

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

MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN

DATE: January 8, 2019

SUBJECT: Director's Instruction # 370, Inmate Housing Assignments Criteria



This Director's Instruction sections 1.0 through 5.0 is effective immediately and supersedes Department Order #704, Inmate Regulations, Section 8.0, dated January 12, 2017. 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 inmate housing assignments to include cells, dorms and medical and mental health units. 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.

1.0 INMATE HOUSING ASSIGNMENTS

- 1.1 Wardens, Deputy Wardens and private prison Warden or Deputy Warden shall ensure inmate housing assignments yield the highest degree of safety possible when housing inmates in cells or dormitories.
- 1.2 Housing Assignment Principles - The assigned custody level (Minimum, Medium, Close and Maximum) and the assigned Internal Risk Level (1-5) shall be the primary criteria for all rated, temporary and special use housing to include detention units, Medical and Mental Health Units, Minors Units, transitory and holding areas for any duration.
- 1.3 In general, Minimum and Medium Custody inmates shall be housed in congregate settings such as dormitories and tents, but may also be housed in cells designed for double bunking.
- 1.4 Interstate Compact inmates shall be manually reviewed for placement in double cell environments in accordance with the criteria outlined in this Director's Instruction.
- 1.5 Double Cell Environments
 - 1.5.1 Inmates housed in the following housing areas shall be exempt from 1.5.2 through 1.5.16.4 of this section:
 - 1.5.1.1 Dormitories, tents and other similar housing areas.

- 1.5.1.2 Intake/Reception Centers, Medical or Mental Health Units, hospitals, and transitory housing.
- 1.5.1.3 Minors Units.
- 1.5.2 Housing Assignment Reviews - The Accountability and Movement Officer shall document housing assignment recommendations based on the criteria outlined in this section on the appropriate AIMS screen during normal business hours.
 - 1.5.2.1 The unit Correctional Officer IV and/or the unit Chief of Security shall review the AIMS Schedule screen for housing recommendations and include their recommendation prior to submitting them to the unit Deputy Warden for final approval.
 - 1.5.2.1.1 The recommendation for double bunking validated Security Threat Group (STG) inmates (V), to include those who are enrolled in the Step-Down Program (E), those who are monitored in Close Custody (M), and those housed in Close Custody who have completed Phase IV (C), shall include the interview results and recommendation from the Special Security Unit.
 - 1.5.2.2 The unit Deputy Warden shall review the AIMS Schedule screen for housing recommendations and then approve or deny housing assignments and document decisions on the appropriate AIMS screen. The unit Deputy Warden shall be the final approval authority for all housing assignments.
 - 1.5.2.3 The Shift Commander shall make the housing assignments after normal business hours, on weekends and on holidays, which shall be reviewed by the unit Deputy Warden the next business day.
- 1.5.3 Custody Criteria for Double Cell Environments
 - 1.5.3.1 Minimum Custody Inmates
 - 1.5.3.1.1 Minimum Custody inmates shall not be housed in the same cell with Close or Maximum Custody inmates at any time.
 - 1.5.3.1.2 Minimum Custody inmates may be housed with Medium Custody inmates in the same double cell when there are no other beds available; their internal risk scores are approximately the same; and they are otherwise similarly situated. Additional cell placement requirements and considerations are specified in this section below.

1.5.3.2 Medium Custody Inmates

1.5.3.2.1 Medium Custody inmates shall not be housed in the same cell with Maximum Custody inmates at any time.

1.5.3.2.2 Medium Custody inmates may be housed with Minimum or Close Custody inmates in the same double cell when there are no other beds available; their internal risk scores are approximately the same; and they are otherwise similarly situated. Additional cell placement requirements and considerations are specified in this section below.

1.5.3.3 Close Custody Inmates

1.5.3.3.1 Close Custody inmates shall not be housed in the same cell with Maximum Custody inmates.

1.5.3.3.2 Close Custody inmates may be housed with Medium Custody inmates in the same double cell when there are no other beds available; their internal risk scores are approximately the same; and they are otherwise similarly situated. Additional cell placement requirements and considerations are specified in this section below.

