



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY

PRISON
OFFENDER/SPANISH MANUALS

REVISION DATE

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DOC 320.255

POLICY

TITLE

**IMU/ITU/SEGREGATION/MENTAL HEALTH
SEGREGATION OPERATIONS**

REVIEW/REVISION HISTORY:

Effective: 6/7/00
Revised: 12/27/05
Revised: 2/3/06 AB
Revised: 11/28/06

SUMMARY OF REVISION/REVIEW:


I.A.14. Added Offender Policy Manuals to list of items accessible to offenders
IX.C. Adjusted wording to clarify intent
IX.D. Added that Classification staff will visit in response to written requests from offenders
IX.F. Changed expectations for management to visit IMU/Seg units to comply with Deputy Secretary expectations
X.A.6. Added expectation for documenting walkthroughs and daily cell checks

APPROVED:

HAROLD W. CLARKE, Secretary
Department of Corrections

9/28/06

Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER/SPANISH MANUALS		
	REVISION DATE 11/28/06	PAGE NUMBER 2 of 11	NUMBER DOC 320.255
	TITLE IMU/ITU/SEGREGATION/MENTAL HEALTH SEGREGATION OPERATIONS		

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; WAC 137-28; WAC 137-32; ACA 4-4256; ACA 4-4257; ACA 4-4258; ACA 4-4260; ACA 4-4261; ACA 4-4262; ACA 4-4263; ACA 4-4264; ACA 4-4265; ACA 4-4266; ACA 4-4267; ACA 4-4268; ACA 4-4269; ACA 4-4270; ACA 4-4271; ACA 4-4272; ACA 4-4273; ACA 4-4400; DOC 420.370 Security Inspections; DOC 440.080 Hygiene and Grooming for Offenders; DOC 560.200 Religious Program

POLICY:

- I. Security Level 5 Intensive Management Units (IMU), Segregation Units, Intensive Treatment Units (ITU), and Mental Health Segregation Units in Prisons will operate in compliance with Department established guidelines.

DIRECTIVE:

- I. General Conditions of Confinement
 - A. Offenders assigned to an IMU, Segregation Unit, ITU, or Mental Health Segregation Unit will be provided the following conditions of confinement, unless safety or security considerations dictate otherwise:
 1. Adequately lighted and ventilated environment, unless mechanical or other problems prevent such conditions on a temporary basis.
 2. Reasonable room temperature for the season, unless mechanical or other problems prevent such conditions on a temporary basis.
 3. Meals of similar quality and quantity as provided to the general population. Methods of preparation and/or delivery may be modified for security reasons.
 4. Access to personal hygiene items per DOC 440.080 Hygiene and Grooming for Offenders that are appropriate, based on security and safety needs. [4-4261]
 5. Opportunity to shower at least 10 minutes, and shave, at least 3 times per week. [4-4262]
 6. Access to telephone, mail and approved correspondence supplies, visiting, reading material(s), and legal representation and material(s). [4-4266] [4-4267] [4-4268] [4-4269] [4-4271] [4-4272]
 7. Receive a minimum of one hour of exercise per day, 5 days per week, outside of their cell. [4-4270] When an offender is on a program

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER/SPANISH MANUALS		
	REVISION DATE 11/28/06	PAGE NUMBER 3 of 11	NUMBER DOC 320.255
	TITLE IMU/ITU/SEGREGATION/MENTAL HEALTH SEGREGATION OPERATIONS		

modification status, daily in-cell fitness activities will be encouraged in lieu of out-of-cell opportunities. [4-4273]

8. Access to health care services.
9. Access to Unit Sergeant, Unit Supervisor, and Counselor; and to Unit Mental Health staff in ITU/Mental Health Segregation Unit. [4-4258] [4-4273]
10. Controlled access to prescribed and/or over-the-counter medications. [4-4261]
11. Exchange of clothing (i.e., T-shirts, underwear, socks) and towels at least 3 times per week. [4-4261] [4-4263]
12. Exchange of linens and coveralls weekly. [4-4263]
13. Barbering services on a monthly basis, with the exception of those offenders on a program modification status. [4-4263]
14. [4-4273] Access to the following:
 - a. Religious guidance,
 - b. Education,
 - c. Self-help programs,
 - d. Library and Law Library,
 - e. Grievance Program, and
 - f. Offender Policy and Operational Memorandum Manuals.

