

## sSPECIAL MANAGEMENT/RESTRICTIVE HOUSING ORDER

### SECTION A – Placement

Name of Facility \_\_\_\_\_ Facility Code \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Inmate Name \_\_\_\_\_ ODOC Number \_\_\_\_\_  
Housing \_\_\_\_\_  
Location \_\_\_\_\_  
Medical Notified (immediate upon placement) \_\_\_\_\_

Name/Date/Time

- I. **Placement in / Short Term Administrative Special Management/Restrictive** (insert date on appropriate line the 30-day timeframe in SMU/RHU starts the date on placement in SMH/RHU)

Pre-hearing Detention	____ / ____ / ____	Disciplinary Detention	____ / ____ / ____
Transit Detention	____ / ____ / ____	Medical Observation	____ / ____ / ____
	_____	Admin. Status	____ / ____ / ____
		(Pending transfer to	
		OSP/MBCC)	_____
Pending Investigation	____ / ____ / ____		

- II. **Placement for:** ☐ Protective Measures ☐ Protective Custody  
☐ Extended Restrictive Housing

\_\_\_\_ Abnormal, aggressive, violent or unusual behavior

\_\_\_\_ Inmate has requested placement into protective measures / custody.

\_\_\_\_ I request special housing placement for my own protection

\_\_\_\_\_  
Inmate Signature

\_\_\_\_ Inmate has not requested placement into protective measures/custody, but a real and serious threat exists against this inmate.

\_\_\_\_ I request removal from protective measures / custody. \_\_\_\_\_  
Inmate Signature

Inmate given a copy of this form on:

Date \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_\_ (a.m. or p.m.)

Date \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approving Authority \_\_\_\_\_

### SECTION B –Reviews

72 Hour Review \_\_\_\_\_

\_\_\_\_\_  
Reviewing Authority (Name, Title, Date)

**Additional Reviews:** Attach classification team documents or other reports for determining continued confinement / release.

Date of Tentative Release: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approving Authority: \_\_\_\_\_

Original: Facility Head – Field

1<sup>st</sup> Copy: Inmate

2<sup>nd</sup> Copy: Shift Supervisor of Special Management /Restrictive Housing Unit

## **Instructions for Completing Special Management /Restrictive Housing Order**

### **Inmates placed in Special Management /Restrictive Housing for Disciplinary Infractions**

1. The staff member initiating the Special Management/Restrictive housing placement will be responsible for filling out a Special Management /Restrictive Housing Order (SMRHO). When completing Section A.I, the inmate will normally be placed on "Pending an Investigation" status. Inmates may remain on "Pending an Investigation" status for no longer than 14 days.
2. Once the inmate has been issued an offense report, his/her status will be changed to "Prehearing Detention" on the SMRHO. The inmate will initial the change in status on the SMRHO and a copy will be provided to the inmate.
3. Once the disciplinary hearing has been held, the following actions will be implemented:
  - a. The Warden or designee will sign the Disciplinary Hearing Action Form.
  - b. The appropriate unit manager/designee will ensure that a classification review committee is held if the inmate is to be transferred, and the status changed to "Transit Detention" and so indicated on the SMRHO. The inmate will initial the change in status on the SMRHO and a copy will be provided to the inmate.
  - c. Or, change status to "Disciplinary Status" on the SMRHO following a disciplinary hearing if the inmate is to remain at the facility and has received sanction for disciplinary status and SMU/RHU space is available for the serving of the sanction at that time. If SMU/RHU space is not available, the inmate will be placed on the "Disciplinary Status Waiting List," which shall be maintained by the Chief of Security and the inmate shall be released to the general population until such time as the disciplinary status sanction can be served.
  - d. If charges are dismissed, the inmate shall be released from SMU/RHU unless transfer is still deemed to be warranted and the inmate is placed on "Transit Detention" status.

### **Inmates Requesting Protective Measures/Custody**

1. Procedures for protective custody or protective measures will be implemented as per OP-060106 entitled "Non-Associations and Protective Measures."
2. If immediate temporary placement in Special Management/Restrictive Housing is necessary, the staff member initiating the SHU/RHU placement will complete an SMRHO and place the inmate on "Pending an Investigation" status. Section II of the Special Management Housing Order will be completed, and the inmate will acknowledge consent by signing the appropriate line. Inmates who have requested protective measures/custody will not be housed or exercised with non-protective custody inmates.
3. The appropriate unit manager/designee will ensure that a classification review committee is held and paperwork submitted to transfer the inmate. This will normally be accomplished within 24 hours of the conclusion of the investigation for protective measures (excluding weekends and holidays). Exceptions as to why the classification review committee is not conducted within 24 hours will be documented by the appropriate unit manager and forwarded to the assistant facility head.
4. Once the classification review committee has been completed, the inmate's status will change to "Transit Detention" and so indicated on the SMRHO. The inmate will initial the change in status on the SMRHO and a copy will be provided to the inmate.

### **General**

The appropriate unit manager or designee will be responsible for ensuring that the necessary changes in status are made on the SMRHO as they occur and ensure that the affected inmate initials the change and receives a revised copy.

Objective: To document the confinement of an inmate to a Special Management/Restrictive housing unit for the purpose of removing that inmate from the general inmate population.

Placement Authority: The facility head may delegate authority to place an inmate in a Special Management/Restrictive housing unit to:

1. Shift supervisor or higher ranking security officer
2. Assistant facility head
3. Duty officer

Inmates may be confined to a Special Management housing unit when they are:

1. In transit or en route to another facility
2. Pending a disciplinary hearing (pre-hearing detention)
3. Pending investigation
4. Pending transfer
5. In need of protection (protective measures/custody)
6. Waiting for a cell in general population; however, entitled to the same privileges as general population inmates
7. Assigned to administrative status
8. Assigned to disciplinary status
9. In need of isolation for the purpose of medical/psychological evaluation/observation

Document the date of placement on the appropriate line.

Should the inmate be removed from one type of Special Management/Restrictive and placed in another type of Special Management/Restrictive, the same form may be used by noting the date of change on the appropriate line. The inmate will initial the form and receive a copy.