Request for Inclusion or Revision to an Administrative Directive

Connecticut Department of Correction

CN 1301
REV 02/06/15

Administrative Directive Number: **9.4**	Title: **RESTRICTIVE STATUS**

☒ I recommend the following inclusion or revision to the above referenced Administrative Directive (provide detailed explanation):

Seeking to change the title of Director of PSYCHIATRIC Services to Director of PSYCHOLOGICAL Services for all areas in AD 9.4 as it relates to Special Needs.

See highlighted/identified section of AD 9.4 (attached)

☒ See attached documents

ORIGINATOR

Name: [redacted]	Title: Servi[redacted]	Date: 2/2/16
Signature: [redacted]	Facility/Unit: [redacted]	

UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved	Denied		
☒	☐	Unit Administrator's signature:	Date: 2/2/16
☐	☐	District Administrator's signature: (only needed if originating from facility)	Date:
☐	☐	Division Administrator's signature:	Date:

COMMISSIONER'S DECISION

This request is: ☒ **APPROVED** ☐ **DENIED** Effective date of request: _____

☒ The language/provisions of this inclusion/revision shall be effective as of: 2/9/16
and subsequently added to the Administrative Directive at the next update.

☐ This inclusion/revision shall be added to the Administrative Directive prior to: _____

☐ This inclusion/revision shall be added immediately to the Administrative Directive.

Commissioner's signature: _____ Date: 2/3/16

Section 13.

be coded as Special Needs Management). An inmate shall not be placed in Special Needs Management without notice and a hearing. Request for placement hearing shall be made by the Unit Administrator in consultation with the DOC Director of ~~Psychiatric~~ Psychological Services.

A. Hearing. The Special Needs Management Hearing Officer shall conduct a hearing to consider classification assignment to Special Needs Management. The Special Needs Management Hearing Officer shall examine evidence to support the classification including the inmate's and/or any witness statements as well as a recommendation from the DOC Director of ~~Psychiatric~~ Psychological Services and the Unit Administrator. The Special Needs Management Hearing shall be conducted:

1. not later than 30 days after the completion of Administrative Detention pending an investigation;
2. not later than 30 days from the date the Director of Offender Classification and Population Management approves the inmate's release from Administrative Segregation; or,
3. after the completion of Punitive Segregation sanctions.

B. Hearing Notice. A written notice of the hearing and the reasons for the hearing shall be given to the inmate a minimum of two (2) business days prior to the hearing utilizing CN 9402, Notification of Hearing. The notice shall state as explicitly as possible, consistent with the protection of any informant, why Special Needs Management is being considered. The notice shall contain information that the inmate may be represented by an advocate and that the inmate may request witnesses. The inmate may waive the notice provision in writing by completing CN 9403, Waiver of 48-Hour Hearing Notice and/or Attendance; however, the Special Needs Management Hearing Officer may choose not to honor the waiver.

C. Recommendation. The Special Needs Management Hearing Officer shall provide a written recommendation utilizing CN 9404, Restrictive Status Report of Hearing for Placement or Removal form, including the information which was relied upon and the reasons for or against placement in Special Needs Management. Any confidential information shall be maintained in a file, which is not accessible to any inmate. The use of confidential information, along with any assessment of its reliability, shall be included with CN 9404, Restrictive Status Report of Hearing for Placement or Removal form, as a separate attachment.

D. Decision. The completed CN 9404, Restrictive Status Report of Hearing for Placement or Removal form shall be forwarded to the Director of Offender Classification and Population Management for review and decision. Placement on Special Needs Management status or participation in the Special Needs Management Behavioral Treatment Program shall be determined by the Director of Offender Classification and Population Management in consultation with the Deputy Commissioner of Operations or designee as outlined in Attachment B, Restrictive Housing Status Matrix. Written notification of approval or denial for placement to Special Needs Management status shall be forwarded to the appropriate District and Unit Administrators, as well as to the inmate. If approved for Special Needs Management, the Director of Offender Classification and Population Management shall authorize the appropriate management subcode for the inmate.

Section B

E. Management. Inmates placed on Special Needs Management status shall be managed in accordance with Attachment A, Restrictive Housing Status - Provisions and Management Standards. An individualized facility management plan for each inmate on Special Needs Management status shall be developed collaboratively by the facility custody and mental health staff (psychologist), and reviewed and approved by the DOC Director of ~~Psychiatric~~ Psychological Services. The individualized facility management plan shall include recommendations to assist the inmate in achieving removal from Special Needs Management status.

F. Review. A classification hearing for each inmate classified to Special Needs Management status shall be held at a minimum of every six (6) months. Each inmate classified to Special Needs Management status shall be reviewed by a mental health professional after 30 days of initial placement and every 90 days thereafter. All such reviews shall be documented in the inmate's health record.

