
Special Management Inmates

505.1 PURPOSE AND SCOPE

Inmates who pose a heightened risk to themselves or others require special management, including frequent interaction and increased supervision by staff. Interaction with special management inmates is essential to maintaining a safe, secure and humane environment. This policy establishes guidelines and procedures for interacting with special management inmates in the custody of the Mesa County Sheriff's Office.

505.1.1 DEFINITIONS

Definitions related to this policy include:

Restrictive housing - The physical separation of an inmate who poses a serious threat to the safety and security of the facility. This separation includes inmates requiring isolation for medical or mental health reasons.

Special Housing - A level of custody either requested or required for an inmate's protection from others.

Special management inmate - An inmate who is either classified as restrictive housing or protective custody segregation. Classification as a special management inmate is a non-punitive classification process.

505.2 POLICY

This office shall provide for the secure and separated housing of any special management inmate, but shall not impose more deprivation of privileges than is necessary to obtain the objective of protecting the inmate, staff or the public (6 CCR 1010-13:8.11).

505.3 SPECIAL MANAGEMENT INMATES HOUSING CRITERIA

The safety and security of this facility is dependent on a classification system that identifies inmates who pose a risk to themselves or to others. Inmates who pose such a risk must be promptly and appropriately separated from the general inmate population until such time that they no longer pose a risk. Staff must have the ability to promptly separate these inmates pending further review.

Individuals who may be classified as special management inmates include, but are not limited to, inmates who are:

- In special housing or court-imposed separation.
- Exhibiting mental health concerns.
- An escape threat.
- A serious violence threat.
- Known to have gang affiliation.
- A known management problem.

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- A suicide risk.
- Exhibiting medical issues.
- Physically impaired.

505.3.1 RESTRICTIVE HOUSING - STATUTORY LIMITATIONS

No inmate shall be involuntarily confined alone in a cell for more than 22 hours a day with very limited out-of-cell time, movement, or meaningful human interaction (CRS § 17-26-302; CRS § 17-26-303). This restriction does not include confining inmates alone to accomplish routine tasks related to facility administration or security (CRS § 17-26-303(3)).

Exceptions may be made only by the Detention Captain or the authorized designee, who will then ensure that all requirements of CRS § 17-26-303 are met and documented appropriately. These include mandates related to the following:

- (a) Who may be placed in [restrictive housing] for an extended time
- (b) Documentation
- (c) Required notifications (e.g., to medical or mental health professionals, guardians, legal counsel)
- (d) Cell checks
- (e) Assessments by medical or mental health professionals
- (f) Acquiring court orders when required
- (g) Providing basic necessities and facility services

The Detention Captain should ensure all policies and procedures related to [restrictive housing] are posted on the detention facility's website (CRS § 17-26-303).

505.4 CIRCUMSTANCES REQUIRING RESTRICTIVE HOUSING

Inmates will generally be assigned to restrictive housing through the classification process. The Detention Captain, Lieutenant or the on-duty supervisor has the authority to immediately place any inmate into restrictive housing when it reasonably appears necessary to protect the inmate or others.

Reasons that an inmate may be placed into immediate restrictive housing include the following:

- (a) The inmate requests protection or is under court-ordered protection, or the staff has determined that the inmate requires protection.
- (b) There is reason to believe the inmate poses a danger to him/herself or others.
- (c) The inmate poses an escape risk.
- (d) The inmate requires immediate mental health evaluation and medical housing is not reasonably available.
- (e) The inmate is charged with a disciplinary infraction and is awaiting a disciplinary hearing, and in the judgment of the staff, the inmate could become disruptive or dangerous if left in general population.

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- (f) The inmate is in the process of being transferred to a higher security classification.
- (g) Other circumstances where, in the judgment of the staff, the inmate may pose a threat to him/herself, others or the security of the facility.

505.4.1 REVIEW PROCESS

The Detention Classification/Program's staff shall be notified when any inmate is placed in immediate restrictive housing and shall be informed of the circumstances leading to the order to separate. Within 72 hours of the inmate being placed into segregation, the Detention Captain or the authorized designee must review the circumstances surrounding the separation to determine which of the following actions shall be taken:

- (a) The inmate is designated for restrictive housing.
- (b) The inmate is designated for special housing.
- (c) The inmate remains separated pending a disciplinary hearing.
- (d) The inmate is returned to general inmate population.

505.5 SPECIAL HOUSING

The deputy responsible for assigning classifications to incoming inmates shall clearly document the reason an inmate should be placed into special housing. Inmates in need of special housing may be placed in a restrictive housing unit when there is documentation that the special housing is warranted and separation is the least restrictive alternative reasonably available.

