	<b>DEPARTMENT OF CORRECTIONS AND REHABILITATION</b> <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> January 1, 2024	<b>POLICY NO.:</b> COR.11.04
		<b>SUPERSEDES (Policy No. &amp; Date):</b> COR.11.04 & December 8, 2009	
<b>SUBJECT:</b> <b>SPECIAL PROBLEM INMATE MANAGEMENT</b>		Page 1 of 7	

**1.0 PURPOSE**

To establish guidelines for the conditions or confinement, supervision, periodic review, and return to the general population of special problem inmates.

**2.0 SCOPE**

This policy applies to all correctional facilities within the Department of Corrections and Rehabilitation.

**3.0 REFERENCES, DEFINITIONS & FORMS**

**.1 References**

- a. American Correctional Association (ACA), Guidelines for the Development of a Security Program, 3<sup>rd</sup> Edition, 2007.
- b. ACA, Standards for Adult Correctional Institutions, 4<sup>th</sup> Edition, January 2003.
- c. Hawaii Revised Statutes (HRS), 353-A, Director of Corrections and Rehabilitation, Powers and Duties.
- d. DCR, Corrections (COR) and Administrative (ADM), P&P, Chapter 18.
- e. DCR, P&P, COR.11.01, Inmate Segregation.

**.2 Definitions**

Special Problem Inmates: Those housed in restrictive housing units (excluding protective custody) that have been assigned there, as a result of one or more disciplinary violations which have substantially endangered the safety, security and orderly operation of the facility. This may include:

- a. Inmates who are classified as maximum custody with chronic or intermittent disruptive behavior.
- b. Inmates who have a disruptive history and pose continuous problems to administration.
- c. Inmates who have led or organized gang activities within the institution.

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- d. Inmates who have a history of escape or attempted escapes.
- e. Inmates who have a history of participating in drug distribution, manufacturing, sales continued use and/or smuggling of controlled substances.
- f. Inmates that have organized a work stoppage, slowdown, riot or other major disturbances.

#### **4.0 POLICY**

- .1 Inmates who exhibit violent, disruptive behavior of a chronic or intermittent nature shall be promptly and effectively dealt with in order to ensure a safe, secure and orderly facility.
- .2 At the discretion of the Director, disruptive inmates requiring restrictive housing may be transferred to any facility within the Department to meet program needs.

#### **5.0 PROCEDURES**

- .1 Training  
 Training combined with experience enables staff to react quickly and appropriately to the variety of situations created by disruptive inmates. The Chief of Security shall be responsible for developing and conducting a training program for staff assigned to the unit. All staff assigned to the unit shall receive at a minimum:
  - a. Department policies and procedures concerning key control use of force, and confinement conditions in relation to program access and inmate rights for those housed in segregation.
  - b. Escort procedures for violent inmates.
  - c. Stress awareness and control.
  - d. Dealing with difficult-to-manage inmates.
  - e. Report writing, including incident reports and maintenance of segregation housing logs.
  - f. Forced movement of violent inmates and use of restraints.
- .2 Security

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- a. Key Control – a visual inspection and inventory of all keys controlling access to a restrictive housing unit and individual cells for special problem inmates shall be conducted at the beginning of each watch. This check shall be documented in an equipment inventory log for the restrictive unit.

All other provisions of the Department policy for Key Control, COR.08.28, shall apply.

- b. Head Counts
  - 1. Prior to initiating a head count, a physical check shall be made of all inmate access areas.
  - 2. All counts require an accounting of a breathing body and human flesh.

.3 Classification

- a. The classification process for special problem inmates shall adhere to the guidelines established in Chapter 18, Classification of the Corrections Administration policy and procedures manual.
- b. All classification actions relevant to special problem inmates shall be recorded on the appropriate classification instrument and noted on the appropriate segregation-housing log for the individual.

.4 Due Process

Inmates assigned to a restrictive unit for special problem inmates shall be allowed to appear at the adjustment committee hearing for the alleged charges that authorized their assignment. However, where institutional safety and good government of the facility may be jeopardized, the individual may be excluded.

The due process provisions of Department policy concerning the adjustment process, COR.13.02, shall apply.

