

	<b>MARICOPA COUNTY SHERIFF'S OFFICE</b> <b>POLICY AND PROCEDURES</b>	
	<b>Subject</b> <b>ADMINISTRATIVE RESTRICTIVE HOUSING</b>	<b>Policy Number</b> <b>DI-2</b> <b>Effective Date</b> <b>08-02-22</b>
<b>Related Information</b> DF-1, <i>Inmate Classification and Files</i> DI-1, <i>Inmate Housing Categories</i> DI-3, <i>Restrictive Housing Operation</i> DI-4, <i>Special Management Review Committee</i> GJ-28, <i>Prison Rape Elimination Act (PREA)</i>	<b>Supersedes</b> DI-2 (04-30-16)	

## PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for housing and identifying inmates whose safety is at risk.

## POLICY

It is the policy of the Office to recognize the importance of restricting the housing of inmates appropriately by taking into consideration any threats to, or safety of, inmates for their own protection. Inmates shall be housed in the least restrictive setting necessary to ensure the safety of themselves, employees, Correctional Health Services (CHS) personnel, and other inmates.

## DEFINITIONS

**Administrative Restrictive Housing:** Housing units designated for inmates removed, either voluntarily or involuntarily, from general population whose safety is, or may be, threatened from within the jail facility. Placement into administrative restrictive housing shall be made at the direction of Inmate Classification Division personnel.

**Nature of Charges (NOC) Housing:** This housing is provided for inmates whose safety is, or may be, threatened from within a jail facility. NOC Housing is voluntary and is based on inmates who are currently charged with, or have been convicted of, specific sexual crimes against children and sex offender violations.

**Restrictive Housing:** Any type of detention that involves: removal from the general inmate population, whether voluntary or involuntary; placement in a locked room or cell, whether alone or with another inmate; and the inability to leave the room or cell for the vast majority of the day, typically 22 hours or more.

**Security Restrictive Housing:** Removal of an inmate from general population who poses a threat to the orderly operation of the jail facility, and who needs immediate, temporary restrictive housing pending reclassification, reassignment, or placement into another housing category. Placement into security restrictive housing shall be determined by detention or Classification personnel.

**Sheriff's Information Electronic Database (SHIELD):** An MCSO jail management system containing information about individuals who are, or have been, incarcerated or booked into an MCSO jail facility. Information is entered in this database when an individual is booked and updated throughout the term of incarceration. This includes, but is not limited to, inmate's charges, holds, court dispositions, and bond and fine amounts; inmate listed booked in personal property, locker assignments, housing locations, restrictions, emergency medical information, scheduled inmate appointments; and the day to day operations of a jail facility and housing unit Shift Logs.

**PROCEDURES**

1. **Placement Requirements:** Placement into administrative restrictive housing may be voluntary or involuntary and is based on documented factual information. Inmates in administrative restrictive housing may also be separated from each other, depending on the degree of protection the inmate requires. The housing and supervising of inmates placed into administrative restrictive housing shall follow the guidelines outlined in Office Policy DI-3, *Restrictive Housing Operation*.
  - A. Detention personnel and Inmate Classification Division personnel shall clearly articulate the specific reasons for an inmate’s placement and retention in administrative restrictive housing. Inmates should remain in administrative restrictive housing no longer than necessary to address the specific reasons for the placement.
  - B. Detention personnel making a placement of security restrictive housing while waiting for classification personnel to make a determination regarding administrative restrictive housing shall review the “Alerts” section of the inmate’s Booking Record in the *Sheriffs Information Electronic Database* (SHIELD) upon placing an inmate into security restrictive housing. If there is an alert designating the inmate as “Seriously Mentally Ill (SMI)” or “Mental Health Chronic Care (MHCC),” detention personnel shall notify the Mental Health Unit and an on-duty detention supervisor prior to placing the inmate in the housing unit to inquire about any special housing needs. Detention personnel shall also document these notifications in SHIELD.
  - C. Each inmate in administrative restrictive housing shall have their case reviewed, as specified in Office Policies DF-1, *Inmate Classification and Files*, and DI-4, *Special Management Review Committee*. A SHIELD entry shall be made when an inmate has been reclassified to administrative restrictive housing. The SHIELD “Alert” section shall also be reviewed before placing an inmate administrative restrictive housing.
  - D. An inmate requesting administrative restrictive housing for their own protection shall be removed from their current cell assignment and placed into security restrictive housing pending a review by the Inmate Classification Division. The inmate shall be required to sign an *Administrative Restrictive Housing Assignment Consent and Understanding Form*, and provide justification for the restrictive housing. Administrative restrictive housing is warranted when supported by documented factual information, and when no other reasonable alternatives are available for the protection of the inmate. Inmates may be placed into administrative restrictive housing for reasons including, but not limited to, the following:
    1. The inmate’s charges involve abuse or violence against children, and other inmates may have become aware of this fact;
    2. A death contract is believed to have been placed on the inmate, as determined through verifiable information, or as a result of the observations and perceptions of involved Office personnel;
    3. The inmate is a verified law enforcement informant;
    4. The inmate is a present or recent employee of a criminal justice agency, or is a close relative of an employee of a local law enforcement agency;
    5. The inmate’s case involves significant notoriety; or
    6. The inmate is a witness to a major crime.
  - E. The shift supervisor shall send electronic notification to the Inmate Classification operations e-mail at [REDACTED] to notify Inmate Classification Division personnel as soon as possible, but within 24 hours of the placement.