1.5.3.4 Maximum Custody inmates and/or inmates with an IR-5 may be housed together provided each inmate is placed using the criteria outlined in this Director's Instruction.

1.5.3.4.1 Maximum Custody inmates with elevated mental health needs, who are housed in a residential or inpatient mental health program, may be double bunked if identified, screened, and approved by the Warden, Deputy Warden, or designee from the receiving unit and the Mental Health Supervising Psychologist or designee. Mental Health Program placement may include Mental Health Watches as appropriate.

1.5.4 Internal Risk (IR) Score Criteria - The following Internal Risk Score criteria shall be used for double cell housing inmates not in the same custody level:

1.5.4.1 IR-1 and IR-2 may be housed together.

1.5.4.2 IR-2 and IR-3 may be housed together.

1.5.4.3 IR-3 and IR-4 may be housed together.

- 1.5.4.4 IR-5 shall be housed in accordance with Maximum Custody inmates.
- 1.5.5 Security Threat Groups (STG)
 - 1.5.5.1 STG/Debriefed inmates (D) shall only be double-bunked with other debriefed inmates after successfully passing a polygraph. The inmates do not need to be affiliated with the same STG. (see Department Order #806, Security Threat Groups (STGs))
 - 1.5.5.2 STG-validated inmates (V) may be double-bunked with other validated inmates with the same STG affiliation. Validated inmates enrolled in the STG Step-Down Program (E) may be double-bunked with other inmates enrolled in the program with the same STG affiliation. Inmates pending appeal (A) and those pending debrief (P) shall not be double-bunked.
 - 1.5.5.3 STG-validated inmates who have completed the STG Step-Down Program and have moved to Close Custody, but have not completed Phase IV (M) may only be housed with other validated inmates status (M) of the same STG affiliation.
 - 1.5.5.3.1 STG validated inmates who have completed phase III of the step down program shall successfully pass a polygraph prior to moving to close custody.
 - 1.5.5.4 STG-validated inmates who have completed Phase IV of the STG Step-Down Program in Close Custody (C) may be housed with any other inmate in Close Custody, as long as all other criteria outlined in this Director's Instruction are met.
 - 1.5.5.5 The CO IV shall have the Special Security Unit interview the STG inmates prior to double bunking and submit their recommendation to the Deputy Warden for final approval.
- 1.5.6 Condemned Row - Inmates on condemned row may be double-bunked after the first 180 days of incarceration.
- 1.5.7 Protective Custody - Protective Custody inmates shall only be housed with other Protective Custody inmates.
- 1.5.8 Sex Offenders - Inmates identified as sex offenders shall not be housed with general population inmates. Sex offender inmates are identified as follows:
 - 1.5.8.1 Inmates with a sex offender status of "A."
 - 1.5.8.2 Inmates with a sex offender status of "B" through "N" who have elected to house on a sex offender unit.

