

CHAPTER: 700

Operational Security

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704 – Inmate Regulations

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RESPONSIBILITY:

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Department Order Manual

A handwritten signature in black ink, appearing to read "Ryan Thornell".

Ryan Thornell, Director

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PURPOSE

This Department Order provides consistent and uniform directions in reference to inmate regulations within the institution.

RESPONSIBILITY

Wardens and Deputy Wardens shall ensure all inmates comply with this Department Order.

PROCEDURES

1.0 INMATE HAIR STYLES AND HEAD GEAR

- 1.1 Hair shall not cover the eyes or ears, and shall be kept clean at all times.
- 1.2 Radical bizarre, carved, double-parted or other types of exotic hairstyles shall be prohibited.
- 1.3 Hair length that is long enough to touch the top of the shoulders shall be worn tied back in a ponytail or bun while outside of their assigned living area (i.e., dorm, pod or cell).
- 1.4 Inmates may wear their hair braided.
 - 1.4.1 Whenever it becomes necessary to search the inmates' hair for contraband, staff shall direct inmates to remove braids or other concealing hair styles.
 - 1.4.2 If inmates are unwilling to comply with a directive to remove braids or otherwise loosen their hair, staff shall (wearing latex gloves) physically search the inmates' hair.
 - 1.4.2.1 Inmates may receive disciplinary action in accordance with Department Order #803, Inmate Disciplinary Procedure.
- 1.5 Wigs, toupees and other artificial hair pieces shall be prohibited, except for inmates with medical conditions causing baldness. Exceptions shall be approved by the Unit Deputy Warden.
- 1.6 Hair dyes or other chemical agents which may be used to change hair color shall be prohibited.
- 1.7 Head Gear
 - 1.7.1 State issued ball caps shall be worn with the bill facing forwards at all times.
 - 1.7.1.1 Bills shall not be flipped up and caps shall not be altered in any manner.
 - 1.7.2 Inmates shall be permitted to wear head coverings in accordance with Department Order #904, Inmate Religious Activities/Marriage Requests.
 - 1.7.3 Do-rags may only be worn inside the inmate living area.
 - 1.7.4 Outdoor headgear and sunglasses shall only be worn outside. Inmates shall remove caps and sunglasses upon entering any building.
 - 1.7.5 Winter head gear (beanies) shall only be worn outside and during inclement weather.

2.0 FACIAL HAIR

- 2.1 Mustaches shall be kept neatly trimmed and shall not extend below the upper lip or beyond the corners of the mouth on either side.
- 2.2 Sideburns shall not extend below the center of the ear opening and shall be no wider at the bottom than at the top.
- 2.3 Full beards or goatees up to one inch in length are allowed, and shall be kept clean, trimmed and well-groomed at all times. Partial beards such as Fu Manchu or Vandyke styles shall not be authorized.
 - 2.3.1 All inmates coming through any intake process at designated Department Reception Centers shall be required to shave any facial hair to facilitate a clean picture for the Mug Photo Interface Subsystem. This will occur regardless of previous intake processes that has been completed by an inmate.
 - 2.3.1.1 Notwithstanding the provisions of section 2.3.1, the Warden, for a potential religious accommodation, shall interview all inmates entering a Department Reception Center (Intake) who assert a religious-based objection to shaving their beard or cutting their hair.
 - 2.3.1.1.1 The request for accommodation shall be sent by the Warden to the General Counsel and the Assistant Directors for Prison Operations and Education, Programming and Community Reentry for review. A determination for accommodation will be approved or denied based on law and religious tenets.
 - 2.3.1.1.2 Upon determination, the Assistant Director for Prison Operations shall advise the Warden of the outcome, who will take appropriate action.

3.0 INMATE IDENTIFICATION CARDS

- 3.1 The Inmate Identification Card shall be yellow and white in color, and contain a color photograph of the inmate, and the inmate's name, Arizona Department of Corrections, Rehabilitation and Reentry (ADCRR) number, height, weight, date of birth, eye and hair color. The Inmate Identification Card shall be issued immediately after completing the initial intake process in accordance with Department Order #901, Inmate Records Information and Court Action.
 - 3.1.1 Photographs shall be taken in accordance with Department Order #901, Inmate Records Information and Court Action.
- 3.2 Inmates shall keep their Inmate Identification Card on their person at all times, except during times of recreation (excluding walking activity) or work activity, where the supervising staff member retains the Inmate Identification Card. Inmates shall have their Inmate Identification Card prominently displayed when walking to and from the recreation or exercise area.
- 3.3 When outside of their housing area, inmates shall have their Inmate Identification Card attached and prominently displayed.

- 3.3.1 Inmates housed on Minimum, Medium or Close Custody units shall have their Inmate Identification Card attached to their lanyard, prominently displayed around their neck and in front of their body.
 - 3.3.1.1 When no shirt is worn, the Inmate Identification Card shall remain on the lanyard as outlined in above, and shall not be worn tied or attached to any other area.
 - 3.3.1.2 Inmate Identification Cards shall not be retained by staff on open yards.
- 3.3.2 Inmates housed at Reception Centers, Maximum Custody units, detentions or designated Mental Health Units, with the exception of Arizona State Prison Complex (ASPC) – Phoenix–Aspen Unit, shall have their Inmate Identification Card prominently displayed toward the front on the upper chest using a clip.
 - 3.3.2.1 When no shirt is worn, the Inmate Identification Card shall be attached to the waistband of the lower garment, over the left hip, and shall not be worn attached to the zipper or groin area of a lower garment.
- 3.3.3 Inmates shall immediately relinquish their Inmate Identification Card for inspection and identification upon staff request.
- 3.4 Department Transportation staff shall retain possession of an inmate's Inmate Identification Card when an inmate is transported to or from a Department institution and shall relinquish it to the receiving officer upon arrival.
- 3.5 Inmates shall present their Inmate Identification Cards to the appropriate staff member to access mail, property, recreation, visitation, Inmate Resource Center/library, inmate store, medical appointments, receipt of medications, security control points and other services as deemed appropriate when requested by a staff member.
- 3.6 Upon release from the institution the inmate shall relinquish the Inmate Identification Card to the Complex Offender Information Unit (OIU), or to an authorized staff member during weekends and holidays to be shredded.

