


HOWARD COUNTY DEPARTMENT OF CORRECTIONS POLICY & PROCEDURE

	SUBJECT:	Inmate Rights, Discipline and Services
	P & P #:	H-735
	TITLE:	Special Management Unit
	EFFECTIVE DATE:	June 8, 2020
	REVIEWED BY:	<i>Andre McInnis</i> Andre McInnis, Classification Supervisor
	REVIEWED BY:	<i>Andrea King-Wessels</i> Andrea King-Wessels, Deputy Director
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POLICY: The Howard County Department of Corrections maintains a housing unit for inmates/detainees who require special management and cannot be housed in general population. The Special Management Unit (SMU) requires closer supervision than the general population, while not having the restricted movement and activities as administrative segregation. Inmates/detainees housed on SMU are expected to be compliant in their behavior with rules and regulations. The SMU will have yard, library and out-of-cell activity like general population units.

REFERENCES: Maryland Commission on Correctional Standards – Adult Detention Centers Standards .01 P, .02 N, R, .06 A, Performance Based National Detention Standards Section 2.12. V., and HCDC Policies D-306 Inmate Administrative Segregation and Medical Housing, D-300 Classification, H-706 Inmate/Detainee Recreation, H-708 Inmate/Detainee Visiting, Post Orders 0 General Orders, 22 Special Management Unit.

DEFINITIONS:

Special Management Unit (SMU): is a designated housing unit which is separate from general population and is utilized for individuals who require more supervision and management than general population.

Under no circumstances shall there be designated housing or programs for lesbian, gay, bisexual, transgender or intersex inmates/detainees based solely on their gender status or identification.

Qualified Health Care Professional (QHCP): is a staff member of the medical contractor such as doctor, nurse, nurse practitioner, or physician’s assistant.

Mental Health Professional (MHP) – is a licensed mental health professional such as a licensed clinician, psychiatric nurse, psychologist or psychiatrist.

PROCEDURES:

I. Eligibility

The Special Management Unit (SMU) shall house inmates/detainees who:

- A. Require protective custody status;
- B. Are stepping down from suicide watch or other fifteen (15) minute intensive monitoring;
- C. Are recommended by medical and/or mental health staff for placement or have medical conditions which require special housing;
- D. Are unable to be housed in general population;
- E. Have special needs and have been approved by the Director, Deputy Director, Security Chief or Designee; and/or

II. Placement and Review Process

- A. An inmate may be recommended for placement in SMU by the Shift Leader/higher authority or the QHCP/MHP pending classification review. Only in exigent circumstances shall ICE detainees be housed in SMU, and then only with the approval of the Security Chief, Deputy Director or Director. ICE officials shall be notified within 72 hours after a detainee has been placed on SMU. The Shift Leader/higher authority shall document the reason for the placement in an incident report and shall ensure that a copy of the report is submitted to Classification Supervisor, Security Chief, Deputy Director and Director. This recommendation shall be reviewed the next business day absent exigent circumstances. Inmates may be placed in a receiving unit or administrative segregation pending review by classification for SMU placement.
- B. Classification staff may recommend assignment of an inmate/detainee to SMU and shall review status no less than every four (4) days of the initial placement on the unit. The Deputy Director/Designee or higher authority shall review all classification recommendations for placement and continued housing on the SMU.
- C. An inmate on SMU shall be reviewed by a Classification action at least every two (2) weeks. The Classification team for SMU may include members of custody staff, mental health and medical staff. Information about the progress and behavior of the SMU inmate/detainee shall be obtained from custody and program staff and shall be used in determining the continuing status of the inmate.
- D. Custody supervisors, mental health staff or classification staff may initiate a request to have an inmate/detainee scheduled for review at any time.
- E. The Security Chief, Deputy Director or Director may place an inmate/detainee on SMU and in such circumstances, shall notify the classification supervisor of such action.
- F. Only the Director/designee can authorize the placement of restrictions such as lock-in beyond 24 hours of any individual inmate on this unit.

III. Removal from SMU

- A. An inmate/detainee assigned to the SMU may be removed from the unit by authority of the shift supervisor/higher authority due to behavior problems.

- B. If an inmate/detainee is removed from SMU, the inmate shall be housed in a single cell pending reclassification. Any behavior problems shall be documented in writing. A copy of the report shall be submitted to the Deputy Director and Classification Supervisor for review and a Classification action shall be initiated to review the removal, unless removal was ordered because of an adjustment hearing recommendation approved by the Director.
- C. An inmate/detainee who was placed on the SMU by medical or mental health staff may be recommended for removal by medical or mental health staff. Such requests for removal shall be in writing to the Classification Supervisor or higher. A classification action shall be initiated to review the request and recommend action to the Director/Deputy Director/Designee for review and approval.