- 1.5.9 Female inmates shall be exempt from 1.5.8 through 1.5.8.2 of this section.
- 1.5.10 Inmates identified as sex offenders and approved for Protective Custody may be housed with other Protective Custody inmates.
- 1.5.11 Additional Double Cell Environment Placement Requirements
 - 1.5.11.1 Neither inmate placed together in a double cell environment shall have:
 - 1.5.11.1.1 A “Do Not House With” (DNHW) with each other.
 - 1.5.11.1.2 An active court appeal pending the death sentence.
 - 1.5.11.2 Inmates with current convictions for violent offenses shall not be housed with inmates with current convictions for non-violent offenses. This includes Preparatory Offenses of Attempt, Solicitation, Conspiracy and Facilitation. (see Attachment A, Violent Offenses, outlined in Department Order #704, Inmate Regulations)
 - 1.5.11.3 Inmates with non-violent current convictions shall be within the below time frames in order to be housed together:
 - 1.5.11.3.1 0 – 15 years remaining to serve.
 - 1.5.11.3.2 16 – 25 years remaining to serve.
 - 1.5.11.3.3 25 or more years to serve.
 - 1.5.11.3.4 Inmates within five years of each other’s years remaining to serve earliest release date may be housed together even in different “remaining to serve” groups (non-violent), as specified above.
 - 1.5.11.4 Inmates with violent current convictions shall be within the following time frames in order to be housed together:
 - 1.5.11.4.1 0 – 10 years remaining to serve.
 - 1.5.11.4.2 11 – 15 years remaining to serve.
 - 1.5.11.4.3 16 or more years remaining to serve.
 - 1.5.11.4.4 Inmates within three years of each other’s remaining to serve earliest release date may be housed together even if they are in different “remaining to serve” groups (violent), as specified above.

- 1.5.12 Inmates approved by the Offender Services Bureau Administrator or designee as a high risk sex victim and/or sex abuser shall not be housed in the same double cell together.
- 1.5.13 Additional Considerations For Double Cell Environment Placement - The following may also be considered in an inmate's placement in a double cell environment with another inmate:
 - 1.5.13.1 Prison disciplinary history within the last two years, including violent and non-violent charges.
 - 1.5.13.2 History of institutional violence and/or predatory behavior within the last two years.
 - 1.5.13.3 STG or related information.
 - 1.5.13.4 Physical and mental conditions or limitations and Americans with Disabilities Act (ADA) considerations.
 - 1.5.13.5 Detention Placement/Reason (i.e., Investigation 2A, disciplinary, Protective Custody status, Maximum Custody, Return to Custody, Detainer, medical and mental health concerns).
- 1.5.14 The Deputy Warden may deem inmates inappropriate for double cell environments based on their history of being assaulted and other exigent circumstances.
- 1.5.15 Changes in custody level shall not automatically require a housing change. For example, when two Close Custody inmates are being housed together and one of the inmate's custody levels is reduced or increased, the inmates may continue to be housed together.
- 1.5.16 Exceptions - The unit Deputy Warden may authorize exceptions to the double cell placement criteria of this Director's Instruction by documenting the reason on each inmate's appropriate AIMS screen. Exceptions include, but are not limited to:
 - 1.5.16.1 Inmates housed in higher custody units as a facility override.
 - 1.5.16.2 Inmates housed in detention pending Maximum Custody.
 - 1.5.16.3 Inmates housed in detention pending Protective Custody review in accordance with Department Order #805, Protective Custody.
 - 1.5.16.4 Maximum and Close Custody inmates housed in detention.

2.0 **MEDICAL UNITS AND CRITERIA**

2.1 **ASPC – Lewis (Inpatient Care Unit – IPC)**

- 2.1.1 Minimum, Medium, Close, and Maximum Custody Inmates.
- 2.1.2 Sex Offenders and inmates approved for Protective Custody are eligible.
- 2.1.3 No Condemned Row inmates.
- 2.1.4 No Validated Security Threat Group Members.

2.2 **ASPC – Florence (Inpatient Care Unit – IPC)**

- 2.2.1 Minimum, Medium, Close, and Maximum Custody inmates.
- 2.2.2 Sex Offenders and inmates approved for Protective Custody are eligible.
- 2.2.3 Condemned Row inmates are eligible.
- 2.2.4 Validated Security Threat Group Members are eligible.

2.3 **ASPC – Tucson Rincon Housing Unit 9 (Inpatient Care Unit – IPC) and Rincon Housing Unit 7 (Special Needs Unit – SNU)**

- 2.3.1 Minimum, Medium, Close, and Maximum Custody Inmates.
- 2.3.2 Sex Offenders and inmates approved for Protective Custody are eligible.
- 2.3.3 No Condemned Row inmates.
- 2.3.4 No Validated Security Threat Group Members.

