

<p style="text-align: center;"><u>ADMINISTRATIVE REGULATION</u></p>  <p style="text-align: center;">COLORADO DEPARTMENT OF CORRECTIONS</p>		REGULATION NUMBER	PAGE NUMBER
		300-56	1 OF 5
		CHAPTER: Facility Security	
		SUBJECT: Special Controls	
RELATED STANDARDS: ACA Standards 4-4265, 4-4190, 4-4153, 4-4400, 4-4202 and 2-CO-3A-01		EFFECTIVE DATE: October 15, 2011	
		SUPERSESSSION: NEW	
OPR: DOP	REVIEW MONTH: AUGUST	 Tom Clements Executive Director	

I. POLICY

It is the policy of the Colorado Department of Corrections to preserve the security, safety, order, and control of its facilities. Special controls is used as an immediate behavior management intervention by DOC employees to resolve safety and security incidents created by offenders who are displaying violent, dangerous, disruptive, and/or self-injurious behavior. Special controls ***shall not be initiated or applied as punishment. [4-4190]***

II. PURPOSE

The purpose of this administrative regulation (AR) is to establish a systemized, structured, and humane manner to safely manage violent, dangerous, disruptive, and/or self-injurious behavior by defining:

- A. Guidelines for the immediate response to violent, dangerous, disruptive, and/or self-injurious behavior.
- B. Conditions under which special controls may be imposed.
- C. The authority for the use of special controls.
- D. Documentation required to be completed while on special controls.
- E. A review process for offenders placed on special controls.
- F. Process for removing offenders from special control.

III. DEFINITIONS

- A. Behavior Management Plan (BMP): A Behavior Management Plan designed by the multidisciplinary team to decrease and manage dangerous or maladaptive behaviors and increase or strengthen the pro-social behaviors of a given offender. BMP's will include a description of the problem behavior(s), interventions, and desired outcomes. A written BMP will be completed and forwarded to the Warden or Associate Warden for approval.
- B. Classification Committee: A committee within each respective facility chaired by the administrative head/designee, at or above the level of correctional officer III, which is responsible for all classification proceedings within the facility. The classification committee should include a case manager supervisor, the custody/control manager/designee, the intelligence officer, and the case manager for assignments that are security sensitive to the facility and public. In facilities where a classification committee is not feasible, a classification officer will, with the approval of the administrative head, act as the classification committee.

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- C. Designated Holding Cell: A cell in which is devoid of property, bed linens, mattress, and clothing, except for undergarments, and required health care appliances.
- D. Intensive Supervision: An increased level of monitoring and management of offenders who demonstrate violent, dangerous, disruptive, and/or self-injurious behavior.
- E. Office of Emergency Management (OEM): OEM supervises Emergency Management processes throughout the Colorado Department of Corrections (CDOC) in order to improve and ensure quality and integrity within CDOC's safety/security systems, policies and practices.
- F. Real Property Fixtures: Items that are affixed to the physical structure and/or have a life span of more than five years (e.g., sink, toilet, etc).
- G. Removal from Population (RFP): A status reserved for offenders who, for security/safety reasons, must be removed from general population.
- H. Restraints: The restraint mechanism/s which enables DOC staff to control and restrict mobility of an offender based on the totality of circumstances involved
- I. Segregation: The confinement of an offender to an individual cell that is separated from the general population.
- J. Special Controls: A planned offender management intervention system designed as an immediate intervention to violent, dangerous, disruptive, and/or self-injurious behavior.
- K. Supervision:
 - 1. Direct: Observation of an offender at all times which will include video recording equipment.
 - 2. Intermittent: Visual observation of an offender at 15 minute intervals or as specified by the administrative head or mental health clinician.
- L. Universal Restraint: A multiple use restraint system utilized to limit and control offender mobility, which should include seat harness when restraint is used for an extended period of time.
- M. Video Monitoring: Ability to view and/or record an offender from a remote location utilizing approved video equipment. Video monitoring is not intended to replace intensive supervision conducted by DOC Employees, or Contract Workers and does not replace direct visual observation at 15 minute intervals. Video monitoring is an augmentation to intensive supervision.
- N. Violent, Dangerous, Disruptive, and/or Self-Injurious Behavior: Conduct and/or behavior that is verbal or non-verbal, which includes but is not limited to, aggression, attack, threats, harassment, intimidation, or interference of normal facility operations.

IV. PROCEDURES

- A. Prior to implementation of special controls for an offender in general population, the offender must have exhibited behavior which warrants a removal from population (RFP) pursuant to AR 600-01.
- B. Special controls may be implemented by the shift commander to resolve a situation when an offender exhibits violent, dangerous, disruptive, and/or self-injurious behavior, within the segregation environment require an immediate

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intervention. The shift commander will notify the appointing authority/designee when an offender has been placed on special controls and report this incident in accordance with AR 100-07, *Reportable Incidents*.

