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<b>Inmate Housing</b>	<b>ACA Standards: 2-CO-3C-01, 4-4133, 4-4142, 4-4281-2, 4-4312-1, 4-4399, 4-ACRS-6A-04</b>		
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## Inmate Housing

All inmate housing assignments are made on the basis of rational and objective criteria, taking into consideration each individual inmate's safety, security and treatment needs and ensuring that the safety and security of staff and the facility are maintained. (PREA 115.41(c))

It is the responsibility of all staff to adhere to this procedure. Classification committees, at the initial reception and facility level, are responsible for determining the need for special consideration in housing assignments. (PREA 115.42(a))

Inmates may grieve any alleged violation of this procedure as provided by [OP-090124](#) entitled "Inmate/Offender Grievance Process."

### I. General Guidelines

#### A. Housing Assignments

Housing assignments are based on an inmate's total available record. Consideration includes, but is not limited to:

1. Security needs, which may include:
  - a. Escape history;

- b. Conviction offense; and
  - c. Affiliation or membership in an organization that has demonstrated recent acts or behavior that compromise or threaten to compromise the safety and security of the facility.
2. Security assignment level, which includes:
    - a. Compatibility among the inmate population;
    - b. History of institutional adjustment;
    - c. Institutional conduct; and
    - d. Custody level.
  3. Medical and/or mental health needs.
  4. Treatment and/or program needs.

B. Additional Considerations

1. Housing assignments will not be determined by race, color, or ethnic origin. (2-CO-3C-01)
2. The safety and security of the inmate and the assigned facility/unit will be the focus of all decisions relative to an inmate's housing assignment. Specific reasons for any security-related restrictions will be fully documented on the "Cell Assessment Form" ([Attachment A](#), attached). (PREA 115.41)
3. Classification committees and reviewing authorities will base decisions in accordance with this procedure. All actions will document the rational and objective reasoning for assignments.
4. The facility head will monitor the racial makeup of each housing unit's pod/quad so that each unit is consistent with the makeup of the facility. A quarterly report will be prepared by the facility head and forwarded to the appropriate regional director indicating the number of integrated cells/bunks for the facility utilizing [Attachment C](#) entitled "Quarterly Integrated Celling Report," attached.

II. Assessment and Reception Center Procedures

A. Arrival (PREA 115.41(a)(b))

1. Upon arrival at the assessment and reception center, newly received inmates are assigned housing by the unit security staff. Assignment

to the appropriate cell is based on factors such as crime(s) listed in the Judgment and Sentence, number of prison confinements, age, and physical stature as well as identified medical/mental health needs.

2. A self-report form will be considered in making initial placement housing at the reception center ([Attachment B](#) entitled "Self Report Form," attached). (PREA 115.41(c))
3. Inmates will not be disciplined for refusing to answer or for not disclosing complete information in response to: (PREA 115.41(h))
  - a. Mental /development disabilities;
  - b. Gender orientation;
  - c. Previous sexual victimization; or
  - d. His/her own perception of vulnerabilities.

The inmate's refusal will be documented on the "Self Report Form" ([Attachment B](#)).

**B. Gathering of Information**

During the reception process, information will be gathered which will allow the classification committee to make a determination regarding cell assignment status ([Attachment A](#) entitled "Cell Assessment Form" and the "Activity/Housing Summary" (located in the electronic health record (EHR)). (PREA 115.41(c))

This information will include, but not be limited to: family, social, sexual orientation, criminal history, military, education, institutional, employment, alcohol/drug histories and information concerning disruptive group or security threat group affiliation. (4-4312-1) However, association with any particular group does not automatically preclude an inmate from integrated housing assignments.

The facility shall not search or physically examine a transgender or intersex inmate for the sole purpose of determining the inmate's genital status. If the inmate's genital status is unknown, it may be determined during conversations with the inmate, by reviewing medical records, or, if necessary, by learning that information as part of a broader medical examination conducted in private by a medical practitioner. (PREA 115.15 (e))

**C. Placement**

Upon completion of this process, the assessment and reception center classification staff will determine appropriate placement for the inmate. If the inmate is designated as "unrestricted" (UR), assignment and transfer to the first available bunk/cell within the appropriate facility security level will be made.

D. Restrictions

1. When making notification of assignment of inmates to the receiving facility, via computer or facsimile, classification staff will note any housing restrictions (security or health) prior to the inmate's arrival to the assigned facility.
2. This information will be maintained in the inmate's field file (placed on top of section 3) and be entered into the inmate's electronic computer record (OMS and electronic health record (EHR)).