2.4 **ASPC – Tucson Manzanita Housing Unit 5 (Residential Medical Housing)**

- 2.4.1 Minimum and Medium Custody only.
- 2.4.2 No Sex Offenders.
- 2.4.3 No inmates approved for Protective Custody.

2.5 **ASPC – Tucson Manzanita Housing Unit 6 (Special Needs Unit – SNU)**

- 2.5.1 Minimum and Medium custody only.
- 2.5.2 Sex Offenders are eligible.
- 2.5.3 No inmates approved for Protective Custody.

2.6 **ASPC – Perryville (Inpatient Care Unit – IPC) and ASPC – Lumley (Special Needs Unit – SNU)**

- 2.6.1 Minimum, Medium, and Close Custody inmates.
- 2.6.2 Sex Offenders and inmates approved for Protective Custody are eligible.
- 2.6.3 Condemned Row inmates are eligible.
- 2.6.4 Validated Members of a Security Threat Group are eligible.

3.0 **MENTAL HEALTH UNIT PLACEMENT / DISCHARGE PROCEDURES**

- 3.1 Designated Mental Health staff and the Deputy Warden of Operations from the complex of the sending and receiving unit shall have a weekly teleconference to discuss the inmates recommend for movement by the Contractor’s Regional Mental Health Director, or designee.
 - 3.1.1 Two work days prior to the meeting, the Contractor’s Regional Mental Health Director, or designee, shall send the list of inmates recommended for movement to Central Office Classification for review.
 - 3.1.2 Central Office Classification shall review the inmate to ensure that he/she meets all housing criteria and custody matrix for the receiving unit.
 - 3.1.2.1 Central Office shall email the results of the review to be discussed in the Deputy Warden of Operations meeting to all participants.
 - 3.1.2.2 If an inmate is referred to a program and it is determined that an active Do Not House With (DNHW) exists with an inmate who is currently residing in that program, then the following measures will be taken to attempt to resolve the housing conflicts:
 - 3.1.2.2.1 Every effort will be made to mediate the DNHW status.
 - 3.1.2.2.2 Should mediation fail, both of the inmates should be provided treatment separately within the program in such a manner as to preclude direct interactions between the inmates.
 - 3.1.2.2.3 If programming separately is not possible, a decision will be made by the Contractor’s Regional Mental Health Director, or designee, as to which inmate has the most critical need for treatment and provide a recommendation regarding the placement of the other inmate.

3.1.2.3 Overrides from Maximum to Close Custody, or Close to Medium Custody for medical/mental health reasons will be considered for inmates to be housed at units that do not allow for Close and Maximum Custody inmates. The Central Office CO IV will review on a case by case basis.

3.1.2.3.1 If the override or placement is denied, the inmate shall be housed at the appropriate medical/mental health unit for the approved custody level in consultation with Mental Health and Medical staff.

3.1.2.3.2 Placement of condemned row or validated security threat group members into a mental health residential/inpatient program shall include a review and approval by affected Deputy Wardens of Operations.

3.1.2.3.3 If the override is approved the inmate shall be reclassified to the previous custody level if appropriate.

3.2 Inmates approved for movement by the committee shall be screened by mental health and medical staff prior to sending the movement request to Central Office Classification to ensure that there are no medical or mental health holds that would prevent the inmate from moving.

3.2.1 Medical/Mental Health Movement Authorization, Form 704-1, shall be used for all medical and mental health movement requests for both intakes and discharges.

3.2.1.1 Medical and Mental Health staff shall document on the form any special housing or transportation needs.

3.3 Upon discharge from a mental health or medical unit, mental health and medical staff shall review the inmate and recommend a discharge location to Central Office Classification, based on the inmate's mental health and medical needs.

3.3.1 Mental Health staff shall determine the appropriate level of treatment based on the inmates mental health needs. See Attachments A and B, Mental Health Program (Male and Female - Residential and Inpatient) Flow Chart.