- C. The shift commander may implement special controls prior to a mental health watch order being initiated.
- D. When it is necessary to place an offender with ADA accommodations on special controls and for security and or safety reasons remove either accommodations or approved health care appliance, the ADA inmate coordinator (AIC) will be notified at the following GroupWise e-mail address: AIC@doc.state.co.us

E. Initiation of Special Controls

1. **DOC shall ensure that instruments of restraint are never applied as punishment and are applied only with the approval of the administrative head, or designee. [2-CO-3A-01] [4-4190]**
2. The offender will be strip searched and placed in a designated holding cell, and at minimum, restrained with universal and leg restraints.
3. During special controls, male offenders shall be provided underwear only; female offenders shall be provided a T-shirt and underwear, unless the offender has a documented medical condition or an accommodation resolution stating otherwise.
4. **When an offender is placed on special controls, Clinical Services will be notified, and a physical exam will be conducted and documented on an anatomical report. The offender will be evaluated within one hour of receiving the notification. [4-4400].** If following the anatomical the offender refuses medical attention, visible injuries will be documented and a PCDCIS incident report shall be generated noting the offender's refusal.

F. Use of Restraints During Special Controls:

1. Any decision to keep an offender in restraints after two hours may be made only by the appointing authority/designee, and only if the offender continues to exhibit violent, dangerous, disruptive, and/or self-injurious behavior. For each two (2) hour increment during which an offender remains in restraints, facts justifying the continued need for restraints must be documented in the AR Form 300-16RDF, "Intensive Supervision Log.", as well as a PCDCIS Incident Tracking Report.
2. While in restraints, an offender shall be under direct supervision, and the offender's behavior documented every 15 minutes. All monitoring, offender activity, and management of the offender shall be documented using AR Form 300-16RDF, "Intensive Supervision Log."
3. A minimum of two DOC employees shall physically conduct restraint checks every two hours and document those checks on the "Intensive Supervision Log." Clinical Services staff will assist Custody/Control staff to evaluate restraints. **A PCDCIS Incident Tracking Report must be generated when an offender remains in restraints at the end of a shift. [4-4202].** The decision to keep the offender in restraints for longer than 12 hours will be made by the appointing authority/designee in conjunction with clinical services and the shift commander, then communicate to the appropriate Deputy Director the reasons for continuing the restraint protocol.
4. Modifications to the standard application of restraints must be authorized by the shift commander taking into consideration safety, security, medical needs, and mental health concerns. In all cases where modifications to the standard applications are made the appointing authority/designee shall be notified and facts justifying the modification must be documented in AR form 300-16RDF, "Intensive Supervision Log", as well as a PCDCIS

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Incident Tracking Report.

5. Removal of restraints during Special Controls. When the offender no longer exhibits violent, dangerous, disruptive, and/or self-injurious behavior, the shift commander may recommend to the appointing authority/designee, the removal of restraints. In any event, when the offender has been compliant and/or has not exhibited violent, dangerous, disruptive, and/or self-injurious behavior for two hours, the Shift Commander will order restraints removed from the offender and notify the Appointing Authority/designee. When restraints are removed, this must be documented in the AR Form 300-16RDF, "Intensive Supervision Log.", as well as a (PCDCIS) Incident Tracking Report.

G. Discontinuation of Special Controls:

1. Based on offender behavior, the shift commander has the discretion to remove the offender from special controls at any time, and then communicate to the appointing authority/designee the reasons for discontinuing special controls. Provided special controls are not concluded within 24 hours, special controls may be extended with the approval of the appropriate deputy director of Prisons, for additional 24 hours increments.
2. When a general population offender whose behavior warranted use of special controls has been removed from Special Controls, and per AR 600-01 *Offender Classification*, the offender shall be reviewed by the classification committee for further disposition.

H. Conditions of Confinement:

1. Access to programs and privileges shall be suspended while on special controls. Offenders will not be allowed to order or receive canteen.
2. Offenders on special controls will not be allowed social visits. Legal visits will be coordinated and approved through the appointing authority/designee in accordance with AR 750-03, *DOC Employee and Offender Litigation Management*.
3. Styrofoam and/or rubber trays, cups, and soft disposable flatware will be utilized during meals. The offender may be reviewed for alternative meal service, per the provisions of AR 1550-04, *Alternative Meal Service in Segregation*.
4. Offenders will be afforded access to running water. Soap and a paper towel will be provided prior to each meal. If the offender creates a safety and security incident as a result of access to running water, the shift commander may order the water shut off to the cell. The shift commander shall ensure the water is turned on every two hours for toilet use, hygiene, and drinks. This process shall be documented on AR Form 300-16RDF, the "Intensive Supervision Log," and the shift commander shall notify the duty officer. A PCDCIS Incident Tracking Report shall be generated by the shift commander documenting the reasons for controlled access to water within the cell.
5. If offenders are kept in Special Controls for an extended period of time or there are serious personal hygiene concerns they will be given the opportunity to shower if approved by the shift commander.
 - a. ***With the authorization of the appointing authority/designee, a shower may be withheld if it is determined that the offender's actions could pose a security and/or safety risk. An entry must be made in the "Intensive Supervision Log" and a PCDCIS Incident Tracking Report generated documenting the reasons for withholding a shower. [4-4265]***
 - b. Offenders shall be escorted to and from the shower in universal restraints. The offender shall be provided shower shoes to and from the shower location.

