



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON**  
OFFENDER/SPANISH MANUALS

REVISION DATE  
3/6/20

PAGE NUMBER  
1 of 10

NUMBER  
**DOC 320.260**

**POLICY**

TITLE  
**SECURED HOUSING UNITS**

**REVIEW/REVISION HISTORY:**

- Effective: 7/9/09
- Revised: 7/17/09 AB 09-021
- Revised: 1/10/11
- Revised: 6/14/12
- Revised: 1/8/16
- Revised: 10/26/16
- Revised: 3/6/20

**SUMMARY OF REVISION/REVIEW:**


Terminology updated throughout and incorporated Attachment 1  
 Policy statement I., Directive I.A., I.A.1., I.A.4.I.B., II.A.16., V.B.1., V.D., VIII.A.1., VIII.C & D.,  
 and X.B. - Adjusted language for clarification  
 I.A.3., and III.B. - Removed unnecessary language  
 Removed II.A.14. that barbering/hair care services will be part of the COC  
 Removed II.A.16.a. that facilities may arrange or schedule a no-contact visit at a more secure  
 facility  
 III.A.1a. & b. - Adjusted property allowances  
 VI.A.1., and VIII.A. - Added language for clarification  
 Added VI.B.1. that discontinued SEPs will be scanned  
 Added VII.B. that A final Administrative Segregation review will be completed before the  
 departure date for individuals being administratively released to another facility

**APPROVED:**

Signature on file

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**STEPHEN SINCLAIR**, Secretary  
 Department of Corrections

2/10/20  
 Date Signed

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**REFERENCES:**


DOC 100.100 is hereby incorporated into this policy; [WAC 137-28](#); [WAC 137-32](#); [DOC 110.100 Prison Management Expectations](#); [DOC 320.200 Administrative Segregation](#); [DOC 440.080 Hygiene and Grooming for Offenders](#); [DOC 560.200 Religious Programs](#); [DOC 590.500 Legal Access for Incarcerated Individuals](#); DOC 650.020 Pharmaceutical Management

**POLICY:**

- I. Level 2 stand-alone facilities will, when necessary, confine incarcerated individuals in the Secured Housing Unit (SHU) for up to 14 days, with an extension of up to 7 days in limited circumstances as approved by the Mission Housing Administrator (MHA) to accommodate transportation needs. Individuals will then be returned to general population or transferred to a more secure facility, as appropriate.

**DIRECTIVE:**

- I. General Requirements
  - A. Individuals will be seen by a health services employee/contract staff for medical screenings when placed in Secured Housing.
    1. If the facility does not have 24-hour health services available, and the placement occurs after business hours, the assessment will be completed on the next business day.
    2. Health services employees/contract staff will provide assessment and review using DOC 13-432 Nursing Assessment of Patient Placed in Restrictive Housing.
    3. When initial placement occurs after business hours, one or more of the following procedures will be implemented:
      - a. The individual will complete and submit DOC 13-471 Self-Wellness Check to the Shift Commander, who will complete the Shift Commander section and contact the on-call medical practitioner to discuss information documented,
        - 1) If the individual refuses to complete the form, the Shift Commander will note the refusal on the form.
      - b. A telephone conference will be facilitated for the individual with a qualified health services employee/contract staff, documented on

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DOC 13-432 Nursing Assessment of Patient Placed in Restrictive Housing, and logged on DOC 05-091 Daily Segregation Report, or


- c. The individual will be transported to a facility with qualified health services employees/contract staff, a local community clinic, or a hospital.

- B. Individuals assigned to a SHU who require access to emergent/priority health services not available at the current facility will be transferred to a facility that is able to provide the services.

II. General Conditions of Confinement (COC)

- A. Individuals assigned to a SHU will be provided the following COCs, unless safety or security considerations dictate otherwise:


1. Adequately lighted and ventilated environment, unless mechanical or other problems prevent such conditions on a temporary basis.
2. Reasonable room temperature for the season, unless mechanical or other problems prevent such conditions on a temporary basis.
3. Meals of similar quality and quantity as provided to the general population. Methods of preparation and/or delivery may be modified for security reasons.
4. Access to personal hygiene items per DOC 440.080 Hygiene and Grooming for Offenders, as appropriate based on security and safety needs.
5. Opportunity to shower at least 10 minutes and shave at least 3 times per week.
6. Access to telephone, mail and approved correspondence supplies, reading material(s), and legal representation and material(s).
  - a. Except for calls related specifically to access legal representation, individuals will be allowed limited telephone privileges unless otherwise authorized by the Superintendent/designee.
7. Receive a minimum of one hour of exercise per day, 5 days per week, outside of their cell.
8. Limited program access.