IV. Conditions of Confinement

To the extent possible, the conditions of confinement to the SMU shall be like that of the general population.

- A. Property (as referenced in Policy H-704) – Inmates/detainees in the SMU shall be allowed to have the same property as general population inmates/detainees except for razors. Razors shall be issued by the 8 to 4 shift at least once per week. The razors shall be collected immediately after use. Inmates/detainees on SMU must be under direct supervision of a correctional officer while using a razor.
- B. Recreation (as referenced in Policy H-706) – Absent extenuating circumstances, inmates/detainees in the SMU shall be allowed to have congregate day room activities to include their meals. SMU inmates/detainees shall have access to a television, inmate/detainee phone and kiosk machine. As weather permits, SMU inmates/detainees shall be allowed to participate in outside recreation like the general population. ICE detainees shall receive or be offered one (1) hour of outdoor recreation, seven (7) days per week, weather permitting, unless documented security, safety or medical considerations dictate otherwise. SMU inmates/detainees shall recreate as a unit and shall not recreate with any other inmates/detainees/detainees.
- C. Resource Center (as referenced in Policy J-901) – SMU inmates/detainees shall be allowed access to the resource center. They shall not be mixed with other inmate/detainee populations when using the resource center.
- D. Commissary (as referenced in Policy H-720) – Inmates/detainees in the SMU shall be allowed the same commissary items as general population inmates/detainees.
- E. Visits (as referenced in Policy H-708) – Inmates/detainees in the SMU shall have two (2) video visits, seven (7) days a week from 9:00 a.m. to 2:00 p.m. and 6:00 p.m. to 9:00 p.m., and one (1) thirty minute, on-site, face-to-face visit in the inmate visiting room. In cases where video visitation is in operable, on-site, face-to-face visits shall be on Thursdays and Saturdays from 11:00 a.m. to 1:00 p.m.
- F. Haircuts (as referenced in Policy H-712) – Inmates/detainees in the SMU shall generally be allowed haircuts every other week. The 8 to 4 shift shall ensure that SMU inmates/detainees receive their haircuts.

- G. Jumpsuits – SMU inmates/detainees shall wear their designated issued burgundy color jumpsuits whenever they are out of their assigned housing unit.
- H. Programs and Religious Services – Due to the requirement to house SMU inmates/detainees separately, the assignment to activities outside the unit or to programs is not possible unless specifically approved by the Director/Deputy Director. The Chaplain or religious volunteer may visit the SMU and meet with the inmates/detainees on SMU. Programs administered by outside agencies may be allowed dependent upon staffing levels.
- I. Job Assignments (ICE detainees excluded) – Classification to a job assignment is limited to in-house sanitation.

V. Out of Unit Escorts

- A. Inmates/detainees leaving the SMU shall be escorted by certified correctional staff at all times. SMU inmates/detainees shall not mix with or interact with other inmates/detainees/detainees. The only exception to this requirement may be for an inmate specifically approved in writing for a specific activity by the Director or Deputy Director. Absent extenuating circumstances, SMU inmates/detainees do not require use of restraints when being escorted out of the unit.
- B. Medical Department Calls – SMU Inmates/detainees who are called to the medical unit for service must be escorted to the medical unit. If the inmate/detainee refuses, the unit officer must notify a supervisor as well as the medical officer. Any inmate/detainee who refuses shall receive a notice of infraction.

VI. Security Rounds (reference Policy E-404)

Under normal conditions, security rounds shall be conducted every thirty (30) minutes. The shift supervisor may increase rounds as necessary. Inmates/detainees shall be allowed access to their cells (if in a celled unit) every thirty (30) minutes unless there are extenuating conditions.

VII. Classification Staff Visits

Under normal conditions, classification staff shall visit the unit at least once per week to address any classification concerns and other program issues. Any unusual concerns shall be reported to the Security Chief, Deputy Director and Director.

VIII. Directors Prerogative

The Director has the authority to revise/change a policy or post order as needed to meet the operational demands of the Department. As the changes are initiated, they may be communicated by an email, memoranda or in rare circumstances verbal due to unforeseen situations.

ATTACHMENTS: None

RESCISSIONS: HCDC Policy H-735 Special Management Unit effective June 7, 2019.