

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

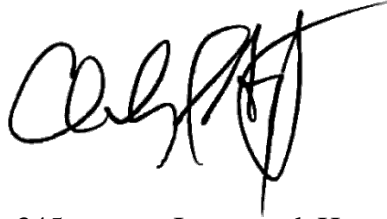
MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN

DATE: July 25, 2018

SUBJECT: Director's Instruction # 345, Integrated Housing Process and Procedures -
REVISED



This Director's Instruction is effective immediately and rescinds Director's Instruction #345, dated February 4, 2016. This Director's Instruction will remain in effect until incorporated into Department Order #704, Inmate Regulations.

PURPOSE

This Director's Instruction provides the process 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, section 704.08, Inmate Housing Assignments.

APPLICABILITY

This Director's Instruction only applies to state facilities and does not apply to private prisons.

PROCEDURES

This Director's instruction applies only to the units that have implemented the Integrated Housing Program.

- 1.1 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.
 - 1.1.1 Wardens, Deputy Wardens, and Contract Bed Monitors shall ensure inmate housing assignments yield the highest degree of safety possible when housing inmates in cells or dormitories.
 - 1.1.2 An inmate's race shall not be used as a primary determining factor for housing assignments.

- 1.1.3 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:
 - 1.1.3.1 Disciplinary history of racial violence.
 - 1.1.3.2 History of being a victim or perpetrator of racial violence.
 - 1.1.3.3 Security Threat Group (STG) or criminal street gang affiliation.
 - 1.1.3.4 Current or prior convictions that were racially motivated.

1.2 Initial Assessment

- 1.2.1 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:
 - 1.2.1.1 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 1.1.3.1 through 1.1.3.4 above.
 - 1.2.1.2 Determine the inmate's "Integrated Housing Code" based on the inmate interview and research of the inmate record:
 - 1.2.1.2.1 IRE (Inmate Racially Eligible) - Can live with members of any race.
 - 1.2.1.2.2 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.
 - 1.2.1.2.3 IRO (Inmate Restricted to Own) - Can only live with member of the same race. This cannot be based solely on the inmate's declaration.
 - 1.2.1.2.4 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.
 - 1.2.1.2.5 **IRH (Inmate Refuses To House With Another Race, But No Valid Reason)**
 - 1.2.1.3 Ensure the inmate signs and dates the form indicating inmate has been advised of consequences of declaring housing with own race only or refusing a subsequent housing assignment.

- 1.2.1.3.1 If the inmate refuses to sign, the form shall be annotated and an additional staff must witness and sign the form.
- 1.2.1.4 Enter the information from the form onto the appropriate AIMS screen to include justification of the selected Integrated Housing Code.
- 1.2.1.5 Place a copy of the form in the institutional file and master record file.
- 1.2.2 For status population inmates (inmates who were already in ADC at the time of this implementation and who did not receive a briefing of the integrated housing process), each unit will provide briefings to the inmate population prior to the integrated housing implementation at their unit. Following those briefings, the CO III shall interview inmates at their unit within a specified timeframe in compliance with section 1.1.1 through 1.2.1.5 above.
- 1.3 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.
- 1.4 Housing Assignment - Upon arrival to the receiving unit, the Accountability Officer shall:
 - 1.4.1 Review the appropriate AIMS **housing** screens and **the** Integrated Housing Program Declaration form or **AIMS entry**.
 - 1.4.2 Based on a review of the inmate's profile, **AIMS housing screens**, and the inmate's declaration on the form, assign the inmate to an appropriate bed assignment in accordance with this Director's Instruction and Department Order #704, Inmate Regulations.
 - 1.4.2.1 Update the AIMS **housing** screen.
- 1.5 Integrated Housing Program Declaration
 - 1.5.1 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 1 (for those inmates housed in Maximum Custody) until such time the inmate revises his/her declaration.
 - 1.5.2 **Inmates in EIP Phase 1 or Maximum Custody Step 1 who have signed the IHP declaration and have agreed to house with another race (RE or RP) shall advance to EIP Phase 2 or Step 2.**
 - 1.5.2.1 **Inmates do not need to meet the functional literary standard to advance to Phase 2 or Step 2.**
 - 1.5.2.2 **Inmates shall meet the functional literacy standard prior to advancing to Phase 3 or Step 3.**