G. Release. The Unit Administrator in consultation with the DOC Director of ~~Psychiatric~~ Psychological Services shall review and make recommendations to the Director of Offender Classification and Population Management regarding an inmate's release from Special Needs Management status by completing the appropriate section of CN 9404, Restrictive Housing Report of Hearing for Placement or Removal form. Release from Special Needs Management status shall be determined by the Director of Offender Classification and Population Management in consultation with the Commissioner or designee as outlined in Attachment B, Restrictive Housing Status Matrix.

14. Placement on High Security Status. An investigation shall be conducted by the Unit Administrator or designee to determine if an inmate may be considered for a High Security Monitoring Hearing, if such inmate meets one of the criteria listed in this section. The Unit Administrator, in consultation with the Director of Offender Classification and Population Management, may consider an inmate as a High Security Inmate if the inmate meets one or more of the criteria listed below. An inmate on High Security Monitoring shall be classified as an overall risk level 4 or above and shall be housed in a level 4 or 5 facility. Placement of an inmate on High Security Monitoring shall not preclude, and may be used in conjunction with, placement on any other restrictive status.

A. Review Procedures. Each facility shall establish procedures to review each inmate, consistent with classification practices, to determine if an inmate shall be considered for a High Security Monitoring Hearing.

B. Criteria for Placement. An inmate may be reviewed for classification as a high security inmate for any of the following reasons:

1. Has a staff threat profile, including but not limited to, hostage taking, intentional/direct assault (as defined by form CN 6603, Report of Assault on Staff), and/or murder of a Department of Correction or other law enforcement staff member.
2. Has a documented history of serious disruptive behavior including but not limited to, history of leading food strikes or work stoppages and/or associated with the design or construction of a correctional facility.
3. Has a level 4 escape profile objective classification score.
4. Has an instant serious escape, attempted serious escape, or a

placement to appropriate housing and managed in accordance with the following procedures:

A. Administrative Segregation Status. The Unit Administrator or designee shall review the inmate for continuation in Administrative Segregation status within 15 days of readmission and notify the Director of Offender Classification and Population Management of the inmate's readmission along with a recommendation for continuation or release from Administrative Segregation status in accordance with this Directive and the Classification Manual. The final disposition to continue/discontinue Administrative Segregation status shall be made by the Director of Offender Classification and Population Management. If it is determined to continue the inmate on Administrative Segregation status, the Administrative Segregation/Special Needs Management Hearing Officer shall conduct a hearing within 30 days from the date it is determined to return the inmate to Administrative Segregation status. The inmate shall be notified of the pending hearing by utilizing CN 9402, Notification of Hearing. If it is determined not to continue the inmate on Administrative Segregation status, a hearing shall not be required. At that time the Director of Offender Classification and Population Management shall sign the Release Section (page 2) of CN 9404, Restrictive Status Report of Hearing for Placement or Removal.

Section 17

B. Special Needs Management Status. The Unit Administrator or designee shall contact the Director of Offender Classification and Population Management, who shall consult with the DOC Director of ~~Psychiatric~~ Psychological Services and the Deputy Commissioner of Operations regarding the inmate's readmission in order to determine whether or not to return the inmate to Special Needs Management status in accordance with this Directive and the Classification Manual. If it is determined to continue the inmate on Special Needs Management status, the Administrative Segregation/Special Needs Management Hearing Officer shall conduct a hearing within 30 days from the date it is determined to return the inmate to Special Needs Management status. The inmate shall be notified of the pending hearing by utilizing CN 9402, Notification of Hearing. If it is determined not to continue the inmate on Special Needs Management status, a hearing shall not be required. At that time the Director of Offender Classification and Population Management shall the sign the Release Section (page 2) of CN 9404, Restrictive Status Report of Hearing for Placement or Removal.

C. Chronic Discipline Status. The Unit Administrator or designee shall review the inmate for continuation on Chronic Discipline status, conducting a hearing in accordance with Section 11 of this Directive within 15 days of readmission. The Unit Administrator or designee shall notify the Director of Offender Classification and Population Management of the inmate's readmission along with a recommendation for continuation or release from Chronic Discipline status in accordance with this Directive and the Classification Manual. The final disposition to continue/discontinue Chronic Discipline status shall be made by the Director of Offender Classification and Population Management.

D. Security Risk Group Member/Security Risk Group Safety Threat Member Status. The Unit Administrator or designee shall notify the Director of Security and the Director of Offender Classification and Population Management of any Security Risk Group Member or Security Risk Group Safety Threat Member's readmission by the next business