REVIEW/REVISION HISTORY:

Effective: 8/23/99
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Revised: 7/17/23

SUMMARY OF REVISION/REVIEW:

Updated terminology throughout
I.A.1., III.C.1.c.1), and IV.A.1.e. & f. - Adjusted language for clarification

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

6/8/23
Date Signed

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; DOC 300.380 Classification and Custody Facility Plan Review

POLICY:

I.   The Department will ensure that incarcerated individuals are assessed for separation and facility prohibition concerns to ensure safety and facility security. The Department will attempt to place individuals in general population settings, consistent with good management practices and all applicable policies and procedures.

     A.   Separation is defined as administrative separation of individuals who may be aggressors, victims of aggressors, or a threat to the orderly operation of a facility.

     B.   Facility/state prohibition is defined as precluding individuals from a facility/state assignment due to verified circumstances that would put anyone in jeopardy.

DIRECTIVE:

I.   General Requirements

     A.   Initial/intake screening of an individual for protection/threat concerns will be documented on DOC 17-087 Separation/Prohibition Addition/Removal and conducted:

          1.   Within one business day of admission or facility assignment change transfer, and

          2.   During any classification review when a custody facility plan is completed.

     B.   Separation status and facility prohibitions will be reviewed using file information, interviews with the individual, observations, input from employees/contract staff who conducted an initial/scheduled classification review, and review of other pertinent records.

     C.   An individual's separation/prohibition status is confidential. At no time will an individual be given a list of separation concerns.

          1.   Case managers, investigative employees, or employees designated by the Superintendent will discuss specific information with the individual to determine the need for continued separation.

II.   General Responsibilities

A.   The Classification and Case Management Administrator will chair the Facility/ State Separation and Prohibition (FASSAP) Committee, who will:

1.   Consist of the:

a.   Headquarters Operations/Logistics Classification Manager
b.   Chief of Investigative Operations
c.   Mission Housing Administrator

2.   Meet weekly to address facility requests and as needed for emergent requests.

3.   Coordinate with applicable facility employees/contract staff to periodically review current prohibitions for continued placement.

4.   Offer Superintendents/Reentry Center Managers (RCMs) or their designees the opportunity to present requests in addition to submitted documentation.

5.   Establish an approval matrix to provide guidance.

6.   Document all decisions on DOC 17-087 Separation/Prohibition Addition/ Removal.

B.   The Superintendent/RCM will establish processes to implement the use of separations and facility prohibition documented in the Separation and Prohibited Placement sections of an individual's electronic file.

1.   The Superintendent will designate a Correctional Program Manager/ Captain or higher rank to manage the separation/protection issues for the facility.

2.   The RCM will designate an employee/contract staff to manage the separation/protection issues for the facility.

III.   Separation and Facility/State Prohibition Requests and Approval

A.   DOC 17-087 Separation/Prohibition Addition/Removal will be used to submit requests for a separation or prohibited placement when the need is verified through:

1.   Police report
2.   Court document
3.   Department/jail reports
4.   Media reports

5.   Department investigative services

6.   Other Department documents (e.g., serious infraction/incident report)

B.   For cell/room, tier, unit, or quadrant separations, the case manager will submit the request to the Superintendent/RCM or designee, who will:

1.   Remove separations that are no longer valid, and

2.   When authorizing new entries, the Superintendent/RCM or designee will enter a narrative in the individual's electronic file.

C.   For facility/state prohibitions, the Superintendent/RCM or designee will submit DOC 17-087 Separation/Prohibition Addition/Removal in an email to DOC HQ Facility State Separation Prohibition Committee containing full disclosure of information supporting the request (e.g., investigative information, professional summary).

1.   The FASSAP Committee will review and approve/deny facility/state separation and prohibition requests.

a.   When the prohibition involves an employee/contract staff, the facility will initiate the prohibition and contact the committee to review and finalize.

b.   When separations or prohibitions are authorized for facility/state, enter a narrative in the individual's electronic file.

c.   If there are concerns based on new information, or suspicion that an error has been made, the Superintendent/RCM or their designee may contact the Headquarters Classification Unit.

1)   The Classification and Case Management Administrator/ designee will resolve the dispute or refer the case to the Senior Director for Comprehensive Case Management for review.

IV.   Separation and Facility/State Prohibition Status

A.   Individuals identified as having a separation or facility/state prohibition will be separated in the least restrictive way.