4.0 REPLACEMENT OF INMATE IDENTIFICATION CARDS

- 4.1 Each institution shall assign the responsibility of issuing replacement Inmate Identification Cards.
 - 4.1.1 Staff shall submit an Information Report, Form 105-2, when requesting the replacement of an inmate's Inmate Identification Card, indicating who is requesting the replacement and the reason for the replacement.
- 4.2 Replacement Inmate Identification Cards for inmates housed at Department institutions shall include most recent photographs taken using the Mug Photo Interface Subsystem.
 - 4.2.1 For private prison facility inmates, digital camera photographs shall be sent to the closest Department institution for replacement Inmate Identification Card processing, along with a copy of the completed Inmate Request for Withdrawal, Form 905-1.
 - 4.2.2 Photographs shall be taken in front of a gray wall utilizing a digital camera, and forwarded to Complex to download into the Mug Photo Interface Subsystem.

- 4.3 The Department shall replace Inmate Identification Cards at no cost to inmates if they are damaged through normal wear and tear or within 30 calendar days of arrival from a Department Reception and Intake Center should the inmate choose to grow a beard in accordance with this Department Order.
 - 4.3.1 The initial receiving institution shall verify the inmate's reception date through the appropriate Arizona Correctional Information System (ACIS) screen.
- 4.4 Every inmate shall have a new photograph taken every five years of incarceration, in accordance with Department Order #901, Inmate Records Information and Court Action, at no cost to the inmate. The old Inmate Identification Card shall be surrendered upon replacement.
- 4.5 Inmates that lose, alter, or damage their Inmate Identification Card, lanyard or clip, or change their appearance (i.e., growing or shaving facial hair, cutting hair, shaving of head, or new tattoos) shall immediately notify a staff member.
- 4.6 The assigned staff member shall:
 - 4.6.1 Escort the inmate to the Accountability Office to verify the inmate with the Inmate Identification Card on the Picture Board. A copy of the photo shall be provided to the inmate until a new Inmate Identification Card is provided.
 - 4.6.2 Immediately re-photograph inmates when there are noticeable changes to their appearance.
 - 4.6.3 Complete an Inmate Request for Withdrawal form when Inmate Identification Cards and/or lanyards are replaced due to loss, damage or change of appearance.
 - 4.6.3.1 If the inmate refuses to sign the Inmate Request for Withdrawal form, the refusal shall be documented on the form and forwarded to the Deputy Warden or designee for approval.
 - 4.6.4 Provide replacement Inmate Identification Cards to inmates. Old Inmate Identification Cards shall be surrendered upon replacement.
- 4.7 Inmates shall:
 - 4.7.1 Pay for the replacement of their Inmate Identification Card, unless the card is replaced due to normal wear and tear. This cost includes distribution of updated photographs.
 - 4.7.2 Purchase a replacement lanyard or clip at the inmate store, or staff shall provide the inmate with a lanyard or clip and ensure the inmate signs the Inmate Request for Withdrawal form.
- 4.8 The inmate's Inmate Trust Account shall be charged for the cost of the replacement Inmate Identification Card, lanyard and/or clip in accordance with Department Order #905, Inmate Trust Account/Money System. If the inmate is Health and Welfare Indigent, a new Inmate Identification Card, lanyard and/or clip shall be provided.
 - 4.8.1 All monies received from the replacement of Inmate Identification Cards shall be collected and deposited in accordance with Department Order #905, Inmate Trust Account/Money System.

5.0 INMATE DRESS AND CLOTHING REQUIREMENTS – Inmates shall present a neat, well-groomed appearance. Clothing must be in good repair.

- 5.1 Fingernails shall be kept trimmed and shall not exceed 1/4 inch past the end of the fingers.
- 5.2 Clothing shall be worn as designed. Dying, marking or otherwise altering clothing or wearing it in a "fad" style is prohibited.
 - 5.2.1 Pants shall not be worn in a "sagging" manner where the waistband is low on the hips, or in a "high-water" style.
 - 5.2.2 Rolling the collar of a shirt to change its appearance is prohibited.
 - 5.2.3 Clothing too large or small shall not be worn.
- 5.3 Inmates shall be dressed in gym shorts/pants/sweat pants and a shirt, or an appropriately fastened jumpsuit at all times when out of the cell or cubicle.
 - 5.3.1 All shirts shall be neatly tucked in at all times when out of the housing unit with the exception of sweatshirts and pullover outerwear shirts.
 - 5.3.2 Sweatpants and gym shorts shall only be worn for recreational activities when worn outside of the housing area.
 - 5.3.3 When in the run or cell, inmates shall not be in any state of undress, unless preparing for bed or immediately upon return from the shower.
 - 5.3.4 Male inmates may remove/untuck their shirts while participating in authorized recreational activities on the unit-designated athletic area/dayrooms.
 - 5.3.5 Female inmates may:
 - 5.3.5.1 Untuck their shirts while participating in authorized recreational activities on the unit-designated athletic area/dayrooms.
 - 5.3.5.2 Wear pajamas and a robe when in the living areas, such as in dayrooms or open dorm areas, and to and from the shower and restroom areas.
 - 5.3.6 Thermal/long underwear shall not be worn as external clothing; however, they may be worn under short sleeve shirts/sweat shorts.
- 5.4 Wardens may approve exceptions to the inmate clothing requirements upon implementation of the Department's Excessive Heat Safety and Relief Strategy Plans.
 - 5.4.1 While inside their housing unit:
 - 5.4.1.1 Male inmates may wear shorts and a t-shirt.
 - 5.4.1.2 Female inmates may wear shorts, undergarments and a t-shirt.
- 5.5 Modified inmate grooming and dress standards do not apply for the following:
 - 5.5.1 Transportation outside the complex (i.e., court, provider appointments, etc.)