III. Facility Housing Assignment Procedure

- A. All applicable housing assignments will be identified and a permanent numbering system assigned. The case manager IV, or designated staff member will serve as the "Housing Coordinator" to ensure the housing assignments are made in a logical and consistent pattern.

Unrestricted (UR) inmates requiring a housing/cell assignment will be given the first available and appropriate assignment.

- B. Upon arrival to the assigned facility, a "Cell Assessment Form" ([Attachment A](#)) and a "Self Report Form" ([Attachment B](#)) will be completed to determine if any special housing needs exist. (4-4281-2)
1. The reviewing staff member will sign and date the "Cell Assessment Form."
  2. The inmate will be assigned to an appropriate bed based on his/her specific situation.
  3. The completed form will be placed in section 3 of the inmate field file and will not be purged.
- C. If an inmate meets the "unrestricted" criteria listed on the "Cell Assessment Form" ([Attachment A](#)), then the vacant bed within the two person cell will be placed in the "unrestricted" pool. This process will be gradual based on new arrivals and those who previously had no cell/bunk assignments, such as restrictive housing placements. However, if an inmate requests a new housing/cell assignment or moves for any other reason, they are subject to assignment in an appropriate cell or bunk, unless restricted as indicated on the "Cell Assessment Form" ([Attachment A](#)).

1. Housing assignments will be made in accordance with the "Cell Assessment Form" ([Attachment A](#)) and Activity/Housing Summary."
2. Upon assignment of an inmate to a housing unit/double cell, the unit manager, community corrections staff, or other designated staff will conduct a new arrival review in accordance with [OP-060203](#) entitled "Adjustment Review," and make any necessary changes to the "Cell Assessment Form." If there are no changes, the above stated staff will initial and date the form indicating it has been reviewed. If there are changes, a new form will be completed.
3. Once the Facility/Unit Classification Committee has confirmed that an inmate is unrestricted (UR) or that appropriate assignment has been made, the "Housing Coordinator," or appropriate staff, will sign and date the "Cell Assessment Form."
4. If an inmate is not appropriate for unrestricted assignment, the inmate will be assigned in accordance with the following:
  - a. Medical Assignment

Special housing assignments due to medical conditions will be made as recommended by medical personnel. This may include bottom bunk restriction, lower floor assignment, wheelchair accessible areas, etc.
  - b. Mental Health Restrictions (4-4399)

Assignments will be made in joint consultation with the facility head and the mental health authority in accordance with [OP-140127](#) entitled "Mental Health Units, Intermediate Care Housing Units, and Habilitation Programs."
  - c. Behavioral Assignment

If an inmate acts in a manner that constitutes a threat to safety or security of the facility, staff or other inmates, behavioral assignment may be required. This would include inmates who are members of security threat groups or other inmates that have demonstrated recent acts of aggressive behavior or act in a discriminatory manner to another inmate based on age, criminal history, or ethnic origin.

    - (1) Behavioral assignment will be reviewed at each adjustment review.
    - (2) An inmate will not be allowed to promote above Level 2 as long as the inmate remains on Behavioral Assignment.

d. Single Cell Assignment (4-4133, 4-4281-2)

The "Cell Assessment Form" will be utilized to determine if it is necessary to place an inmate in a single cell based on behavioral/security related issues, the need for administrative segregation and/or protective measures consideration.

Such inmates include, but are not limited to, the following:

- (1) Inmates with severe medical disabilities;
- (2) Inmates with a severe serious mental illness, as determined by a QMHP;
- (3) Sexual predators;
- (4) Inmates who are identified as likely to be exploited or victimized by others; and
- (5) Inmates who have committed violence against other inmates or staff.

If it is not possible to provide a single cell, then the process outlined on the assessment form will be followed (OSP and MBCC only).

e. Unrestricted with Conditions

Assignments may be made for inmates who are unrestricted but need specific housing arrangements due to the inmate's vulnerability such as physical stature, age, criminal history, seperatees on file, etc.

5. Inmates with medical physical and developmental disabilities or mental health concerns will be housed in a manner that provides for their safety and security. Inmates with disabilities will be assigned to housing designed for their use and provides integration with other inmates. Programs and services are accessible to inmates with disabilities who reside at the facility. (4-4142, 4-ACRS-6A-04) (PREA 115.41(d)(1))
  - a. If it is determined that housing accommodations cannot be made at the receiving facility, the facility head will notify the appropriate regional director for reassignment.
  - b. Arrangements will be made to return the inmate to the sending facility or as directed by the population office or the assessment and reception center.