II. Property

- A. The following property is authorized in an IMU/Segregation Unit/ITU/Mental Health Segregation Unit based on space availability and program management level assignment. Mental health stability/safety issues are also considered in an ITU/Mental Health Segregation Unit:
 1. One box, 10" x 12" x 18", of legal documents/papers.
 2. Prescription eyeglasses.
 3. Telephone/address book.
 4. One small religious medallion, 2" in size without sharp edges, worn with a piece of string or thread.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER/SPANISH MANUALS		
	REVISION DATE 11/28/06	PAGE NUMBER 4 of 11	NUMBER DOC 320.255
	TITLE IMU/ITU/SEGREGATION/MENTAL HEALTH SEGREGATION OPERATIONS		

5. One wedding band without diamond, stones, or a raised surface that poses a security concern.
6. Religious material authorized by DOC 560.200 Religious Program, if requested by the offender and approved by custody and religious program staff.
 - a. One medicine bag, 2.5" x 2.5" in size, provided it is registered, approved, and worn with a piece of string only; no feathers.
7. Approved educational, religious, and/or self-help material.
8. Books, photographs, and publications.

B. The following additional property is authorized in an IMU/Segregation Unit, based on space availability and program management level assignment:

1. A plastic medic alert bracelet or other medical equipment, as approved by health care staff and authorized by the Unit Supervisor.
2. Medication, as directed by health care staff.

III. Program Management Level System

- A. The program management level system rewards positive behavior by promoting offenders through a system of levels/progressive steps.
- B. Behavioral Management Incentive Program for IMU/Segregation Unit
 1. Offender-initiated requests for promotions must be submitted, in writing, by the offender when eligible, and will be acted on by the Unit Supervisor/designee within 7 calendar days of the request.
 2. The Unit Supervisor/designee will review staff-initiated reviews, for promotions of offenders who meet the criteria for eligibility, within 7 calendar days of submission of the request.
- C. Progressive Reintegration Program for ITU/Mental Health Segregation Unit
 1. For ITU, the Progressive Reintegration Program is a positive management system that allows for greater privileges as the steps increase. Higher steps will allow for progressive:
 - a. Increase in time out of cell.
 - b. Decrease in the use of restraints for escort and movement.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER/SPANISH MANUALS		
	REVISION DATE 11/28/06	PAGE NUMBER 5 of 11	NUMBER DOC 320.255
	TITLE IMU/ITU/SEGREGATION/MENTAL HEALTH SEGREGATION OPERATIONS		

- c. Increase in socialization with other offenders in the ITU.
 2. An offender may verbally request a step promotion at any time, directed to his/her mental health staff, no more than once weekly.
 3. All step promotions will be reviewed and authorized by the unit clinical and Classification staff, with input from the Unit Correctional Sergeant and officers, and documented on DOC 03-397 ITU Step Review.
- D. An offender's management level/step assignment will be based on his/her compliance with the Individual Behavior Management Plan (IBMP)/Individualized Treatment Plan (ITP), with increased privileges used as positive reinforcement.
1. Promotions and demotions to different program management levels/steps are not automatic, and will be based on the following criteria:
 - a. Infraction history,
 - b. Cell cleanliness,
 - c. Personal hygiene,
 - d. Compliance with the Individual Behavior Management Plan/Individualized Treatment Plan to include acceptable communication, cooperation, and interaction with staff and other offenders,
 - e. Overall behavior and attitude,
 - f. Observation reports from staff, and
 - g. For ITU/Mental Health Segregation Unit, mental health stability (i.e., medication compliance), as it relates to safety and security issues.
 2. If an offender's program level/step is demoted, or a promotion request is denied, the decision and the time frame to reapply will be given to the offender. Progressive Reintegration Program step denials will be communicated to the offender within 24 hours.
 - a. Demotions and denials may be appealed to the Unit Supervisor/designee.
 - 1) Program management level demotion/denial appeals must be submitted, in writing, within 48 hours of receipt of the written decision.
 - 2) Progressive Reintegration Program step demotion/denial appeals may be requested verbally no more than once weekly.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER/SPANISH MANUALS		
	REVISION DATE 11/28/06	PAGE NUMBER 6 of 11	NUMBER DOC 320.255
	TITLE IMU/ITU/SEGREGATION/MENTAL HEALTH SEGREGATION OPERATIONS		

- b. The Unit Supervisor will provide a final decision within 5 working days.