- 5.5.2 Off-Unit work locations (i.e., Intergovernmental Agreements (IGAs), Fire Crew, etc.)
- 5.5.3 Inmates working in the Kitchen and Maintenance
- 5.6 Inmates shall wear appropriate footwear outside of the housing unit (e.g., athletic shoes, boots, deck shoes, or athletic slides).
 - 5.6.1 Shower shoes shall not be worn outside of housing units.
- 5.7 Inmates violating clothing requirements shall be subject to disciplinary action in accordance with Department Order #803, Inmate Disciplinary Procedure.

6.0 HOUSING UNIT REGULATIONS – Inmates shall adhere to the following housing unit regulations.

- 6.1 General Regulations – The following shall be prohibited:
 - 6.1.1 Blocking of any fire door, cell wall and/or aisle
 - 6.1.2 Tampering/covering any security device, air vent, fire alarm system or light
 - 6.1.3 Clotheslines of any type – Except for towels and washcloths, items shall not be hung over beds.
 - 6.1.4 Homemade weights or exercise equipment of any kind.
 - 6.1.5 Attaching of any item to the wall, cell windows, outside or inside of the locker, shelf, drawer, ceiling, door and/or bed, electrical outlets or electrical conduit - Approved items may be attached on approved bulletin boards.
 - 6.1.6 Any form of defacing; writing, drawing, painting on any part of the living area
 - 6.1.7 Floor coverings of any kind
 - 6.1.8 Smoking inside all buildings and living areas, and within 20 feet of building entrances or window openings (See Department Order #109, Smoking and Tobacco Regulations)
 - 6.1.9 Excessive noise, yelling and loud talking.
 - 6.1.10 Throwing of any item indoors.
- 6.2 Electronic Equipment – Violations of the following shall result in the equipment being confiscated, pending the resolution of the disciplinary process in accordance with Department Order #803, Inmate Disciplinary Procedure.
 - 6.2.1 Headphones or earbuds are required while operating audio devices.
 - 6.2.2 Headphone volume shall not be loud enough to be overheard by others.
 - 6.2.3 All electronic equipment, with the exception of a clock, shall be turned off when inmates leave their cell or their run.
 - 6.2.4 Inmates with reading lights shall not direct the light or shine it on other inmates, and/or other inmates' living areas.
 - 6.2.5 All electronic equipment and pieces shall be neatly stored on the locker or on the shelf.

6.3 Laundering

- 6.3.1 Laundering of any items in the cell or any areas within the run is prohibited.
- 6.3.2 Towels and washcloths shall be hung over the foot or the head of the bed until dry in units where bed rails are available. When bed rails are unavailable, towels and washcloths shall be hung on hooks or neatly folded and stored in the designated areas.
- 6.3.3 Soiled laundry items shall be kept in fish net laundry bags and stored under the bed or in an area designed by the unit Deputy Warden.

6.4 Cell and Unit Regulations

- 6.4.1 Cell and cubicle floors shall be swept and neatly maintained by the occupants on a daily basis.
- 6.4.2 Inmates shall remain in their assigned cell, bed or cubicle for count unless supervised by a staff member and placed on an authorized out count. Inmates shall not be in the shower or restroom area for count, unless assigned to a single cell.
- 6.4.3 All food and beverage items shall be stored in their original containers and neatly stored in the locker, on shelves or in the inmate's ice chest. Empty containers are prohibited.
 - 6.4.3.1 Food items found in containers other than their original container, and/or empty containers shall be designated as contraband and confiscated.
 - 6.4.3.2 The inmate store purchased ice chest shall be stored under the inmate's bed or desk.
- 6.4.4 Security night lights shall remain on at all times. Where applicable:
 - 6.4.4.1 Run and/or dormitory lights shall be turned on no later than 0630 hours daily. These lights will remain on only when there is not sufficient ambient light during daytime hours to ensure the safety and security of the area. At times of sufficient ambient light, they may be reduced.
 - 6.4.4.2 Run and/or dormitory lights shall be turned off no later than 2200 hours on weeknights and 2400 hours on the weekend and holiday nights.
- 6.4.5 Beds and bedding regulations
 - 6.4.5.1 Inmates shall be authorized one pillow, one mattress, two sheets, one blanket for summer, and two blankets for winter. State issued or inmate purchase through the inmate store or fundraiser.
 - 6.4.5.1.1 Inmates may receive additional items with written authorization from medical or administrative staff. This may be based on a Duty/Special Needs Order – Inmate Health, Form 1101-60, or uncontrolled temperature changes.

