

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

MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN

DATE: March 06, 2018

SUBJECT: Director's Instruction 366, Alternate Housing of Minimum or Medium Custody Inmates

This Director's Instruction is effective immediately and will remain in effect until incorporated into [Department Order 704, Inmate Regulations](#).

PURPOSE:

This Director's Instruction is intended to provide clarification in detailing the steps required before placement of inmates into alternate housing.

PROCEDURES:

- 1.0 Transfer of inmates within or to another complex after normal business hours between the hours of 1700-0800 Monday through Friday and during the weekend and holiday 24-hour operational periods.**
- 1.1 Wardens and Deputy Wardens shall ensure housing options are exhausted within the originating complex before seeking movement to another complex.
 - 1.2 Wardens shall approval all transfers within the complex.
 - 1.3 The Regional Operations Director shall approve all transfers between complexes regardless of custody level occurring after normal business hours between 1700-0800 Monday through Friday and during the weekend and holiday 24-hour operational periods for detention reasons.
 - 1.4 Upon transfer, the departing and receiving unit shift commander shall complete an information report.
 - 1.5 All DOT and KOP medications shall be transferred with the inmate.
 - 1.6 Before being housed in alternate housing, those inmates classified as minimum or medium custody or return to custody regardless of custody level shall be assessed by either Licensed Mental Health Staff or Registered Nurse, to assess the inmate's mental health status for signs of potential self-harm.
 - 1.6.1 If the assessment cannot occur before housing, the inmate shall either be housed in a cell with a roommate, or placed on a 10-minute security watch within any cell environment.
 - 1.7 In all cases, the assessment shall occur within 24-hours of arrival.
 - 1.8 The sending and receiving shift commanders shall complete an information report documenting:
 - 1.8.1 The steps taken to house the inmate, including movement authorization and;

- 1.8.2 The status of the medical/mental assessment and;
- 1.8.3 The verification of DOT and KOP medications were transferred/received.
- 1.9 The sending and receiving shift commanders shall electronically transmit a copy of the information report prior to the end of shift to the respective Regional Operations Director and Warden.
- 1.10 The inmate shall be transferred the next workday during normal business hours to the appropriate complex or unit.

{Original Signature on File}