4.0 **RESIDENTIAL MENTAL HEALTH PROGRAMS AND CRITERIA**

4.1 **ASPC – Florence – Kasson Behavioral Management Unit (BMU)**

4.1.1 Minimum, Medium, Close, and Maximum Custody inmates.

4.1.2 Sex Offenders and inmates approved for Protective Custody are eligible.

4.1.3 Condemned Row inmates are eligible.

4.1.4 Validated members of a Security Threat Group are eligible.

- 4.2 **ASPC – Florence – Kasson Mental Health Unit**
 - 4.2.1 Minimum, Medium, Close, and Maximum Custody inmates.
 - 4.2.2 Sex Offenders and inmate approved for Protective Custody are eligible.
 - 4.2.3 Condemned Row inmates are eligible.
 - 4.2.4 Validated members of a Security Threat Group are eligible.
- 4.3 **ASPC – Tucson – Rincon (House 5, 6, and 7) Mental Health Unit**
 - 4.3.1 Minimum, Medium, Close, and Maximum Custody inmates.
 - 4.3.2 Sex Offenders and inmates approved for Protective Custody are eligible.
 - 4.3.3 No Condemned Row inmates.
 - 4.3.4 No validated members of a Security Threat Group.
- 4.4 **ASPC – Phoenix – Aspen Mental Health Unit**
 - 4.4.1 Minimum and Medium Custody Only.
 - 4.4.2 Sex Offenders and inmates approved for Protective Custody are eligible.
 - 4.4.3 No escapes/attempted escapes from a secure perimeter less than three years ago, or multiple such escapes/attempted escapes within the past ten years.
- 4.5 **ASPC – Perryville – Lumley Mental Health Unit**
 - 4.5.1 Close Custody inmates only.
 - 4.5.2 Sex Offenders and inmates approved for Protective Custody are eligible.
 - 4.5.3 Condemned Row inmates are eligible.
 - 4.5.4 Validated Security Threat Group Members are eligible.
- 4.6 **ASPC – Perryville – Building (B45) Central Mental Health Unit**
 - 4.6.1 Minimum and Medium Custody inmates only.
 - 4.6.2 Sex Offenders and inmates approved for Protective Custody are eligible.
- 4.7 **Designated Mental Health Watch Cells:** The following criteria shall apply to all beds identified as mental health watch cells and the procedures outlined in Department Order #807, Inmate Suicide Prevention, Mental Health Watches, and Progressive Mental Health Restraints shall be followed:
 - 4.7.1 Minimum, Medium, Close, and Maximum Custody inmates.

- 4.7.2 Sex Offenders and inmates approved for Protective Custody are eligible.
- 4.7.3 Condemned Row inmates are eligible.
- 4.7.4 Validated Security Threat Group Members are eligible.

5.0 INPATIENT MENTAL HEALTH PROGRAMS AND CRITERIA

5.1 ASPC – Phoenix – Baker Ward, King Ward, John Ward, Ida Ward, and George Ward

- 5.1.1 Minimum, Medium, Close, and Maximum Custody inmates.
- 5.1.2 Sex Offenders and inmates approved for Protective Custody are eligible.
- 5.1.3 Condemned Row inmates are eligible.
- 5.1.4 Validated Security Threat Group Members are eligible.

5.2 ASPC – Perryville – Treatment Mental Health Unit Licensed Beds (Females Only)

- 5.2.1 Minimum, Medium, and Close Custody inmates.
- 5.2.2 Sex Offenders and inmates approved for Protective Custody are eligible.
- 5.2.3 Condemned Row inmates are eligible.
- 5.2.4 Validated Security Threat Group Members are eligible.