- 6.4.5.1.2 All mattresses shall be, inspected by the Housing Officer/Yard Officer upon any bed location move. The Sanitation Officer shall evaluate the condition of each mattress, and determine if it needs to be repaired and/or sanitized prior to redistribution. A replacement mattress shall be assigned if a mattress was disposed of.
- 6.4.5.1.3 The Housing Officer/Yard Officer shall determine if the cause of a damaged mattress is normal wear and tear or the damage appears to be intentional. Intentional damage shall be, addressed in accordance with Department Order #803, Inmate Disciplinary Procedure.
- 6.4.5.2 All inmates' beds shall be made no later than 0730 hours each day.
 - 6.4.5.2.1 Sheets and blankets shall be tightly tucked in under the mattress.
 - 6.4.5.2.2 Blankets not in use shall be neatly folded at the foot of the bed. Comforters and personal bedspreads shall be neatly folded at the foot of the bed or in locations designated by the unit.
 - 6.4.5.2.3 When working, inmate night workers shall be exempt from the 0730 hour time frame. When not working, their beds shall be in compliance with this Department Order. A written "night worker" designation shall be posted at each inmate night worker's housing area. Staff shall designate and identify night workers.
- 6.4.5.3 Inmates may lie on top of their made up beds during the day when not at work or participating in program assignments, unless they have a Duty/Special Needs Order – Inmate Health form from Healthcare Services specifically indicating they must rest under the sheets and blankets.
- 6.4.6 Each unit shall supply plastic trash containers for inmate use in all inmate living areas. All trash containers shall be emptied daily.
- 6.4.7 Socialization between inmates is permitted on their own runs, and in housing common area space. In a dormitory setting, socialization can be in bed areas.
 - 6.4.7.1 Specialized treatment programs may authorize inmates trained and assigned to enter runs and dorms other than their assigned housing areas to facilitate program delivery and program goals.
- 6.5 Storage Areas – Including desks, shelving, partitions, lockers, dividers and bulletin boards.
 - 6.5.1 Nude and/or sexually explicit photographs, drawings, pictures and magazines shall be prohibited in accordance with Department Order #914, Inmate Mail.
 - 6.5.2 Pictures cut out of magazines and the magazines from which the pictures was removed from shall be confiscated as contraband.

- 6.5.3 Two major appliances may be neatly placed on the locker, shelf or cubicle dividers and shall not obstruct staff views of the living areas.
- 6.5.4 Inmate clothing shall be neatly folded and stored in either the inmate's locker or shelf when not being worn.
- 6.5.5 When not in use, all personal property shall be neatly stored in either the locker or on the shelf.
- 6.5.6 While in use, an inmate may have items such as stereos, arts and crafts materials, papers, etc., as needed within the cell or cubicle. When not in use, these items shall be stored as authorized.
- 6.5.7 Locker doors shall be closed and secured when the inmate is outside of the housing unit or cell.
- 6.5.8 All lockers, shelves, partitions, bunk rails, desks, windowsills and appliances shall be clean and dust free.
- 6.5.9 No dust or decorative covers of any type are authorized.
- 6.5.10 Inmates assigned to Minimum, Medium and Close Custody units may have State issued bulletin boards or a square painted on the wall to designate a location of a bulletin board located in their personal housing areas.
 - 6.5.10.1 Bulletin boards shall be at a minimum 18" by 18" and maximum of 24" by 24" in size.
 - 6.5.10.2 No items shall extend beyond the edges of the bulletin boards.
 - 6.5.10.3 Bulletin boards shall be attached to the locker door.
- 6.5.11 Inmates shall not move beds, lockers, shelves, partitions, bunks, bulletin boards or desks.
- 6.5.12 The only cardboard items permitted in inmate living areas shall be the "banker" style storage boxes sold in the inmate store as outlined in Department Order #909, Inmate Property.
 - 6.5.12.1 A maximum of four storage boxes purchased only through the inmate store shall be authorized. Limit one storage box for personal and/or religious property and up to three storage boxes for legal material and official Department correspondence. Boxes shall be kept in good condition at all times.
 - 6.5.12.2 The weight of each storage box shall not exceed 50 pounds.
 - 6.5.12.3 Inmate storage boxes shall be kept under the inmate's bed. Inmates living in top bunks shall store their storage boxes under the bottom bunk.
 - 6.5.12.4 Inmates without storage space available under their beds shall place their additional storage boxes in a neat and orderly manner within their living assigned area as designated by the unit.

- 6.5.13 Completed arts and crafts items shall be handled in accordance with Department Order #906, Inmate Recreation/Arts and Crafts and Department Order #909, Inmate Property.
- 6.6 Storage of legal materials by the Department shall be in accordance with Department Order #902, Inmate Legal Access to the Courts.
- 6.7 Appliance Usage
 - 6.7.1 Any appliance altered in any way shall be designated as contraband and confiscated.
 - 6.7.2 No homemade antennas, remote controls, or other such items shall be authorized.
 - 6.7.3 Appliance cords shall be maintained neatly and untangled. No alterations, to include taping, shall be permitted.
 - 6.7.4 No appliance or decorative covers of any kind shall be permitted.
 - 6.7.5 Stickers on appliances or in living areas shall not be permitted.

7.0 HOUSING UNIT INSPECTIONS

- 7.1 All inmates living areas, showers, and recreation areas shall be inspected daily by security staff.
 - 7.1.1 Inspections shall be documented on the Correctional Service Log, Form 105-6.
- 7.2 The Chief of Security or designee shall:
 - 7.2.1 Conduct weekly inspections of all inmate living areas. These inspections shall be documented, by exception, in the Bi-Weekly Security Device Inspection Report, Form 703-4, in accordance with Department Order #703, Security/Facility Inspections.
 - 7.2.2 Provide a written weekly report to the unit Deputy Warden detailing the areas of non-compliance and corrective action taken.
 - 7.2.2.1 Inmates not in compliance with the housing unit regulations may be subject to disciplinary action in accordance with Department Order #803, Inmate Disciplinary Procedure.

8.0 INMATE HOUSING ASSIGNMENTS

- 8.1 Wardens, Deputy Wardens and private prison Wardens or Deputy Wardens shall ensure inmate housing assignments yield the highest degree of safety possible when housing inmates in cells or dormitories.
- 8.2 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.
- 8.3 In general, Minimum and Medium Custody inmates shall be housed in congregate settings such as dormitories, but may also be housed in cells designed for double bunking.
- 8.4 Interstate Compact inmates shall be manually reviewed for placement in double cell environments in accordance with the criteria outlined in this Department Order.

