
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 Logan County Sheriff's Office.

505.1.1 DEFINITIONS

Definitions related to this policy include:

Administrative segregation - 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.

Protective custody - 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 administrative segregation or protective custody. Classification as a special management inmate is a non-punitive classification.

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.

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 protective custody or court-imposed administrative segregation.
- Exhibiting mental health concerns.
- An escape threat.
- A serious violence threat.
- Known to have gang affiliation.
- A known management problem.
- A suicide risk.

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- 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 21 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 Lieutenant 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 Lieutenant should ensure all policies and procedures related to administrative segregation are posted on the detention center's website (CRS § 17-26-303).

505.4 CIRCUMSTANCES REQUIRING IMMEDIATE RESTRICTIVE HOUSING

Inmates will generally be assigned to administrative segregation through the classification process. The Lieutenant or the Sergeant has the authority to immediately place any inmate into administrative segregation when it reasonably appears necessary to protect the inmate or others.

Reasons that an inmate may be placed into administrative segregation 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 self 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.
- (f) The inmate is in the process of being transferred to a higher security classification.

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- (g) Other circumstances where, in the judgment of the staff, the inmate may pose a threat to self, others, or the security of the facility.

505.4.1 REVIEW PROCESS

The Lieutenant shall be notified when any inmate is placed in immediate administrative segregation and shall be informed of the circumstances leading to the order to separate. Within 72 hours of the inmate being placed into administrative segregation, the Lieutenant 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 administrative segregation.
- (b) The inmate is designated for protective custody.
- (c) The inmate remains separated pending a disciplinary hearing.
- (d) The inmate is returned to general inmate population.

505.4.2 REVIEW PROCESS

The Lieutenant shall be notified when any inmate is placed in immediate administrative segregation and shall be informed of the circumstances leading to the order to separate. Within 18 hours of the inmate being placed into administrative segregation, the Lieutenant 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 administrative segregation.
- (b) The inmate is designated for protective custody.
- (c) The inmate remains separated pending a disciplinary hearing.
- (d) The inmate is returned to general inmate population.

505.5 PROTECTIVE CUSTODY

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

Inmates who are in protective custody 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 on the inmate's file.

505.6 MAINTENANCE OF PROGRAMS AND SERVICES

Inmates who are classified for administrative segregation or protective custody shall, at a minimum, be allowed access to programs and services including but not limited to:

- Inmate telephones.

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- 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.

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

505.7 REVIEW OF STATUS

The Sergeant or the classification officer shall review the status of all inmates who are assigned to administrative segregation or to protective custody. This review shall occur every seven days for the first two months of separation and at least once every 30 days thereafter. The review should include information about these inmates to determine whether their status in administrative segregation and protective custody 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 administrative segregation. In reviewing an alternative housing decision for an inmate in protective custody, 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 into administrative segregation, the Sergeant shall ensure that the following occurs:

- (a) A qualified health care professional shall assess the inmate's health care needs and coordinate the appropriate housing assignment.
- (b) If contraindications or special accommodations are noted, the qualified health care professional shall inform the Sergeant 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 administrative segregation should receive a daily visit by medical staff. A medical assessment should be documented in the inmate's medical file.

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- (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 administrative segregation, 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 administrative segregation 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 administrative segregation unit.

505.9 SAFETY CHECKS

A staff member shall conduct a face-to-face safety check of all special management inmates, including those assigned to administrative segregation or protective custody, at least every 30 minutes on an irregular schedule. Inmates who are violent, have mental health problems or demonstrate behavior that is easily identified as out of the ordinary or bizarre in nature should be personally observed by the staff every 15 minutes on an irregular schedule.

Inmates who are at risk of suicide shall be under continuous observation until seen by a qualified health care professional. Subsequent supervision routines should be in accordance with orders provided by the qualified health care professional.

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

- (a) A daily visit by the Lieutenant 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

Handwritten logs should be completed in ink. Once an entry is made it should not be modified. If corrections or changes are needed, they should be done by way of a supplemental entry. 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

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- 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.

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. All documentation will be gathered and provided to the Sergeant or the Lieutenant at midnight each day.

505.10.1 LOG INSPECTION AND ARCHIVE OF LOGS

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

505.11 STAFF SELECTION CRITERIA

To qualify for an assignment solely responsible for the supervision of special management inmates, the employee must demonstrate that he/she has:

- (a) Successfully completed his/her probationary period.
- (b) Attained a minimum of six months experience supervising inmates.
- (c) A history of maturity and tolerance.
- (d) Expressed an interest in working with special management inmates.
- (e) The ability to manage difficult inmates through conflict management skills.
- (f) Received satisfactory ratings in his/her most recent performance evaluations.

505.11.1 STAFF ASSIGNMENT

Staff assignments to a special management inmates unit will be made by the Lieutenant or the authorized designee and are subject to continuous review. The special management inmates unit manager may rotate staff whenever the manager determines that it is in the best interest of the employee or the facility.

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Staff assigned to units with special management inmates should be closely supervised. Staff assigned to these units may rotate to other duties upon request.

Nothing in this section prohibits a probationary employee from working in a special management inmates unit under direct supervision of a training officer as a part of the training program.