1.   Separation levels include:

a.   Cell/room - Individuals can have routine contact, but may not be assigned to the same cell

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POLICY

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SEPARATION AND FACILITY PROHIBITION MANAGEMENT

b.   Tier - Individuals can have routine contact, but should not be assigned to cells near each other

c.   Unit - Individuals can have incidental contact in programming and/or recreation areas

d.   Quadrant - Individuals might have contact in areas (e.g., Health Services building), but contact should be rare, incidental, and not predictable (e.g., an individual housed at AHCC-MSU could have a quadrant separation housed at AHCC Main)

e.   Facility - Individuals should not be housed at the same Prison or Reentry Center, but may be housed at a different facility within the same complex

   1)   This status may only be entered in the electronic file by the Classification and Case Management Administrator/designee.

f.   State

   1)   This status may only be entered in the electronic file by the Classification and Case Management Administrator/designee.

   2)   Employees may submit requests for state separations by sending an email to DOC HQ Facility State Separation Prohibition Committee containing full disclosure of information supporting the request (e.g., investigative information, professional summary).

2.   Individuals may be separated through:

a.   Program scheduling (e.g., work assignment, education),

b.   Restrictive housing or protective custody (i.e., administrative segregation of an individual based on specific, verifiable information that the individual may be at high risk of being assaulted or victimized based on the nature/notoriety of the crime, physical/mental vulnerability, or situations arising during incarceration),

c.   Facility transfer/prohibition, and

   1)   This status may only be entered in the electronic file by the FASSAP Committee.

      d.   Out-of-state placement.

          1)   This status may only be entered in the electronic file by the FASSAP Committee.

B. Caution must be taken to ensure an individual is not attempting to avoid placement at a particular facility or work/program assignment. The Separation and Prohibited Placement sections of the individual's electronic file should be reviewed to verify if a concern exists before recommending transfers to other facilities and/or assignment to jobs, education, or other programs.

    1. Information received from an individual must be verified using:

        a.   Serious infraction/incident report
        b.   Investigative summary
        c.   Judgment and Sentence
        d.   Other factual documentation

V. Documentation/Verification

A. Separation/protection information will be entered as a Chronological Event (chrono) and in the Separation section of the individual's electronic file, which will include:

    1.   The individual's name, DOC number, facility, and date of incident
    2.   Reason for separation/protection, level of separation, and status
    3.   Individuals who are a threat and individuals who are threatened
    4.   Employee/contract staff who made the entry
    5.   Narrative statements identifying specific separation/protection issues

B. Facility/state prohibition information will be entered in the Prohibited Placement section of the individual's electronic file and will list the facility(ies)/state(s) from which the individual is prohibited for security reasons.

    1.   Due to the sensitive nature of the information in this section, viewing access will be limited.

C. Blank location fields mean the individual is no longer under the Department's jurisdiction. If the status field is still active, the entry is still valid.

D. The separate/protection and facility prohibition sections should be updated to reflect conflicts before requesting an individual's transfer to another facility.

      1.   When an individual alleges an individual with an active separation is at the facility where the individual is approved for transfer, the Intelligence and Investigation Unit will investigate and enter a chrono in the individual's electronic file to document whether or not the concern is substantiated.

VI.   Review and Re-verification

    A.   Individuals will be separated only as long as the need exists. Each individual's active separation and/or facility prohibition status will be reviewed, re-verified, and documented during the individual's regularly scheduled review and as circumstances require.

      1.   If risk no longer exists, or the non-aggressor requests reconsideration of separation status, the separation status may be changed from active to inactive.

        a.   This change should be documented using DOC 17-087 Separation/ Prohibition Addition/Removal.

        b.   Inactive status does not need to be verified annually.

      2.   The individual's Custody Facility Plan will document the Facility Risk Management Team recommendations of separation conflicts and re-verification, and changes to the Separation and Prohibited Placement sections in the electronic file.

      3.   Verifications beyond current facility will be done through the Intelligence and Investigation Unit, if required.

    B.   If a separation or prohibited placement conflict arises at the time of a transfer, employees/contract staff may request the individual be redirected to a different facility. Alternatively, a request may be submitted for a custody override per DOC 300.380 Classification and Custody Facility Plan Review.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

DOC 17-087 Separation/Prohibition Addition/Removal