- 1.5.3 **Inmates in EIP Phase 2 or Maximum Custody Step 2 who have signed the IHP declaration and have agreed to house with another race (RE or RP) shall remain a Phase 2 or Step 2 and advance in Phase or Step pursuant to Department Order #809, Earned Incentive Program or Director's Instruction #326, Maximum Custody Population Management.**
- 1.5.4 **Inmates in EIP Phase 3 or Maximum Custody Step 3 who have signed the IHP declaration and have agreed to house with another race (RE or RP) shall remain in Phase 3 or Step 3.**
- 1.5.5 **Inmates who have an Integrated Housing Code of Restricted to Own (RO) or Restricted by Custody (RT) if EIP Phase 1 or Maximum Custody Step 1 may advance to Phase 2 or Step 2.**
- 1.5.6 **Advancement from Phase 1 or Step 1 to Phase or Step 2 through this method is only available one time during the inmate's current incarceration period.**
- 1.5.7 **An inmate's Phase or Step may be reduced pursuant to Department Order #809, Earned Incentive Program and Director's Instruction #326, Maximum Custody Population Management.**
- 1.5.8 **Inmates who have completed the IHP declaration and have agreed to house with another race may receive incentives specific to the IHP program outlined in Attachment A, IHP Incentive Matrix.**
- 1.5.9 **An eligible inmate who is under visitation sanctions may apply to have these sanctions suspended if the inmate is:**
 - 1.5.9.1 **On visitation suspension status of Loss of Visitation/Non-Contact Visitation sanction of 180 days/365 days of more, including indefinite.**
 - 1.5.9.2 **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).**
 - 1.5.9.3 **Not deemed a security risk by Unit Administration.**
- 1.5.10 **Inmates may apply for suspension of visitation sanctions according to the following schedule:**
 - 1.5.10.1 **Visitation suspension sanction may be suspended to Non-Contact status after 90 days if the above conditions are met and the inmate has no major disciplinary violations within 90 days of applying.**
 - 1.5.10.2 **Visitation Non-Contact sanctions may be suspended to allow Contact visitation after 180 days if the above conditions are met within 180 days of applying.**

- 1.5.10.3 **All applications for suspension of sanctions must be submitted by inmate letter to the Unit Administrator. The Unit Administrator's decision is final.**
- 1.5.10.4 **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 days.**
- 1.5.11 **The IHP level incentives do not apply to inmates in detention status.**
- 1.5.12 This form will 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.
 - 1.5.12.1 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.
- 1.5.13 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.
 - 1.5.13.1 The CO III shall complete a new Integrated Housing Program Declaration form and update the appropriate AIMS screen.
- 1.5.14 Inmates who are identified as Refuse to House (RH) shall not be subject to disciplinary action or detention placement.
- 1.5.15 Inmates who are identified as RH shall complete at a minimum the following programming:
 - 1.5.15.1 Living with Others.
 - 1.5.15.2 Tolerating Differences.
- 1.6 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:

RACIALLY ELIGIBLE (RE) - An inmate can live with members of any race.

RESTRICTED PARTIALLY (RP) - An inmate is unable to live with members of a particular race.

RESTRICTED TO OWN (RO) - An inmate can live only with a member of his own race.

RESTRICTED TEMPORARILY (RT) - Pending further review based on lack of documentation and/or policy requires the inmate to be single celled.

REFUSE TO HOUSE (RH) - An inmate is otherwise eligible for integrated housing but refuses to participate.

Attachment A

Integrated Housing Program Incentive Matrix

INCENTIVE	Minimum			Medium		
	Phase 1	Phase 2	Phase 3	Phase 1	Phase 2	Phase 3
Weekday visits	No additional	One Visit up to four hours	One Visit up to four hours	No additional	One Visit up to four hours	One Visit up to four hours
Food Visits	No additional	Once every eight week (during weekday visit)	Once every eight week (during weekday visit)	No additional	Once every eight week (during weekday visit)	Once every eight week (during weekday visit)
Visitation Photos	No additional	One additional per quarter	One additional per month	No additional	One additional per quarter	One additional per month
Barbecue/ Cookout	None	Once per Quarter	Once per Quarter	None	Once per Quarter	Once per Quarter
Electronic Games/ Game Room	Access to Game Room	Access to Game room and gaming equipment	Priority access to Game room and gaming equipment	Access to Game Room	Access to Game room and gaming equipment	Priority access to Game room and gaming equipment
Electronic Tablet/ Kiosk Access	Access as models become available	Access as models become available	Access as models become available	Access as models become available	Access as models become available	Access as models become available
Fundraiser Event	No additional	two additional per quarter	two additional per quarter	No additional	two additional per quarter	two additional per quarter
Movie Event	None	None	Once per 4-6 week	None	None	Once per 4-6 weeks
Special Event	None	Once per Quarter	Once per Quarter	None	Once per Quarter	Once per Quarter
INCENTIVE	Close			Maximum		
	Phase 1	Phase 2	Phase 3	Step 1	Step 2	Step 3
Weekday visits	No additional	One Visit up to two hours	One Visit up to two hours	No additional	No additional	No additional
Food Visits	No additional	No additional	Once per quarter (during weekday visit)	No additional	No additional	No additional
Visitation Photos	No additional	One additional per six months	One additional per quarter	No additional	No additional	No additional
Barbecue/ Cookout	None	Once per six-months	Once per six-months	None	None	None
Electronic Games/ Game Room	None	None	None	None	None	None
Electronic Tablet/ Kiosk Access	Access as models become available	Access as models become available	Access as models become available	Access as models become available	Access as models become available	Access as models become available
Fundraiser Event	No additional	one additional per quarter	one additional per quarter	No additional	No additional	one additional per quarter
Movie Event	None	None	Once per 4-6 week	None	None	None
Special Event	None	Once per six-months	Once per six-months	None	None	None