



Applicability: Adult Operation Only JUVENILE Operations Only DEPARTMENT-WIDE Only

IMPP #: 20-104J

PAGE #: 1 of 4

SEGREGATION/RESTRICTIVE HOUSING: Purpose of Administrative Restrictive Housing and Appropriate Placements

Original Date Issued: 05-17-22 Replaces IMPP Issued: N/A CURRENT EFFECTIVE DATE: 05-17-22

Approved By: , Secretary

Next Scheduled Review: 02/2025

POLICY

Residents may be placed on administrative restrictive housing status to ensure the safe, secure and orderly operation of the facility.

DEFINITIONS

Administrative Restrictive Housing: A form of restrictive housing used for residents who pose a threat to life, property, self, staff, or other residents; or when a resident's continued presence threatens the secure and orderly operation of the facility.

Clinical Staff: Behavioral health staff with the necessary education, training, and experience to provide residents with assessment, diagnostic, treatment, and counseling services.

Restrictive Housing Review Board (RHRB): A board consisting of one security staff member of Lieutenant rank or higher, one Behavioral Health staff, and the Restrictive Housing Unit Team Manager/CCII.

Time-out: A brief period of time in a room or other location away from the general population and/or activities.

PROCEDURES

I. Approved Types of Administrative Restrictive Housing

- A. Based on the criteria or any combination of criteria set out in Section IV. of this policy, a resident may be held on administrative restrictive housing.
- B. A resident's confinement on restrictive housing status shall not be continued any longer than necessary.
- C. On a daily basis, the Superintendent or designee shall review all instances of confinement lasting more than 24 hours.

II. Process for Placement on Administrative Restrictive Housing Status

- A. The chief of security or shift supervisor shall initially approve placement on administrative restrictive housing status before escorting a resident to the Restrictive Housing Unit (RHU). The decision to place a resident on administrative restrictive housing shall be made using the Restrictive Housing Assessment (Attachment A).

- B. When a resident is in time-out or placed in the RHU at any time during the time-out restrictive housing process, a resident can be released back to general population (GP) or determined to be placed on administrative restrictive housing.

III. Time-out Restricted Housing

- A. When a situation requires a resident to have a time-out removal from general population (GP), the resident may be taken to the RHU.
 - 1. Once placed in a time-out, staff shall implement the use of the Time-out Observation Form (Attachment B).
 - 2. Staff shall check in with the resident at least once per hour in an attempt to process the situation, redirect the behavior, and prepare the resident for return to normal activity.
 - a. While the resident is in RHU, standard security housing checks must occur by the restricted housing officer as outlined in the RHU Post Order.
 - 3. As soon as staff determine the resident has de-escalated or is appropriate to return to general population, the resident shall be moved back to GP.
- B. With the exception of crisis level/suicide precautions, residents are not to be on administrative restrictive housing status in general population units, specialty programming units, or any unit other than the RHU.

IV. Administrative Restrictive Housing Considerations

- A. If the resident is not appropriate for return to GP after a period of four (4) hours, the resident shall be placed on administrative restrictive housing status and remain in the RHU.
- B. If, after the four (4) hour time-out period or at any time it is determined that a resident is required to be housed in RHU, all procedures outlined in IMPP 20-105J shall be followed. The decision to place a resident on administrative restrictive housing shall be made using the Restrictive Status Assessment (Attachment A).
 - 1. No resident, with the exception of crisis level, shall be housed in RHU for administrative purposes any longer than 72 hours without a recommendation by the Restrictive Housing Review Board (RHRB) to the superintendent or designee for approval.
 - a. Documentation indicating the reason for the placement shall be on the Administrative Restrictive Housing Review form as outlined in IMPP 20-105J.

V. Criteria for Placement on Administrative Restrictive Housing Status

- A. Protective Custody.
 - 1. The procedures outlined in IMPP 20-108D, shall be used to request and assess the need for protective custody.
 - 2. The superintendent or designee may consider and place a resident in protective custody without a request from the resident.
 - 3. While on administrative protective custody status, a resident shall have, as much as possible, the same access as the general population to programs, services, property, privileges, and incentives.
- B. Pending Investigation.

1. When an alleged rule violation is reported, an investigation shall begin within 24-hours of the time violation was reported and completed without reasonable delay unless there are exceptional circumstances.
 - a. A resident may be placed on administrative restrictive housing status by the Superintendent or designee pending the completion of an investigation to determine whether:
 - (1) Disciplinary charges shall be filed under the disciplinary process; and/or
 - (2) Criminal charges are necessary; and/or
 - (3) There has been improper or dishonest coordination of testimony in any investigation, disciplinary or criminal case; and/or
 - (4) Threats to or intimidation of witnesses or accusers has occurred.
 2. A resident held on administrative restrictive housing status pending an investigation shall be released as soon as an interview of the resident is completed but no longer than 72 hours.
 3. A resident held pending investigation for a criminal offense(s) shall have his/her placement reviewed daily, with the exception of weekends and state recognized holidays, by the Administrative Restrictive Housing Review Board to determine if a less restrictive living unit is more suitable.
- C. Communicable disease.
1. Medical personnel shall immediately notify the Superintendent or designee as to any resident who:
 - a. Refuses to be tested; or
 - b. Has been diagnosed with a communicable disease.
 2. The superintendent or designee with consultation with the facility Health Services Administrator may place a resident on communicable disease administrative restrictive housing status:
 - a. Who has or refuses to be tested for a communicable disease until the danger of contagion has passed; or
 - b. Until he/she agrees to be tested and is found to be free of contagious disease.
 3. A resident on communicable disease administrative restrictive housing status shall have, as much as possible, the same access as the general population to programs, services, property, privileges, and incentives.
- D. Protection from self-injury.
1. A resident who threatens or inflicts self-injury may be placed on administrative restricting housing status by the Superintendent or designee with consultation from facility behavioral health staff for observation and/or to give clinical staff an opportunity to assess the resident for the need of behavioral health treatment/intervention.
 2. Clinical staff shall make immediate and continuing efforts to counsel with the resident and resolve the behavior that resulted in the placement on administrative restrictive housing status under this section.