IV. Progressive Movement Out of IMU/ITU

- A. Progressive movement out of IMU through the incentive program is based on compliance with the Individual Behavior Management Plan.
 1. After a minimum of 30 days on Level 2, offenders may be reviewed for promotion to Level 3.
 2. After a minimum of 60 days on Level 3, offenders may be reviewed for promotion to Level 4.
 3. Offenders on Level 4 may be reviewed for release from Intensive Management Status (IMS) provided they have met all identified expectations for release.
 4. Time exceeding 5 days that an offender spends outside the unit on court order or other status may not count in the time calculation for a management level promotion.
- B. Progressive movement out of ITU through the Progressive Reintegration Program is based on compliance with the Individualized Treatment Plan.
- C. The Intensive Management Unit/Segregation Program Activities Grid (Attachment 1) and the Progressive Reintegration Program for ITUs provide activities and items that are authorized for the various program levels. [4-4273]
 1. Offenders assigned to an IMU or Segregation Unit enter at Level 2. Offenders serving an isolation sanction as authorized by WAC 137-28 are assigned to Level 1.
- D. The Progressive Reintegration Plan provides activities and items that are authorized for the various Progressive Reintegration Program levels in ITU.
 1. Offenders initially assigned to ITU on Intensive Treatment Status (ITS) enter at step 2. If an ITU offender has transferred to ITU immediately from an IMU, current step level in IMU will be considered in the event that a commensurate Progressive Reintegration Program (PRP) step is indicated.
 - a. IMU level 1 is equal to Step 2 in the PRP
 - b. IMU level 2 is equal to Step 4 in the PRP
 - c. IMU level 3 is equal to Step 5 in the PRP

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER/SPANISH MANUALS		
	REVISION DATE 11/28/06	PAGE NUMBER 7 of 11	NUMBER DOC 320.255
	TITLE IMU/ITU/SEGREGATION/MENTAL HEALTH SEGREGATION OPERATIONS		

d. IMU level 4 is equal to Step 6 in the PRP

V. Program Modifications

A. Program modifications may be implemented for one or more of the following reasons:

1. The activity or item to be restricted is currently a risk to staff or the offender's safety, or to the security and/or orderly operation of the IMU/ Segregation Unit/ITU/Mental Health Segregation Unit.
2. The continued use of the activity or item will result in a high probability of endangerment to self, others, security and orderly operation, or state property.
3. In response to an active sanction(s).


B. [4-4265] DOC 21-632 IMU/SEG/ITU Conditions of Confinement Modification Approval will be completed by the ranking supervisor in charge at the time of the imposed modifications to document and justify. [4-4263] The form is reviewed and approved by the Superintendent/designee within one working day. A copy will be filed in the offender's central file.

1. For IMU/Segregation Units, the designee must be at Associate Superintendent level at major facilities, and Captain/Correctional Program Manager (CPM) level at minimum facilities.

C. Modifications can be increased or decreased without changing the management level/Progressive Reintegration Program. Program modifications will be monitored daily.

1. A review of each offender assigned to program modification status will be made daily by the Unit Supervisor. As soon as the offender's behavior no longer indicates a threat, the Unit CPM/Captain, or higher authority, may release the offender from program modification status.
2. The ITU Supervisor will review each offender assigned to Progressive Reintegration Program modification status at least once weekly. As soon as the offender's behavior no longer indicates a threat, the ITU Supervisor or higher authority may release the offender from a Progressive Reintegration Program modification status.

D. Program modification status up to 7 days must be approved by the Superintendent/designee. Input from medical/mental health staff, if available,

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER/SPANISH MANUALS		
	REVISION DATE 11/28/06	PAGE NUMBER 8 of 11	NUMBER DOC 320.255
	TITLE IMU/ITU/SEGREGATION/MENTAL HEALTH SEGREGATION OPERATIONS		

should be considered in making a decision to extend a program modification. Modifications beyond the 7 days require the approval of the Prisons Deputy Secretary/designee.


- E. Alternative meal service program modifications may not exceed a maximum of 7 consecutive days and must have the written approval of the Superintendent and local Health Authority. Use of an alternative meal service is limited to individuals who have used food or food service equipment in a manner that is hazardous to self, staff, or other offenders. Alternative meal service must be based on health or safety considerations only and must meet basic nutritional standards. [4-4264]
- F. The Superintendent/designee will be routinely updated on all offenders assigned to a program modification status.
- G. Active program modifications on offenders who transfer will be forwarded to the receiving facility's IMU/ITU at the time the offender is transferred.