Inmates who are in special housing shall receive all services and programs that are available to inmates in general population and that are deemed a privilege. Any deviation from allowing usually authorized items or activities shall be documented in the inmate's file.

505.6 MAINTENANCE OF PROGRAMS AND SERVICES

Inmates who are classified for housing in restrictive housing or special housing shall, at a minimum, be allowed access to programs and services including, but not limited to:

- Inmate telephones.
- Visitation.
- Educational programming appropriate to the inmate classification.
- Commissary services.
- Library and law library services.
- Social services.
- Faith-based guidance, counseling and religious services.
- Recreation activities and exercise.
- Social and professional visits.

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Nothing in this policy prohibits changing the delivery of programs or services to segregated inmates when reasonably necessary to provide for the safety and security of other inmates and staff.

505.7 REVIEW OF STATUS

The classification officer shall review the status of all inmates who are assigned to restrictive housing units or to special housing. The review should include information about these inmates to determine whether their status in restrictive housing and special housing is still warranted.

If other reasonable housing options exist that will provide for the safety of the inmate and the facility, the inmate should be moved out of restrictive housing. In reviewing an alternative housing decision for an inmate in special housing, the safety of the inmate shall receive the utmost consideration.

505.8 HEALTH EVALUATION REQUIREMENTS

After notification from staff that an inmate is being placed in restrictive housing, the Lieutenant shall ensure that the following occurs:

- (a) A qualified health care professional shall assess the inmate's health care needs and coordinate appropriate housing assignments.
- (b) If contraindications or special accommodations are noted, the qualified health care professional shall inform the Lieutenant and coordinate the appropriate plan for the inmate based on the safety needs of the facility and the medical needs of the inmate.

505.8.1 HEALTH CONSIDERATIONS

Due to the possibility of self-inflicted injury and depression during periods of separation, health evaluations should include notations of any bruises and other trauma markings and the qualified health care professional's comments regarding the inmate's attitude and outlook.

- (a) Unless medical attention is needed more frequently, each inmate in [restrictive housing] should receive a daily visit by medical staff. A medical assessment should be documented in the inmate's medical file.
- (b) A qualified health care professional shall also conduct weekly mental health evaluations.

When an inmate is classified as a special management inmate due to the presence of a serious mental health disorder and is placed in [restrictive housing], the staff shall document this in the inmate's file and notify the qualified health care professional. When an inmate is expected to remain in [restrictive housing] for more than 30 days, the qualified health care professional shall be notified.

Where reasonably practicable a qualified health care professional should provide screening for suicide risk during the three days following admission to the [restrictive housing] unit.

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505.9 SAFETY CHECKS

A staff member shall conduct a face-to-face safety check of all special management inmates, including those assigned to restrictive housing or special housing, at least every 30 minutes on an irregular schedule.

Inmates who are at risk of suicide and placed in a safe cell, shall be personally observed at least every 15.

Special management inmates shall receive increased monitoring to include, at a minimum:

- (a) A daily visit by the Detention Captain or the authorized designee.
- (b) Visits by members of the program staff, upon request.

All management, program staff and qualified health care professional visits shall be documented in the appropriate records and logs and retained in accordance with established records retention schedules.

505.10 LOG PROCEDURES

Electronically captured logs will be maintained in a way that prevents entries from being deleted or modified once they are entered. Corrections or changes must be done by way of supplemental entries. At a minimum, the log will contain the following:

- Inmate name
- Inmate booking number
- Classification status
- Housing assignment
- Date and time initially housed
- Date and time of entry and exit from the cell
- Reason for the special housing
- Anticipated time of removal
- Medical, psychological or behavioral considerations
- Counseling for behavior
- Removal date and time from special housing

Log entries should be legible, entered promptly and provide sufficient detail to adequately reflect the events of the day for future reference.

The date and time of the observation or incident and the name and identification number of the staff member making the log entry shall be included on each entry.

Supervisors should review the logs frequently during the shift and enter comments as appropriate. At a minimum, supervisors should enter the date and time of each review.

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All safety checks will be documented in detail and should include the exact time of the safety check and the identification information of the employee conducting the check.

505.10.1 LOG INSPECTION AND ARCHIVAL OF LOGS

The Lieutenant shall review and evaluate the logs and pass any significant incidents via the chain of command to the Detention Captain for review.

The logs will be retained by the Office in accordance with established records retention schedules, but in no case for less than one year.