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9. Access to health care services.
10. Access to Unit Sergeant, Correctional Unit Supervisor (CUS), case manager, and Correctional Program Manager (CPM) in the SHU.
11. Controlled access to prescribed and/or Over the Counter (OTC) medications per DOC 650.020 Pharmaceutical Management.
12. Exchange of clothing (i.e., t-shirts, underwear, socks), coveralls, and towels at least 3 times per week.
13. Exchange of linens weekly.
14. Access to the following:
  - a. Religious guidance
  - b. Education
  - c. Self-help programs
  - d. Library
  - e. Grievance Program
  - f. Applicable policy and operational memorandum manuals
15. Approved legal visits will be handled on a case-by-case basis.

### III. Property

- A. The following property will be authorized in a SHU based on space availability. Unless otherwise noted, individuals cannot retain property from general population while in Secured Housing. Exception requests must be submitted to the Superintendent in writing.
  1. Approved American with Disabilities Act (ADA) accommodations will be allowed unless a security/safety concern exists. If a concern has been identified, the item(s) may be temporarily withheld until a determination is made by the CUS, Lieutenant, and ADA Coordinator.
  2. All property will remain in the appropriate storage container when not in use. Unless there is a significant safety/security risk, the individual may receive:
    - a. On the first day of admission:
      - 1) First class mail.

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- 2) Telephone/address book from the individual's general population property.
  - 3) Approved educational, religious, and/or self-help material.
    - a) Individual must be enrolled in an approved education and/or change program for educational materials.
  - 4) One softbound, facility-issued book. Hardbound may be acceptable for educational purposes if softbound is unavailable.
  - 5) Prescription eyeglasses from the individual's general population property.
  - 6) Dentures from the individual's general population property.
  - 7) Approved health services equipment (e.g., Continuous Positive Airway Pressure (CPAP) machine, prosthetics, hearing aids).
  - 8) One wedding band from the individual's general population property without diamonds, stones, or a raised surface that poses a security concern.
  - 9) Books.
- b. 72 hours following placement:
- 1) Religious material must be authorized per DOC 560.200 Religious Programs, requested by the individual, and approved by custody and religious programs employees/contract staff/volunteers.
  - 2) One small religious medallion, 2" in size without sharp edges, worn on a piece of string or thread.
  - 3) One medicine bag, 2.5" x 2.5" in size with no feathers, provided it is registered, approved, and worn on a piece of string only.
  - 4) For access to legal materials, individuals must demonstrate a verifiable court-imposed deadline within 45 days per DOC 590.500 Legal Access for Incarcerated Individuals.

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- B. The following additional property will be authorized based on space availability:
1. A plastic medic alert bracelet or other medical equipment, as approved by the Health Authority and authorized by the CUS.
  2. Medication, as directed by health services employees/contract staff per DOC 650.020 Pharmaceutical Management.
- C. All other property will be maintained in storage and will be reissued to the individual when released from Secured Housing.

IV. Conditions of Confinement Modifications

- A. COC modifications may be implemented for one or more of the following reasons:
1. The activity or item is currently a risk to employee/contract staff or the individual's safety, or to the security and/or orderly operation of the SHU.
  2. The continued use of the activity or item will result in a high probability of endangerment to self, others, security and orderly operation, and/or state property.
- B. The CUS/Shift Commander in charge at the time of the imposed modifications will document and justify modifications on DOC 21-632 Restrictive Housing/ Secured Housing Unit Conditions of Confinement Modification Approval, which the Superintendent/designee will review and approve within one business day. Any modification to COCs will be recorded in the unit log.
1. The designee must be the Administrative Lieutenant or CPM.
- C. COC modifications lasting up to 7 days require Superintendent/designee approval. If available, input from medical/mental health employees/contract staff should be considered in making a decision to extend a modification. Modifications for more than 7 days require MHA approval.
- D. The CUS/designee will review each individual assigned to COC modification status daily during business hours. As soon as the individual's behavior no longer indicates a threat, the Administrative Lieutenant, CPM, or higher authority may release the individual from COC modification status.
- E. When an individual is placed on pen and/or paper restriction, the Unit Sergeant will conduct a daily cell check to address any immediate communication needs (e.g., assistance with grievance, medical, emergency legal needs).

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- F. Alternative meal service COC modifications may not exceed a maximum of 7 consecutive days and must have the written approval of the Superintendent and Health Authority. Alternative meal service:
  - 1. Is limited to individuals who have used food or food service equipment in a manner that is hazardous to self, employees/contract staff, or other individuals.
  - 2. Must be based on health or safety considerations only and must meet basic nutritional standards.
- G. The Superintendent/designee will receive routine updates on all individuals assigned to a COC modification status.
- H. Active COC modifications will be forwarded to the receiving facility's Intensive Management Unit (IMU)/Intensive Treatment Unit (ITU) at the time the individual is transferred.
- V. Security Enhancement Plan
  - A. Security Enhancement Plans (SEPs) will be developed for individuals whose behavior warrants additional precautions to enhance employee/contract staff safety. Plans will focus on out-of-cell movement within the unit and assigned cell location. SEPs are not COC modifications.
    - 1. The CUS/Administrative Lieutenant will complete and submit DOC 21-638 Security Enhancement Plan to the Superintendent or CPM, who will review the plan within one business day.
      - a. The CPM will notify the Superintendent of any approved plans.
      - b. After hours SEPs will be developed/approved through the facility Duty Officer and reviewed by the Superintendent or CPM the next business day.
    - 2. Approved SEPs will be recorded in the unit log and a copy will be forwarded to the MHA.
  - B. Once approved and implemented, the plan can only be discontinued with Superintendent approval.
    - 1. Discontinued SEPs will be scanned into the individual's electronic imaging system.