8.5 Double Cell Environments

8.5.1 Inmates housed in the following housing areas shall be exempt from 8.5.2 through 8.5.16.4 of this section:

8.5.1.1 Dormitories and other similar housing areas

8.5.1.2 Intake/Reception Centers, Medical or Mental Health Units, hospitals, and transitory housing

8.5.1.3 Minors Units

8.5.2 Housing Assignment Reviews – The Accountability and Movement Officer shall document housing assignment recommendations based on the criteria outlined in this section on the appropriate ACIS screen during normal business hours.

8.5.2.1 The unit Correctional Officer IV and/or the unit Chief of Security shall review the ACIS Schedule and Integrated Housing Program (IHP) screen for housing recommendations and include their recommendation prior to submitting them to the unit Deputy Warden for final approval.

8.5.2.1.1 The recommendation for double bunking validated (V) STG inmates, to include those who are enrolled (E) in the Step-Down Program, those who are monitored (M) in Close Custody, and those housed in Close Custody (C) who have completed Phase IV, shall include the interview results and recommendation from the Special Security Unit.

8.5.2.2 The unit Deputy Warden shall review the ACIS Schedule screen for housing recommendations and then approve or deny housing assignments and document decisions on the appropriate ACIS screen. The unit Deputy Warden shall be the final approval authority for all housing assignments.

8.5.2.3 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.

8.5.3 Custody Criteria for Double Cell Environments

8.5.3.1 Minimum Custody Inmates

8.5.3.1.1 Minimum Custody inmates shall not be housed in the same cell with Close or Maximum Custody inmates at any time.

8.5.3.1.2 Minimum Custody inmates may be housed with Medium Custody inmates in the same double cell.

8.5.3.2 Medium Custody Inmates

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

8.5.3.2.2 Medium Custody inmates may be housed with Minimum or Close Custody inmates in the same double cell.

- 8.5.3.3 Close Custody Inmates
 - 8.5.3.3.1 Close Custody inmates shall not be housed in the same cell with Maximum Custody inmates.
 - 8.5.3.3.2 Close Custody inmates may be housed with Medium Custody inmates in the same double cell.
- 8.5.3.4 Maximum Custody inmates may be housed together provided each inmate is placed using the criteria outlined in this Department Order.
 - 8.5.3.4.1 Maximum Custody inmates with elevated mental health needs 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.

8.5.4 Security Threat Groups (STG)

- 8.5.4.1 STG/Debriefed inmates (D) may be double-bunked with other protective custody inmates regardless of Security Threat Group affiliation, if it is determined by STG that a polygraph is not required.
 - 8.5.4.1.1 If STG determines the inmate requires a polygraph, the inmate shall not be double-bunked until successfully passing one or more polygraph examinations.
- 8.5.4.2 STG-validated inmates (V) housed in Maximum Custody 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.
- 8.5.4.3 STG-validated inmates (V) housed in a custody level other than Maximum Custody or in detention may be double-bunked with other inmates regardless of STG status or affiliation.
- 8.5.4.4 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.
 - 8.5.4.4.1 STG-validated inmates who have completed Phase III of the step down program shall successfully pass a polygraph prior to moving to Close Custody.
- 8.5.4.5 STG-validated inmates who have completed Phase IV of the STG Step-Down Program in Close Custody may be housed with any other inmate as long as all other criteria outlined in this Department Order are met.
- 8.5.4.6 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.

- 8.5.5 Protective Custody – Protective Custody inmates shall only be housed with other Protective Custody inmates.
- 8.5.6 Sex Offenders – Inmates identified as sex offenders shall not be housed with general population inmates. Identification for sex offender inmates is as follows:
 - 8.5.6.1 Inmates with a sex offender status of “A”
 - 8.5.6.2 Inmates with a sex offender status of “B” through “N” who have elected to house on a sex offender unit
- 8.5.7 Female inmates shall be exempt from 8.5.7 through 8.5.7.2 of this section.
- 8.5.8 Inmates identified as sex offenders sentenced to death may be housed in the same unit with other Condemned Row inmates, but not in the same cell.
- 8.5.9 Inmates identified as sex offenders and approved for Protective Custody may be housed with other Protective Custody inmates.
- 8.5.10 Additional Double Cell Environment Placement Requirements
 - 8.5.10.1 Neither inmate placed together in a double cell environment shall have a “Do Not House With” (DNHW) with each other.
 - 8.5.10.2 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.
 - 8.5.10.3 Inmates with violent current convictions shall be within the following time frames in order to be housed together:
 - 8.5.10.3.1 0 – 10 years remaining to serve
 - 8.5.10.3.2 10 years or more remaining to serve
 - 8.5.10.3.3 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.
- 8.5.11 Inmates approved by the Calculation, Records and Population Management Administrator or designee as a high risk sex victim and/or sex abuser shall not be housed in the same double cell together.
- 8.5.12 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:
 - 8.5.12.1 Prison disciplinary history within the last two years, including violent and non-violent charges
 - 8.5.12.2 History of institutional violence and/or predatory behavior within the last two years

- 8.5.12.3 STG or related information
- 8.5.12.4 Physical and mental conditions or limitations and Americans with Disabilities Act (ADA) considerations
- 8.5.12.5 Detention Placement/Reason (i.e., Investigation 2A, disciplinary, Protective Custody status, Maximum Custody, Return to Custody, Detainer, medical and mental health concerns)
- 8.5.13 The Deputy Warden may deem inmates inappropriate for double cell environments based on their history of being assaulted and other exigent circumstances.
- 8.5.14 Changes in custody level shall not automatically require a housing change. For example, when two Close Custody inmates are housed together and one of the inmate's custody levels is reduced or increased, the inmates may continue to be housed together.
- 8.5.15 Exceptions – The unit Deputy Warden may authorize exceptions to the double cell placement criteria of this Department Order by documenting the reason on each inmate's appropriate ACIS screen. Exceptions include, but are not limited to:
 - 8.5.15.1 Inmates housed in higher custody units as a facility override.
 - 8.5.15.2 Inmates housed in detention pending Maximum Custody.
 - 8.5.15.3 Inmates housed in detention pending Protective Custody review in accordance with Department Order #805, Protective Custody.
 - 8.5.15.4 Maximum and Close Custody inmates housed in detention.