VI. Mental Health Services

- A. Mental health services will be made available to offenders assigned to the IMU/ITU/Segregation Unit. Staff observing offender behavior that may indicate a mental health issue exists should make an appropriate and timely referral. The designated mental health provider will review the referral and take appropriate action.
- B. [4-4256] Offenders assigned to the IMU/ITU/Segregation Unit for more than 30 days will be personally interviewed for mental health concerns by mental health staff. Offenders will be assessed by mental health staff at 90-day intervals thereafter, unless more frequent assessment is prescribed by the Health Services Director.
 - 1. All results of the screening will be documented.
 - 2. Any offender evidencing serious mental problems will be referred for any necessary treatment.
- C. Mental health services will be available daily to offenders assigned to the ITU/ Mental Health Segregation Unit.

VII. Work Programs

- A. IMU offenders assigned to management Level 4 are eligible to apply and/or be assigned to a unit work program, if available.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER/SPANISH MANUALS		
	REVISION DATE 11/28/06	PAGE NUMBER 9 of 11	NUMBER DOC 320.255
	TITLE IMU/ITU/SEGREGATION/MENTAL HEALTH SEGREGATION OPERATIONS		

- B. ITU offenders are eligible to apply and/or be assigned to a unit work program, if available, pending the Progressive Reintegration Program step.
- C. Offenders will be under continuous supervision when performing their assigned tasks.
- D. If an offender from another unit is brought into the unit to perform assigned tasks, the offender will be strip-searched and under direct supervision of staff while in the unit.

VIII. Program Opportunities

- A. Program opportunities will be developed that are consistent with reasonable safety and security practices while providing interventions consistent with the Individual Behavior Management Plan/Individualized Treatment Plan, and:
 - 1. An assessment will be conducted to identify the offender's needs and matching those needs with available programs in the IMU/Segregation Unit/ITU.
 - 2. Offenders will be required to actively participate in or complete designated program(s) that are consistent with their Individual Behavior Management Plan/Individualized Treatment Plan.
 - 3. Failure to participate in programming opportunities is cause to deny a level promotion.

IX. [4-4258] Visits by Staff

- A. Staff assigned to the unit will conduct cell checks on an irregular schedule, no more than 30 minutes apart, to personally observe offenders. [4-4257]
- B. The senior Correctional Supervisor in charge will conduct daily cell checks.
- C. Unless medical attention is needed more frequently, each offender in segregation will receive a daily visit from a health care provider. [4-4400]
- D. Classification staff will visit with each offender at least once weekly, and in response to written requests.
- E. Each week, a member of the facility Management team will do a cell-by-cell walkthrough of each IMU/Segregation Unit and make contact at each occupied cell.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER/SPANISH MANUALS		
	REVISION DATE 11/28/06	PAGE NUMBER 10 of 11	NUMBER DOC 320.255
	TITLE IMU/ITU/SEGREGATION/MENTAL HEALTH SEGREGATION OPERATIONS		

F. Each week, the Superintendent or Associate Superintendent will do a walkthrough of each IMU/Segregation Unit and make contact at each occupied cell.

X. Records

A. [4-4260] DOC 05-091 Daily Report of Segregated Offender will be maintained for each offender housed in administrative segregation, including Intensive Management Status or Intensive Treatment Status. The report will:

1. Document the name, date, and specific reason(s) for assignment to the IMU/ITU/Segregation Unit.
2. Be updated during and after each shift.
3. Record transactions and activities concerning the offender and the specific conditions of confinement outlined in this policy. Specific transactions include:
 - a. Sick call and medication distribution,
 - b. Shower schedule,
 - c. Exercise schedule,
 - d. Visits,
 - e. Attorney telephone calls,
 - f. Requests for legal resources,
 - g. Major incidents of any type, and
 - h. Program activities such as education and religious services.
4. State the reasons for any decision to refuse property or an activity. [4-4265]
5. Document medical observations/visits and medications administered.
6. Document walkthroughs and daily cell checks as required by DOC 420.370 Security Inspections.
7. Include unusual occurrences and/or behavior.
8. Include program modifications/exceptions. [4-4263]

B. The Sergeant in charge of each shift will review DOC 05-091 Daily Report of Segregated Offender on a daily basis and note the review in the operational unit log.

DEFINITIONS:

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER/SPANISH MANUALS		
	REVISION DATE 11/28/06	PAGE NUMBER 11 of 11	NUMBER DOC 320.255
	TITLE IMU/ITU/SEGREGATION/MENTAL HEALTH SEGREGATION OPERATIONS		

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Security Level 5. Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

Intensive Management Unit/Segregation Program Activities Grid (Attachment 1) [4-4273]

DOC FORMS (See Appendix):

DOC 03-397 ITU Step Review

DOC 05-091 Daily Report of Segregated Offender

DOC 21-632 IMU/SEG/ITU Conditions of Confinement Modification Approval [4-4263] [4-4265]