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C. When an individual with an active SEP transfers to another facility, the plan will be forwarded with the individual and remain in effect at the receiving facility.

VI. Administrative Release

A. Administrative releases from a SHU will be conducted per DOC 320.200 Administrative Segregation.

B. A final Administrative Segregation review will be completed before the departure date for individuals being administratively released to another facility.

VII. Health Services

A. Individuals assigned to a SHU will have access to medical, dental, and mental health services similar to what is provided to those in general population.

1. Individuals will receive daily visits from health services employees/contract staff during business hours.

B. Employees/contract staff observing behavior that may indicate a mental health issue exists should make an appropriate and timely referral using DOC 13-420 Request for Mental Health Assessment. The designated mental health provider will review the referral and take appropriate action.

1. Facilities without mental health employees/contract staff will refer and transfer individuals to a facility designated by the Mental Health Authority.

C. When an individual is transferred to Secured Housing, a mental health screening will be conducted within one business day using DOC 13-349 Intersystem/ Restrictive Housing Mental Health Screening or DOC 13-427 Mental Status Examination.


D. The presence of a health care provider in the SHU will be announced and documented.

1. On weekends and holidays, DOC 13-471 Self-Wellness Check will be issued to the individual for completion.

2. Health services employees/contract staff will promptly identify individuals who are psychologically/physically deteriorating or showing signs of failing health and inform the Superintendent/designee.

a. Facilities that are unable to manage healthcare needs will refer and transfer individuals to a facility designated by the Health Authority.



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- E. Health services employees/contract staff will document all contacts in the individual's health record using DOC 13-435 Primary Encounter Report and on DOC 05-091 Daily Segregation Report.

VIII. Visits by Employees/Contract Staff

- A. Employees assigned to the unit will conduct cell checks on an irregular schedule, no more than 30 minutes apart, to personally observe individuals. Individuals who are violent or mentally disordered, or who demonstrate unusual or bizarre behavior will receive more frequent observation. All cell checks will be documented in the unit log.
- B. The Shift Commander will conduct daily cell checks.
- C. Classification employees will visit with each individual at least once a week, and in response to written requests.
- D. Per DOC 110.100 Prison Management Expectations, each week on a rotating basis, the Superintendent, CPM and/or Administrative Lieutenant will do a cell-by-cell walkthrough of the SHU and make contact at each occupied cell.

IX. Documentation

- A. DOC 05-091 Daily Segregation Report or an electronic version will be maintained for each individual housed in the SHU. Electronic versions will be printed and maintained in the same manner as the paper version. The report will be updated during and after each shift and document:
1. Transactions and activities concerning the individual and any active COCs. Specific transactions include:
    - a. Sick call and medication distribution,
    - b. Shower schedule,
    - c. Exercise schedule,
    - d. Visits,
    - e. Attorney telephone calls,
    - f. Requests for legal resources,
    - g. Major incidents of any type,
    - h. Program activities (e.g., education, religious services), and
    - i. Contact by medical or mental health employees/contract staff.
  2. Reasons for any decision to refuse property or an activity.
  3. Medical observations and/or medications administered.
  4. Unusual occurrences and/or behavior.

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5. Modifications/exceptions.
  6. Walkthroughs and daily cell checks, including checks by the Unit Sergeant for individuals on pen/paper restriction.
- B. Each shift, the Unit Sergeant will review DOC 05-091 Daily Segregation Report or the electronic version and note the review in the unit log.

**DEFINITIONS:**

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

**ATTACHMENTS:**

None

**DOC FORMS:**

- [DOC 05-091 Daily Segregation Report](#)
- [DOC 13-349 Intersystem/Restrictive Housing Mental Health Screening](#)
- [DOC 13-420 Request for Mental Health Assessment](#)
- [DOC 13-427 Mental Status Examination](#)
- [DOC 13-432 Nursing Assessment of Patient Placed in Restrictive Housing](#)
- [DOC 13-435 Primary Encounter Report](#)
- [DOC 13-471 Self-Wellness Check](#)
- [DOC 21-632 Restrictive/Secured Housing Unit Conditions of Confinement Modification Approval](#)
- [DOC 21-638 Security Enhancement Plan](#)