2. **Involuntary Placement:** An inmate may be placed into security restrictive housing by detention personnel, prior to being reviewed and placed into Administrative Restrictive Housing by classification personnel. Circumstances which indicate a need for security restrictive housing include, but are not limited to, the following:
  - A. The inmate’s demeanor or pattern of inappropriate behavior would likely place them at significant risk if they were placed into, or allowed to remain, in general population housing. Detention personnel shall inform the shift supervisor of the placement, as soon as practical. The shift supervisor shall send electronic notification to the inmate Classification operations email at [REDACTED] to notify Inmate Classification Division personnel as soon as possible, but within 24 hours of the placement.
  - B. An inmate who has been booked as an adult advises detention personnel that they are a juvenile. Detention personnel shall immediately notify the shift supervisor.
    1. The shift supervisor shall inform the inmate Classification division within 24 hours and send an email to the Inmate Classification Operations email prior to the end of shift at [REDACTED].
    2. The Inmate Classification Division will give the inmate the option of signing into voluntary administrative restrictive housing with a recommended “House Alone” status. If the inmate refuses to sign into voluntary administrative restrictive housing, the Inmate Classification Division will place them into involuntary administrative restrictive housing with a recommended “House Alone” status.
    3. If the inmate has already been classified and sent to a housing facility, they shall be placed into security restrictive housing, as specified in Office Policy DI-1, *Inmate Housing Categories*. The Inmate Classification Division shall be contacted in order for the inmate to be placed into administrative restrictive housing.
    4. If the inmate is unwilling or unable to substantiate their claim, the determination of the inmate’s age will be decided by the court system.
    5. If the claim is substantiated, the arresting agency shall be notified by SIMS, and the juvenile released to their custody.
  - C. The inmate reports currently serving in Arizona law enforcement or serving within the past 10 years as a law enforcement officer, detention/corrections officer, parole/probation officer, reserve deputy, or as a civilian employee working in and/or involved with operations within a MCSO custody bureau facility.
  - D. The inmate has active charges for nature of charges (NOC) offenses and has refused NOC housing.
  - E. The inmate is NOC-eligible and has active keep away warnings against another inmate in NOC housing and no other NOC-eligible housing solutions for either inmate exist.
  - F. Inmates who are transgender or those at high risk for sexual victimization shall not be placed in involuntary administrative restrictive or security restrictive housing unless an assessment of all available alternatives has been made, and a determination has been made that there is no available alternative means of separation from likely abusers as specified in Office Policy GJ-28, *Prison Rape Elimination Act* (PREA).
3. **Removal Requirements:** The inmate may be removed from administrative restrictive housing and placed back into general population upon their written request and/or signature on an *Administrative Restrictive Housing Removal Form*, and upon the decision of the Special Management Review Committee (SMRC). SMRC may remove any inmate from administrative restrictive housing for any validated, documented reason, to include:

upon a sustained violation of the *Rules and Regulations for Inmates*, upon credible documented information obtained from the Custody Bureau Intelligence Unit, or when exigent circumstances exist that may endanger one or multiple inmates to continue placement in administrative restrictive housing.