decision(s).
- 3.4.4.3 Document all initial and subsequent review actions in the appropriate ACIS screen.

### 3.5 Close Management Initial Review – The CMRT shall:

- 3.5.1 Conduct an initial review with the inmate in within 15 calendar days of placement in close management.

3.5.2 Establish the inmate's Improvement Plan Objectives and determine the next review (within 30, 60, 90, or 180 calendar days from current review date).

3.6 Close Management Subsequent Review – The CMRT shall:

3.6.1 Conduct a subsequent review with the inmate in accordance with the number of days since the last review as determined at the previous CMRT review.

3.6.2 Review the inmate's Improvement Plan Objectives and determine his/her compliance by reviewing the Inmate Activity/Behavior Log form. Based on the inmate's compliance with the Improvement Plan Objectives, discipline record, and attitude during the hearing the inmate's phase level and next review date shall be recommended. Additionally, the CMRT may revise the Improvement Plan Objectives as deemed appropriate.

**4.0 RELEASE FROM CLOSE MANAGEMENT**

4.1 Close Management Probationary Status - Inmates released from Close Management status to general population status, shall be released on a probationary basis term of no less than six months. Inmates shall abide by specific conditions that, if violated, subjects the inmate to placement directly back into Close Management status.

4.2 Probationary Criteria

4.2.1 No evidence of threatening or intimidating other inmates.

4.2.2 No guilty finding for a major discipline violation.

4.2.3 No refusal or removal from an academic education, Career and Technical Education (CTE) programs, treatment, or self-improvement program.

4.2.4 Other criteria as specified by the CMRT on a case-by-case basis.

4.3 Probationary Process

4.3.1 The CMRT shall determine the length of the probationary period and specifies any "other" criteria, as outlined in 4.2.4 above.

4.3.2 CMRT members and inmate shall sign the Close Management Probationary Release Agreement, Form 813-7. A copy of the form shall be provided to the inmate prior to release from Close Management status.

4.3.3 The assigned CO III shall monitor those inmates on his/her caseload with Close Management probationary periods for possible violations.

4.3.3.1 If the inmate violates any of the conditions, a Close Management Probationary Revocation Notification, Form 813-8, is completed by a staff member and a copy provided to the inmate. The inmate may be immediately placed in Close Management status, Phase I.

4.3.3.1.1 The CMRT shall conduct a Hearing with the inmate within ten workdays, and make a recommendation regarding the probationary revocation to Close Management status.

4.3.3.1.2 The Deputy Warden shall review the CMRT recommendation and make a recommendation to Central Office Classification within five workdays.

4.3.3.1.3 Central Office Classification shall review the Deputy Warden's recommendation and make a final decision within five workdays.

4.3.3.1.4 The final decision shall be provided by the unit to the inmate in writing. The inmate may appeal the decision within 15 calendar days.

**5.0 VIOLENCE REDUCTION STRATEGY - FORBIDDEN THREE** - Inmates, who have committed a serious assault on staff, committed a serious inmate on inmate assault with a weapon and multiple inmates assaulting an inmate with serious injury are subject to placement in Close Management as associates.

5.1 A guilty finding of one of the following discipline violations is required to document the incident as a Forbidden 3 for purposes of identifying the inmate as a perpetrator:

5.1.1 01A, Aggravated Assault (Inmate on Inmate) – Assault on another inmate

5.1.2 02A, Assault on Staff (that involved Serious Injury)

5.1.3 04A, Assault (Sexual)

5.1.4 11A, Murder (1st Degree)

5.1.5 12A, Murder (2nd Degree)

5.1.6 14A, Threatening or Intimidating (Gang Activity)

5.1.7 02B, Assault on Inmate

5.1.8 03B, Assault on Staff that Did Not Involve Serious Injury

5.1.9 04B, Assault on Staff by Throwing Substances

5.2 Identification Process - In the event of a prohibited act as defined in 5.0 above, the Shift Commander shall initiate a Violence Reduction Strategy Response Checklist, Form 813-9, and ensure that the following occur within the same shift of the incident:

5.2.1 The Criminal Investigation Unit (CIU) shall respond and assemble a team to identify the perpetrator(s) and associates.

5.2.1.1 The team shall include, at a minimum, security staff and CO IV and/or CO III(s) from the unit where the involved inmates are housed. Both day and swing shifts should be represented and information shall be gathered from line staff from all shifts and those staff involved in the incident.

5.2.1.2 Each team member shall complete a separate Inmate Associate List, Form 813-4, for each identified perpetrator, listing the perpetrator's known, close associates.