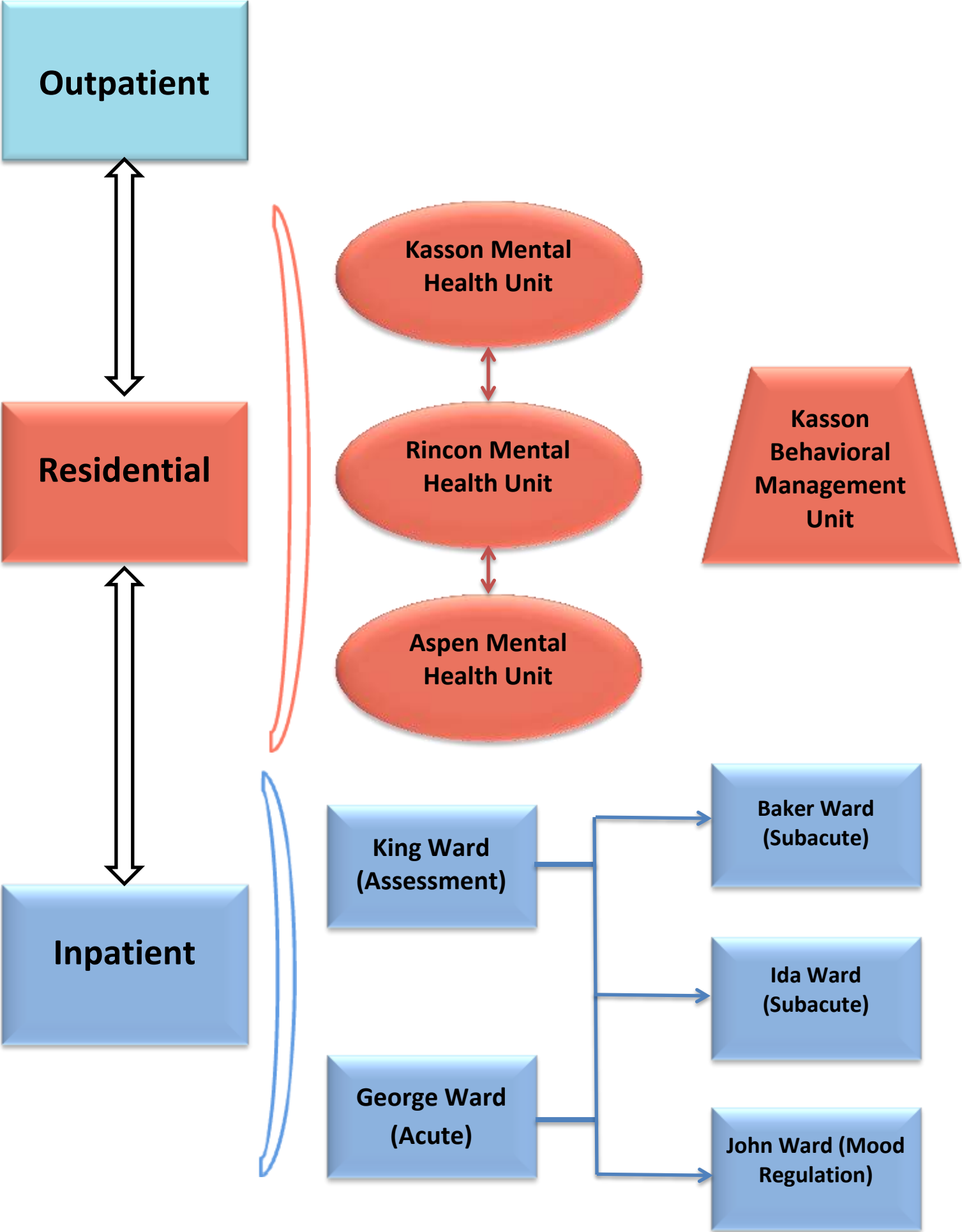
DEFINITION: Protective Custody includes inmates who have successfully debriefed.

ATTACHMENTS

Attachment A – Mental Health Program Flow Chart - Male

Attachment B – Mental Health Program Flow Chart - Female

Mental Health Program Flow Chart - Male



Mental Health Program Flow Chart - Female