- c. The facility head will complete a report to the appropriate regional director by the next working day documenting the reason(s).

#### IV. Subsequent Reviews

##### A. Change in Inmate Housing

The facility head may determine that circumstances, as indicated below, may warrant a change in an inmate's housing status.

1. Circumstances which may warrant a review of housing status may include, but not be limited to, the following:
  - a. A serious incident between two or more inmates that, through investigation, is determined to be racially motivated.
  - b. An inmate is convicted of a disciplinary offense that, through investigation, is determined to be racially motivated.
  - c. An inmate identifies enemies and/or provides documented evidence of the need for protection through an assessment of protective measures need.
  - d. An inmate's health (medical/mental condition) changes for better or worse, and a move is warranted for health reasons.
  - e. Any justifiable reason determined by administrative, unit management, security, or medical services staff. This may include factors such as age, length of sentence, etc. (4-4133)
  - f. Based upon the inmates risk for victimization or abusiveness, the inmate will be re-assessed as determined by the facility head, not to exceed 30 days, from the date of the last cell assessment. (PREA 115.41(f))
  - g. When warranted due to a referral, request, incident of sexual abuse, or receipt of information related to the inmate risk of sexual victimization or abusiveness. (PREA 115.41(g))
2. Any changes in an inmate's housing assignment status because of the above circumstances will be documented by completing a new "Cell Assessment Form" ([Attachment A](#)). This information will remain in section 3 of the inmate's field file throughout their incarceration.
  - a. The facility may reassign housing within the facility before transferring the inmate to another facility.

- b. A current "Activity/Housing Summary" must be attached to every inmate's transfer packet.
- c. Unless circumstances dictate an earlier review, the "Cell Assessment Form" will be reviewed on an annual basis, usually in conjunction with the annual review of the "Custody Assessment Scale" ([DOC 060103A \(Male\)](#) ([Female](#))). If changes are noted or needed, the form will be updated, or a new form will be completed. If there is no change, the case manager or the unit manager will initial and date the form at the time of the review.

## V. Inmate Request for Housing Reassignment

### A. Refusal of Housing Assignment

If an inmate refuses a housing/cell assignment for no documentable reason of safety, security or health or attempts to manipulate an assignment, an offense report may be prepared for "Disobedience to Orders" or another appropriate offense. This may result in the reduction of earned credits or other sanctions in accordance with [OP-060125](#) entitled "Inmate/Offender Disciplinary Procedures."

### B. Review of Circumstances

When an inmate requests a housing/cell assignment change, the housing coordinator or appropriate staff will review the circumstances.

1. If it is determined that a request is due to incompatibility with a cell partner, an attempt will be made to resolve the problem informally. If a resolution cannot be achieved, the unit manager/case manager IV or shift supervisor may refer the matter to the facility head for his/her review pursuant to Section IV. of this procedure.
2. When the safety and security of the inmate(s) or staff are threatened, temporary placement in segregation housing may be considered appropriate in accordance with [OP-040204](#) entitled "Segregation Measures."
3. An inmate must accept a housing assignment unless it is determined that documentable safety, security, or a medical condition exists.

## VI. References

Policy Statement No. P-030200 entitled "Inmate Housing, Job and Program Integration"

OP-040204 entitled "Segregation Measures"



OP-060125 entitled "Inmate/Offender Disciplinary Procedures"

OP-060203 entitled "Adjustment Review"

OP-090124 entitled "Inmate/Offender Grievance Process"

OP-140127 entitled "Mental Health Units, Intermediate Care Housing Units, and Habilitation Programs"

VII. Action

The affected regional directors are responsible for compliance with this procedure.

The regional director, Region II, is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-030102 entitled "Inmate Housing" dated January 23, 2018

Distribution: Policy and Operations Manual  
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
<a href="#">DOC 060103A (Male)</a>	"Male Custody Assessment Scale"	<a href="#">OP-060103(M)</a>
<a href="#">DOC 060103A (Female)</a>	"Female Custody Assessment Scale"	<a href="#">OP-060103(F)</a>
MSRM Form	"Activity/Housing Summary"	EHR

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment A</a>	"Cell Assessment Form"	Attached
<a href="#">Attachment B</a>	"Self Report Form"	Attached
<a href="#">Attachment B-1</a>	"Self Report Form (Spanish)"	Attached
<a href="#">Attachment C</a>	"Quarterly Integrated Celling Report"	Attached