- 5.2.1.3 Upon compiling lists from all team members, CIU shall forward the information to Central Office Security Threat Group (STG), which will review and forward any additional information back to the unit.
- 5.2.1.4 For each perpetrator, CIU shall review the completed Inmate Associates Lists form and complete a list of associates, for the Deputy Warden/Incident Commander's review, using the Inmate Associate Recommendation, Form 813-5. The list shall only include inmates:
  - 5.2.1.4.1 Who are identified on more than one team member's Inmate Associate List form, and/or;
  - 5.2.1.4.2 For whom the association with the perpetrator is documented and confirmed through information for Central Office STG.
- 5.2.2 For each perpetrator, the Deputy Warden/Incident Commander shall review the Inmate Associate Recommendation form and:
  - 5.2.2.1 Approve or disapprove the recommendation.
    - 5.2.2.1.1 If there are more than six associates, the Regional Operations Director shall be the final approving authority.
  - 5.2.2.2 Forward the packet to the CO IV.
    - 5.2.2.2.1 The CO IV shall document the information into the appropriate ACIS screen.
- 5.2.3 Conditions not specified in this Department Order are otherwise the same as detention.
- 5.2.4 Inmates may appeal placement into or continued placement in Close Management as outlined in section 2.5.

## **DEFINITIONS/GLOSSARY**

Refer to the Glossary of Terms

## **ATTACHMENTS**

Attachment A, Close Management Privileges  
Attachment B, Close Management Inmate Programming

## **FORMS LIST**

813-1, Close Management Review  
813-2, Close Management Placement Recommendation/Approval  
813-3, Close Management Overview  
813-4, Inmate Associate List  
813-5, Inmate Associate Recommendation  
813-6, Inmate Activity/Behavior Log

813-7, Close Management Probationary Release Agreement

813-8, Close Management Probationary Revocation Notification

813-9, Violence Reduction Strategy Response Checklist

813-10, Notice of Hearing and Inmate Rights (Proposed Close Management Placement)

## ATTACHMENT A

### CLOSE MANAGEMENT PRIVILEGES

	Phase I		Phase II		Phase III	
Incentive	Freq.	Amount	Freq.	Amount	Freq.	Amount
Store	1 per week	\$20 (a)	1 per week	\$25 (a)	1 per week	\$30 (a)
	0 holiday	No holiday \$	none	No holiday \$	none	No holiday \$
Phone	2 per month	10 minutes	3 per month	10 minutes	1 per week	10 minutes
Visits	1 per month Non-contact	2 hours	2 per month Non-contact	2 hours	3 per month Non-contact	2 hours
Property	N/A	No Appliances	N/A	Appliances allowed	N/A	Appliances allowed

Incentive	Phase I	Phase II	Phase III
Holiday Visitation	Same as Close Custody	Same as Close Custody	Same as Close Custody
Recreational Activities	6 hours per week Outdoor Exercise	6 hours per week Outdoor Exercise	6 hours per week Outdoor Exercise
Hobby Craft	None	Origami Pencil Drawing	Origami Pencil Drawing

## ATTACHMENT B

### CLOSE MANAGEMENT INMATE PROGRAMMING

Phase	Mandatory Move to Next Level	Addictive Behaviors	Additional Options	If Releasing Within 6 Months - Mandatory
Phase 1	<ul style="list-style-type: none"> <li>• Self-Control – self-study</li> <li>• Responsible Thinking – self-study</li> <li>• Assigned education, as appropriate</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• Social Values – self-study</li> </ul>	<ul style="list-style-type: none"> <li>• Merging Two Worlds – self-study</li> </ul>
Phase 2	<ul style="list-style-type: none"> <li>• Core Skills – self-study</li> <li>• Responsible Thinking – self-study</li> <li>• Assigned education, as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Substance Abuse – self-study</li> <li>• <i>Only if inmate has an SA problem!</i></li> </ul>	<ul style="list-style-type: none"> <li>• Social Values – self-study</li> <li>• Hazelden - Socialization Workbook</li> </ul>	<ul style="list-style-type: none"> <li>• Merging Two Worlds – self-study</li> <li>• Thinking For a Change - small class - may complete in Level 3</li> </ul>
Phase 3	<ul style="list-style-type: none"> <li>• Self-Control - small class*</li> <li>• Money Management - small class*</li> <li>• Thinking for a Change – class - may begin in Level 2</li> <li>• Feelings - small class &amp; self-study</li> <li>• Assigned education, as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Substance Abuse-small class</li> <li>• <i>Only if inmate has an SA problem!</i></li> </ul>	<ul style="list-style-type: none"> <li>• Hazelden - Socialization Workbook</li> <li>• 12- Step Meetings</li> <li>• Social values - small class</li> </ul>	<ul style="list-style-type: none"> <li>• Merging Two Worlds - small class</li> </ul>

*\*Denotes "live" class facilitated by CO III with no more than 15 inmate participants*