.5 Conditions of Confinement

- a. Rights and Privileges
 

Inmates confined to a restrictive unit for special problem inmates shall receive all rights and privileges of their particular segregation status as outlined in corrections policy COR.11.01, Inmate Segregation.

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b. Food Services

1. Food delivered to inmates shall be at the intended temperature and the intended portion that are served in the general population.
2. Modification, reduction, or termination of meals shall not be used as a behavioral control measure or for punishment.
3. Meals should be served with lightweight plastic utensils. Staff shall ensure that strict inventory of all potentially dangerous or sensitive items necessary for food service. Ensure eating utensils and other meal-related items are returned at the end of each meal.
4. Inmates who use food, eating utensils, or other meal-related items to disrupt operations or threaten others may be served specially formulated and packaged meals that are nutritionally equivalent to those served to the general population. A written authorization from the facility Warden shall be required for this action that shall not exceed seven consecutive days. A record of this action shall be maintained on the individual log for each inmate.

c. Supervision

1. Managerial and professional visits should be logged and conducted in accordance with the following schedule:
  - a) Section Supervisor – once each shift.
  - b) Watch Commander – once each shift.
  - c) Health Care officials – once a day.
  - d) Case Manager – once a day.
  - e) Religious Representative – once a week.
  - f) Chief of Security – once a week.
  - g) Deputy Warden – once a week.
  - h) Warden – Once every two weeks.
  - i) Mental Health Professional – as requested by staff or inmate.
2. The supervision of disruptive inmates shall be guided by three basic principles:

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- a) Demonstrate effective and total control over the disruptive inmate population at all times. A restrictive housing unit for special problem inmates shall represent a controlled environment for confining and managing prisoners classified not only as maximum custody but those who have a history of being disruptive. Assigned staff shall demonstrate total control at all times. This means never leaving inmates who are outside of their cells unsupervised, not even temporarily.
- b) Endure inmate perceive the control in which officers put forth. Effective supervision of disruptive inmates depends on their perception of the control an officer displays in the unit. If an inmate challenges an officer's authority by failing to comply with a unit rule, a fair and equitable system for disciplining the inmate shall be established and carried out promptly.
- c) Establish a behavioral management system for disruptive inmates. The Chief of Security shall establish a system through which inmates who violate rules lose privileges according to an established schedule depending upon the severity of the infraction. A schedule for rewarding positive behavior and compliance with rules shall also be established.

d. Records

Two permanent logs shall be maintained by staff responsible for supervising a restrictive housing unit for special problem inmates. A record of all those who visit the unit, and a record on each individual housed within the unit. Refer to policy COR.11.01, Inmate Segregation for details on the content of these logs.

e. Review

A formal status review of each inmate assigned to a restrictive housing unit for special problem inmates shall be conducted by the facility classification committee. This review shall take place every seven days for the first two months of confinement and then every 30 days thereafter.

The inmate may be present at these reviews; the purpose of which is to not only to provide the individual with feedback regarding their behavior but also to assist staff in determining whether a reduction in

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classification is warranted and the inmate may be returned to the general population.

f. Return to the General Population

The inmate must be reclassified to return to the general population through the classification committee.

1. Determining factors shall be:

- a) Number of rule infractions.
- b) Severity of rule infractions.
- c) Most recent rule infraction.
- d) Amount of time served in the unit.
- e) Number of previous segregation confinement.
- f) Nature of infraction resulting in segregation confinement.
- g) Cooperation with staff.
- h) Program participation.
- i) General behavior within the unit.
- j) Documented affiliation with subversive groups or gangs.
- k) Present and/or extent of threat the individual poses to the safety, order and security of the facility.

2. Other factors may be considered by the facility classification committee to determine if an inmate shall be released from segregation.

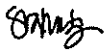
.6 Placement Documentation

The required documentation for placement of an inmate in restrictive housing for special problem inmates is outlined in policy COR.11.01, Inmate Segregation.

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APPROVAL RECOMMENDED:

  
Deputy Director for Corrections

JAN 0 1 2024  
Date

APPROVED:

  
Director

JAN 0 1 2024  
Date

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