8.6 Medical and Mental Health Units and Criteria

- 8.6.1 Placement into a medical or mental health unit is determined by qualified medical and mental health staff in coordination with Central Office Classification and the Deputy Warden of Operations. This includes:
 - 8.6.1.1 Inpatient Care Units
 - 8.6.1.2 Special Needs Units
 - 8.6.1.3 Residential Medical Units
 - 8.6.1.4 Residential Mental Health Units
 - 8.6.1.5 Inpatient Mental Health Units
- 8.6.2 ASPC – Phoenix – Aspen Mental Health Unit:
 - 8.6.2.1 Minimum and Medium Custody Only
 - 8.6.2.2 Sex Offenders and inmates approved for Protective Custody are eligible
 - 8.6.2.3 No escapes/attempted escapes from a secure perimeter less than three years ago, or multiple such escapes/attempted escapes within the past 10 years

8.7 Mental Health Unit Placement/Discharge Procedures

- 8.7.1 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 recommended for movement by the Contractor's Regional Mental Health Director, or designee.
- 8.7.1.1 Two workdays 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.
- 8.7.1.2 Central Office Classification shall review each inmate to ensure that he/she meets all housing criteria and custody matrix for the receiving unit.
- 8.7.2 Central Office Classification shall email the results of the review to the receiving unit for discussion with all participants in the Deputy Warden of Operations meeting.
- 8.7.2.1 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:
- 8.7.2.1.1 Every effort to mediate the DNHW status.
- 8.7.2.1.2 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.
- 8.7.2.1.3 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.
- 8.7.2.2 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.
- 8.7.2.2.1 The inmate shall be housed at the appropriate Medical/Mental Health unit for the approved custody level, in consultation with qualified mental health professionals (QMHPs) and qualified health care professionals (QHCPs), if the override or placement is denied.
- 8.7.2.2.2 Placement of Condemned Row or validated STG members into a Mental Health Residential/Inpatient program shall include a review and approval by affected Deputy Wardens of Operations.
- 8.7.2.2.3 If the override is approved the inmate shall be reclassified to the previous custody level if appropriate.

8.7.3 Inmates approved for movement by the committee shall be screened by QMHPs and QHCPs 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.

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

8.7.3.1.1 QMHPs and QHCPs shall document on the form any special housing or transportation needs.

8.7.4 Upon discharge from a Mental Health or Medical Unit, QMHPs and QHCPs shall review the inmate and recommend a discharge location to Central Office Classification, based on the inmate's mental health and medical needs.

8.7.4.1 QMHPs shall determine the appropriate level of treatment based on the inmates mental health needs.

8.7.5 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:

8.7.5.1 Minimum, Medium, Close and Maximum Custody inmates

8.7.5.2 Sex Offenders and inmates approved for Protective Custody are eligible

8.7.5.3 Condemned Row inmates are eligible

8.7.5.4 Validated STG members are eligible

9.0 ALTERNATE HOUSING OF MINIMUM OR MEDIUM CUSTODY INMATES – 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.

9.1 Wardens and Deputy Wardens shall ensure housing options have been exhausted within the originating complex before seeking movement to another complex.

9.2 Wardens shall approve all transfers within the complex.

9.3 The Assistant Director for Prison Operations, or Deputy Assistant 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.

9.4 Upon transfer, the departing and receiving unit Shift Commander shall complete an Information Report.

9.4.1 The steps taken to house the inmate, including movement authorization and;

9.4.2 The status of the medical/mental assessment and

9.4.3 All Direct Observed Therapy (DOT) and "Keep on Person" (KOP) medications shall be transferred with the inmate.

- 9.5 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.
- 9.5.1 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.
- 9.5.2 In all cases, the assessment shall occur within 24-hours of arrival.
- 9.6 The sending and receiving Shift Commanders shall electronically transmit a copy of the Information Report prior to the end of shift to the Deputy Assistant Director for Prison Operations and Warden.

10.0 REFUSAL TO HOUSE PROCEDURES

- 10.1 Inmates refusing to house shall be interviewed by the Shift Commander prior to the end of the shift. The Shift Commander shall interview the inmate to determine their reason for refusing to house, and shall explain the possible consequences for refusing to house as outlined in this section.
- 10.1.1 The interview shall be documented on an Information Report. The inmate shall also be required to submit an Inmate Letter, Form 916-1. The Information Report and Inmate Letter shall include the reason for refusing to house and proposed acceptable alternative housing options. The Information Report and Inmate Letter shall be uploaded in the ACIS document type "RTH documentation."
- 10.2 The unit CO IV and SSU shall interview the inmate the following business day to determine the reason for refusing to house. The CO IV shall attempt to resolve the housing issue and explore alternative housing options within the complex.
- 10.2.1 The interview shall be documented on an Information Report. The inmate shall also be required to submit an Inmate Letter. The Information Report and Inmate Letter shall include the reason for refusing to house and proposed acceptable alternative housing options. The Information Report and Inmate Letter shall be uploaded in the ACIS document type "RTH documentation."
- 10.2.2 For refusals to house based on an inmate's sex offense history, child abuse or dangerous crimes against children conviction, the sex offender housing process shall be followed in accordance with Department Order #801, Inmate Classification and the Classification Technical Manual.
- 10.2.3 For refusals to house based on drug debts, an inmate shall be placed under investigation and issued a major disciplinary violation for Possession of Drugs and Narcotics (37B) in accordance with Department Order #803, Inmate Disciplinary Procedure.
- 10.2.4 Sound correctional judgment shall be used to determine if an inmate has legitimate issues not previously addressed and if a new Protective Custody review process is required.
- 10.3 If the inmate continues to refuse, even after staff members have located proper appropriate housing, the unit CO IV, SSU and Deputy Warden shall:
- 10.3.1 Conduct mediation between inmates with conflicts.

