

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

MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN

For


DATE: September 4, 2018

SUBJECT: Director's Instruction # 368, Inmate Housing Assignments and Reception Protective Custody Review Criteria.

This Director's Instruction is effective immediately and will remain in effect until incorporated Department Order #805, Protective Custody.

PURPOSE:

This Director's Instruction provides criteria for placing inmates initially committed to the Department at the Reception Centers into the Protective Custody review process.

PROCEDURE:

1.0 Reception Center Protective Review Process Criteria

- 1.1 Inmates arriving to the Department's Reception Centers, who request Protective Custody, shall be reviewed by the CO IV or shift commander in accordance with Department Order 805, Protective Custody.
- 1.2 The following criteria shall be used to determine if a Protective Custody review is required. The Reception Center Protective Custody Review Check-List, Form 805-9, shall be used. At a minimum one of the below criteria shall be met in order to initiate a Protective Custody review.
 - 1.2.1 Inmates that are re-incarcerated after more than a year from the time of their release, and who were approved Protective Custody status upon release shall be placed back into the process to determine if Protective Custody is still necessary.
 - 1.2.2 Inmates that are re-incarcerated one year or less from the time of their release, and who were approved Protective Custody status upon release, shall be considered Protective Custody status upon return. (AIMS review)
 - 1.2.3 Inmate was in in Protective Custody in county jail. Staff shall verify with county jail or documentation provided by the inmate or courts.

- 1.2.4 Inmate was assaulted while in county jail or during transport to Arizona Department of Corrections (ADC). Staff shall verify with county jail or documentation provided by the inmate or courts.
- 1.2.5 Inmate testified or agreed to testify, in court against another individual. Inmate must provide documentation.
- 1.2.6 Is there a valid Security Threat Group (STG) related threat against the inmate? Special Security Unit (SSU) shall verify.
- 1.2.7 Was the inmate's crime high profile that may jeopardize his/her safety? (verify via court documents or other sources)
- 1.2.8 Was the inmate prior law enforcement in Arizona?
- 1.3 A minimum of one of the above criteria shall be met to initiate a Protective Custody review.
 - 1.3.1 If staff have additional information that may require a review, they shall document the rationale on the form and forward the form to the Warden or designee for approval.
 - 1.3.2 The Warden or designee shall review the rationale and approve or deny the request for Protective Custody.
- 1.4 Inmate and staff shall sign and date the Reception Center Protective Custody Review Check-List, Form 805-9.
- 1.5 If the inmate does not meet the criteria for a Protective Custody review, they shall be housed in General Population.
 - 1.5.1 If the inmate refuses to house they shall be housed accordingly, classified and moved to the appropriate unit based on custody level and needs assessments.
 - 1.5.1.1 The Integrated Housing Program shall be explained and offered to the inmate, if available, based on custody level.