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6. Offenders will not be authorized the use of fingernail clippers or razors while on special controls.
7. The designated holding cell shall be maintained in a sanitary condition per facility policy.
8. ***Temperatures in indoor living and work areas are appropriate to the summer and winter comfort zones [4-4153].***
9. Behavior management plans shall be suspended while an offender is on special controls.
10. ***Both Medical and Mental Health shall assess and evaluate the offender a minimum of once per day or more, as clinically necessary. The date and time of the assessment and evaluation shall be documented on the "Intensive Supervision Log," AR Form 300-16RDF. [4-4400]***
11. All incoming mail, magazines, and newspapers will be inventoried and secured until the offender is released from special controls.
12. All incidents and services related to hygiene, sanitation, and the offender's welfare shall be documented on the "Intensive Supervision Log," AR Form 300-16RDF.

I. Special Considerations: Special controls, behavior management plans, and mental health watches are independent conditions of offender status and shall not be simultaneously implemented. Mental health watch orders supersede both special controls and behavioral management plans.

J. After Action Review: The administrative head shall collect, review, and forward copies of all reports and "Intensive Supervision Logs," AR Form 300-16RDF to the Office of Emergency Management (OEM) for review for the appropriate deputy director. Based upon the number and significance of the identified issues, the OEM has the following options:

- a. The appropriate manager of the facility will be contacted, via e-mail, with the issue(s), concern(s), and/or recommendations.
- b. A memorandum will be drafted detailing the issue(s), concern(s), and/or recommendations and forwarded to the facility administrative head and appropriate deputy director.
- c. A request for a fact finding can be requested of the facility administrative head.

V. RESPONSIBILITY

The Director of Prisons is responsible to ensure this policy is reviewed, at least annually, and updated, if necessary.

VI. AUTHORITY

- A. CRS 16-11-308. Custody of department of corrections – procedure.
- B. CRS 17-1-103. Duties of the executive director.
- C. CRS 17-40-106. Responsibilities of the superintendent.

VII. HISTORY

NEW

- ATTACHMENTS:
- A. AR Form 300-56RDA, Special Controls – After Action Review
 - B. AR Form 100-01A, Administrative Regulation Implementation/Adjustments

SPECIAL CONTROLS REVIEW

DATE:	FACILITY:	
INCIDENT DATE:	TIME:	LOCATION:
OFFENDER NAME:	DOC #	
DOC EMPLOYEE/CONTRACT WORKER REPORTS SUBMITTED	ADA ISSUES ACCOMODATED:	
I. INJURIES: () NO () YES - Describe and include follow-up:		
II. INCIDENT NARRATIVE		
III. ISSUES/CONCERNS (EXAMPLES - SPECIAL CONTROLS POLICY/PROCEDURES, STAFF SAFETY, OFFENDER SAFETY, TRAINING, SECURITY EQUIPMENT, PHYSICAL PLANT)		
IV. RECOMMENDED SPECIAL CONTROLS JUSTIFICATION:		
1. [] Special Control restraints were justified and appropriate	3. [] Continued restraints were not justified but minimal	
2. [] Special Controls restraints were justified but excessive (time) inappropriate	4. [] Continued Restraints were not justified and	
V. RECOMMENDED DISPOSITION:		
[] Refer to internal fact finding [] Refer to Inspector General [] Close - no further action		
Administrative Manager/Officer or designee:	Date:	
Name/Title (if board reviews):	Date:	
Name/Title (if board reviews):	Date:	
Administrative Head:	Date:	
Emergency Manager / or designee:	Date:	

ADMINISTRATIVE REGULATION
IMPLEMENTATION/ADJUSTMENTS

AR Form 100-01A (04/15/08)

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(FACILITY/WORK UNIT NAME) _____
WILL ACCEPT AND IMPLEMENT THE PROVISIONS OF THE ABOVE ADMINISTRATIVE REGULATION:

AS WRITTEN NOT APPLICABLE WITH THE FOLLOWING PROCEDURES TO ACCOMPLISH THE INTENT
OF THE AR

(SIGNED) _____ (DATE) _____
Administrative Head