- 10.3.2 Gradually increase privileges if the inmate will work with staff to find a viable housing location within the complex.
- 10.4 Inmates placed in detention shall lose all property, visitation, and a reduction in phone call privileges, to one per week.
 - 10.4.1 Hygiene, legal and religious materials shall be authorized.
- 10.5 Inmates shall be, issued one major disciplinary violation for Disobeying an Order (25B).
 - 10.5.1 The unit CO IV and SSU shall interview the inmate every seven calendar days to determine if the inmate is willing to house at the current complex within the assigned unit as determined by the CO IV and SSU. Refusing to house will result in continued loss of privileges.
 - 10.5.1.1 The interview shall be documented on an Information Report. The inmate shall also be required to submit an Inmate Letter. The Information Report and Inmate Letter shall include the reason for refusing to house and proposed acceptable alternative housing options. The Information Report and Inmate Letter shall be uploaded in the ACIS document type "RTH documentation."
 - 10.5.1.2 A new Information Report and Inmate Letter shall be completed and uploaded for each seven day interview.
 - 10.5.2 At no time shall an override to Maximum Custody be requested.

11.0 TEMPORARY HOLDING ENCLOSURES

- 11.1 Temporary outdoor holding enclosures shall:
 - 11.1.1 Only be occupied by inmates of the same custody level following the processes outlined in this Department Order.
 - 11.1.2 Be used as a control measure to confine and restrict inmate movement on a temporary/short term basis and for no more than one hour.
 - 11.1.2.1 Any extension beyond one hour shall require Deputy Warden or on-call Duty Officer (Associate Deputy Warden and above) approval.
 - 11.1.3 Be in direct view of staff.
 - 11.1.4 Be inside (Mental Health Observation) or outside a building (Recreation, Central Intake Processing, Medical Waiting Area, Ingress/Egress or Movement).
- 11.2 Routine usage of an outdoor holding enclosure shall include, awaiting a scheduled medical appointment, turn out for assigned work, education or treatment program.
- 11.3 Placement of inmates in outdoor holding enclosures shall not be for disciplinary reasons.
- 11.4 Inmates shall not be placed in outdoor enclosures pending transfer to Mental Health Watch, detention assignment or awaiting transfer to another unit/institution. Inmates may be placed in indoor enclosures with environmental temperature controls; however, placement may not exceed the two-hour limit without the Warden's approval.

- 11.5 The unit Deputy Warden or in their absence the on-call Duty Officer (Associate Deputy Warden and above) shall approve the placement of an inmate in a holding enclosure, outside of routine usage.
 - 11.5.1 The unit Deputy Warden or in their absence the on-call Duty Officer shall consider the following prior to approving the use of the temporary holding enclosure:
 - 11.5.1.1 The availability of staff to provide the prescribed watch.
 - 11.5.1.2 The medical condition of the inmate.
 - 11.5.1.3 Any mental health status to include mental health score.
 - 11.5.1.4 Any medication prescribed to the inmate, particular attention to any psychotropic medications.
 - 11.5.2 The Shift Commander shall ensure an Observation Record, Form 1101-16, is initiated and staff document observation in accordance with Department Order #807, Inmate Suicide Prevention, Mental Health Watches, and Progressive Mental Health Restraints, and the time between observations shall not exceed 30 minutes.
 - 11.5.2.1 Correctional Officer Series staff shall ensure inmate observations are documented in the Correctional Service Log, and on the Observation Record form.
 - 11.5.3 The Observation Record form shall be on a clipboard placed at the holding enclosure available to any command staff for review.
 - 11.5.4 A supervisor shall review the Observation Record form and ensure staff members observe the inmate every half hour verifying health and safety of the inmate.
 - 11.5.4.1 At shift change the on-coming Shift Commander shall review all holding enclosures for occupancy, observe any inmate in the enclosures, check to verify the time the inmate has been in the enclosure and sign the Observation Record form.
 - 11.5.5 Under exigent circumstances, inmates may be placed in an outdoor enclosure without the Deputy Warden's approval. These circumstances would include the immediate need to separate combatants or requests for Protective Custody review.
 - 11.5.5.1 Within 30 minutes of placing an inmate in the outdoor holding enclosure for exigent reasons, the unit Deputy Warden or on-call Duty Officer shall review and approve.
 - 11.5.5.2 An inmate shall not be assigned to an outdoor holding enclosure for more than one hour and the Shift Commander shall initiate 11.5.2 through 11.5.4.1 of this section.
 - 11.5.6 Extension of the one-hour limit shall require authorization by the Deputy Warden or after hours, the on-call Duty Officer.
 - 11.5.6.1 Extension of time shall be logged on the Observation Record form to include time of extension approval, which staff approved extension and purpose of the extension.