3. All such efforts shall be documented in the resident's medical/behavioral health file.
 4. If a resident is held on protection from self-injury administrative restrictive housing status longer than 24 hours, the superintendent shall consult with clinical staff concerning:
 - a. The proper placement or status for the youth; and
 - b. A plan for resolution of the behavior leading to placement on this status.
 - (1) The clinical staff shall notify the resident of the decision concerning his/her status.
- E. Security Risk.
1. A resident may be placed on administrative restrictive housing status if he/she engages or participates in behavior that threatens the safety of other residents, employees, visitors or the public, or security or control of the facility.

VI. General Orders

- A. This IMPP shall serve as the final agency policy statement concerning administrative restrictive housing criteria and no General Order shall be permitted to alter the policy statements described herein.
1. For the purpose of this policy, in the Superintendent's absence, the designee shall be the Deputy Superintendent, or Chief of Security in that order.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff, residents, and offender and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees, residents, or offenders, or an independent duty owed by the Department of Corrections to employees, residents, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

K.A.R. 123-13-101, *et seq.*; 123-13-201(c)
IMPP 20-101J, 20-103D 20-105J;

ATTACHMENTS

Attachment	Title of Attachment	Page Total
A	Restrictive Status Assessment	2 pages
B	Time-out Observation Sheet	1 page

KANSAS JUVENILE CORRECTIONAL COMPLEX RESTRICTIVE STATUS ASSESSMENT INSTRUMENT

Juvenile Resident NAME: _____ JJIS#: _____ DOB: _____ LIVING UNIT: _____

Date: _____ Time: _____ Shift Supervisor: _____

SPECIAL RHU PLACEMENT CASES

- | | |
|--|---|
| <input type="checkbox"/> Battery on Staff/UOF Injury | <input type="checkbox"/> Escape/Attempted Escape |
| <input type="checkbox"/> Riot/Incitement to Riot | <input type="checkbox"/> Major Destruction Property |
| <input type="checkbox"/> Pending Investigation | <input type="checkbox"/> Battery with Weapon |

Most Serious Alleged Offense	SCORE
<input type="checkbox"/> Battery on Youth (12-324.2)	10
<input type="checkbox"/> Fighting (12-301)	9
<input type="checkbox"/> Assault (12-323)	5
<input type="checkbox"/> Disobeying Orders (12-304)	3
<input type="checkbox"/> Disruptive Behavior (12-318)	2
TOTAL	

Prior placements in Restrictive Housing or on Time-Out (mark all that apply)

<input type="checkbox"/> Prior RHU placements in the past 24 hours	5
<input type="checkbox"/> Prior RHU placement in the past 7 days (each placement is assessed points)	3
<input type="checkbox"/> Prior Placement on Time-Out Status in the past 7 days (each placement is assessed points)	1
TOTAL	

Aggravating Factors (mark all that apply)

<input type="checkbox"/> Use of Force	3
<input type="checkbox"/> Victim under the age of 16	3
<input type="checkbox"/> Multiple residents involved/ Gang motivated/associated incident	3
TOTAL	

Mitigating Factors (mark all that apply)

<input type="checkbox"/> Defending self during fight	-3
<input type="checkbox"/> No UOF to comply	-3
<input type="checkbox"/> Juvenile Resident is age 14 or younger	-2
TOTAL	

TOTAL SCORE

Placement Recommendation by Score

<input type="checkbox"/>	Special RHU Placement	Mandatory ARH Placement	RHU placement
<input type="checkbox"/>	Score of 10 or higher	High Security Risk:	ARH placement recommended
<input type="checkbox"/>	Score of 5 to 9	Moderate Security Risk:	Time-Out Process recommended
<input type="checkbox"/>	Score of 4 or less	Low Security Risk	No RHU placement recommended

Narrative (describe incident):

Will the placement of the resident occur as recommended by score? YES NO

- **If No, Override to** ARH Placement Time-Out Process No Placement

Narrative: _____

Approval: _____

- **If the resident is placed in ARH and then is released from ARH prior to being seen by the Restrictive Housing Review Board the ARH Release section shall be completed.**

Administrative Restrictive Housing Release

Juvenile Resident Name: _____ **JJIS#:** _____ **Living Unit:** _____

Date Placed on ARH: _____ **Time Placed on ARH:** _____

Date Released from ARH: _____ **Timed Released from ARH:** _____

Reason for ARH Placement: Special Placement Case High Security Risk Override

Release Narrative: _____

Release Approved By: _____

Restrictive Housing Time-out

JO Name:	█	ID #	█
DATE:	█	TIME IN:	█
UNIT:	█	TIME OUT:	

BEHAVIORS:

- Disruptive Behavior Threatening Fighting
 JO request Disobeying Orders
 Other Description: █

Reason for Placement: █

- ONE Hour Check Time Continued placement Released

EXPLAIN: █

Approved By: █

- TWO Hour Check Time Continued placement Released

EXPLAIN: █

Approved By: █

- THREE Hour Check Time Continued placement Released

EXPLAIN: █

Approved By: █

- FOUR Hour Check Time* Continued placement Released

EXPLAIN: |

Approved By: |

*Any confinement exceeding four (4) hours will convert to Administrative Restrictive Housing status and will require appropriate documentation.