11.5.6.2 Extensions may be approved for up to one hour only (a maximum of two hours).

11.5.7 Water shall be continuously available to inmates in the enclosure.

11.6 Inmates requiring use of bathroom facilities shall be accommodated.

11.7 Benches shall be available for the inmates to sit.

11.8 Outdoor holding enclosures shall:

11.8.1 Be covered to provide shade.

11.8.2 Provide a cooling or mister system.

11.8.3 Provide a continuous water source.

12.0 INMATE EXERCISE ENCLOSURES (MAXIMUM CUSTODY/DETENTION/MENTAL HEALTH UNITS)

12.1 Inmates shall be afforded outdoor exercise in accordance with Department Order #812, Inmate Maximum Custody Management and Incentive System and Department Order #906, Inmate Recreation/Arts and Crafts.

12.2 Movement of inmates housed in Maximum Custody, Detention and Mental Health Watch Areas to and from exercise enclosures shall be documented in the Unit Control Room's Correctional Service Log or Radio-frequency identification (RFID) system, as applicable.

12.2.1 Correctional Series staff shall be designated to maintain in person constant supervision of the inmates in the enclosures. The security observation shall be recorded on the Correctional Service Log every 30 minutes.

12.2.1.1 Inmates shall be allowed to use the restroom during the recreation period without forfeiting the remainder of the recreation period.

12.2.1.2 Inmates may voluntarily request to end their recreation period at any time. Voluntary termination to participate in recreation will result in the forfeiture of the remaining recreation period. Inmates shall be returned to their cell within 15 minutes of making the request.

12.3 When a detention inmate participates in an exercise period, the activity shall be recorded on the Inmate Activity and Out-of-Cell Tracking, Form 812-1 or RFID system, as applicable.

12.4 Water shall be available during the exercise period.

12.5 Outdoor exercise enclosures shall be covered to provide shade.

12.6 Outdoor exercise enclosures shall have either a mister system or evaporative cooler system for temperatures exceeding 100 degrees.

12.7 Mental health inmates housed in a designated Mental Health Unit/cell block shall be afforded the same number of hours for exercise weekly as general population inmates.

12.7.1 The QMHP shall determine if the inmate is stable enough to attend the exercise period by notating entries on medical orders.

- 12.7.2 Access to exercise areas shall be defined by QMHPs in three phases, which increase the inmate's ability to access greater space and freedom of movement for exercise purposes.

13.0 INMATE DELEGATION/CONTROL – Wardens and Deputy Wardens shall:

- 13.1 Ensure inmates are not placed in a position of formal control or authority over other inmates.
- 13.2 Insure staff report violations of this nature using an Information Report, in accordance with Department Order #105, Information Reporting.
- 13.3 Designate a staff member to receive Information Reports concerning violations of this type and recommend action if needed.

14.0 DISCRIMINATORY ACTS

- 14.1 Employees shall report any known or alleged acts of discrimination against inmates by completing an Information Report, and submitting the report to their first-line or any other appropriate supervisor.
- 14.2 Supervisors shall investigate reports of discrimination and take appropriate action to prevent and/or correct discriminatory acts against inmates.

15.0 SPECIFIC RESPONSIBILITIES – Wardens and Deputy Wardens shall:

- 15.1 Make reasonable modifications in job and program requirements, and/or minor site changes (e.g., wheelchair ramps, lowering shelves) to facilitate participation by disabled inmates, in accordance with Department Order #108, Americans with Disabilities Act (ADA) Compliance.
- 15.2 Ensure inmate work assignments, are based on the inmate's experience and skill level in accordance with the inmate's individual corrections plan, the applicable facility Priority Ranking Report(s), and applicable vacancies in work and/or program areas.
- 15.3 Afford inmates the right to practice their religion in accordance with Department Order #904, Inmate Religious Activities/Marriage Requests and Department Order #909, Inmate Property.
- 15.4 Afford inmates the opportunity to participate in available education, training and other programs provided they meet criteria established in Department Order #910, Inmate Education.

16.0 INTERPRETERS – Wardens and Deputy Wardens shall:

- 16.1 Provide interpreters for inmates in need of such services, which may include interpreters for language, literacy, the deaf, and the blind.
- 16.2 Recruit and provide interpreters in the following order:
 - 16.2.1 Utilize the electronic language line for all healthcare or mental health related contacts.
 - 16.2.2 A staff member within the same prison or facility.
 - 16.2.3 A staff member in another institution, facility or bureau within the Department.
 - 16.2.4 A volunteer interpreter from a community service agency.

- 16.3 Maintain, by language, a list of staff and volunteers available as interpreters for their institutions and units.
- 16.4 Ensure interpreters are provided for inmates for Due Process proceedings, as necessary.

17.0 ORIENTATION

- 17.1 Applicable rules, regulations and Department Orders shall be read aloud during initial orientation for those inmates who are visually impaired, or have a language or literacy problem. Orientation staff shall ensure inmates understand the orientation materials.
 - 17.1.1 Inmates may request policy to be read aloud to them at any point during their incarceration to address questions, changes, etc.
- 17.2 Hearing impaired inmates shall receive a translation of orientation materials in sign language, or through another approved relay service.
- 17.3 Orientations shall be documented on the appropriate ACIS screen.

IMPLEMENTATION

The Assistant Director for Prison Operations shall ensure affected Post Orders are updated as necessary. Once distributed, Wardens and Deputy Wardens shall ensure the Post Orders are in place at the appropriate locations and are maintained.

DEFINITIONS/GLOSSARY

Refer to the Glossary of Terms for the following:

- Contraband
- Custody Level
- Discrimination
- Inpatient Care (IPC)
- Internal Risk
- Interpreter
- Qualified Healthcare Professional (QHCP)
- Qualified Mental Health Professional (QMHP)
- Refusal to House
- Residential Care
- Special Needs Unit (SNU)

AUTHORITY

28 CFR, Part 36; 29 CFR, Parts 1602, 1627 and 1630, The Americans With Disabilities Act (ADA)