**CALIFORNIA DEPARTMENT OF CORRECTIONS & REHABILITATION**

**California State Prison - Corcoran**

**Corcoran, California 93212-8800**

May 2014

**I. PLAN NUMBER AND TITLE**

Operational Procedure No.: 220

Operational Procedure Title: Administrative Segregation Units (ASU)

**II. PURPOSE AND OBJECTIVES**

1. This procedure establishes specific operational guidelines for the approved program within ASU as mandated by the California Code of Regulations (CCR), Title 15, Division 3, Chapter 1; Rules and Regulations of Adult Institutions, and the California Department of Corrections and Rehabilitation (CDCR) Operations Manual (DOM).

B. The objective of this procedure is to establish an Operational Procedure (OP) that clearly delineates the multiple missions within ASU. ASU provides temporary segregation for inmates pending investigation, evaluation and/or disciplinary action. To achieve this goal, the Mental Health Services Delivery System (MHSDS) procedures have been interfaced into this plan to ensure the overall function of the ASU.

**III. REFERENCES**

The California Code of Regulations (CCR), Title 15

Department Operations Manual (DOM)

**IV. APPROVAL AND REVIEW**

This OP will be reviewed and/or revised annually during the month of May. This updated plan will be submitted to the Warden for approval.

**V. RESPONSIBILITY**

A. The Warden has the overall responsibility for this OP.

B. The Chief Deputy Warden and the Associate Warden-Housing are responsible for the administrative operation of this procedure.

1. The 3A Facility Captain is responsible for the functional operation of ASU and compliance with all applicable policies and procedures.

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**CHAPTER 100 – UNIT DESCRIPTION**

**Sec. 101 Purpose of Corcoran ASU**

When an inmate’s presence in an institution’s general population presents an immediate threat to the safety of the inmate or others, endangers institution security or jeopardizes the integrity of an investigation of an alleged serious misconduct or criminal activity, the inmate shall be immediately removed from general population and be placed in administrative segregation. Administrative segregation may be accomplished by confinement in a designated segregation unit or, in an emergency, to any single cell unit capable of providing secure segregation.

**Sec. 102 Physical Description**

ASU at CSP-Corcoran have the capability and adequate space, for double cell occupancy. All cells are equipped with solid or perforated steel cell doors, with a window and a food/handcuff port in the door, a window or skylight providing natural light, a toilet, a sink, two beds, a writing table and adequate storage space.

The ASU-1 stand alone unit is equipped with walk-alone exercise yard modules, which provide outdoor exercise space for the inmates housed in the unit. Mental Health Services Delivery System (MHSDS) inmates at any level of care shall not be housed in ASU-1. In the absence of an appropriate ASU bed, a MHSDS at the Correctional Clinical Case Management Services (CCCMS) Level of Care may be placed into ASU1 for up to 24 hours. If an inmate becomes part of the MHSDS program, he shall be moved to either building 3A03 (Enhanced Outpatient Program EOP HUB) or building 3A04, within 24 hours.

The ASU inmates housed in the non stand alone unit, share the use of the walk alone exercise yard modules and two group exercise yards as determined by the exercise yard schedule. The walk-alone exercise yard modules provide outdoor exercise space for the inmates housed in these units, under the constant supervision of a correctional officer.

**CHAPTER 200 - ADMISSION**

**Sec. 201 Procedure**

1. When an inmate’s presence in the institution’s general inmate population:

* Presents an immediate threat to the safety of the inmate or others.
* Endangers the security of the institution.
* Jeopardizes the integrity of an investigation into alleged serious misconduct or criminal activity.

The inmate shall be immediately removed from general population and placed in ASU.

1. Authority to order an inmate to be placed in ASU may not be delegated below the staff level of Correctional Lieutenant, except when a lower level staff member is the highest ranking official on duty.
2. The reasons for ordering an inmate’s placement in ASU will be clearly documented on a   
   CDCR Form 114-D, ASU Placement Notice, by the official ordering the action at the time the action is taken.
3. The official ordering the action will determine if a staff member needs to be assigned to assist the inmate in presenting the inmate’s position at a classification hearing on the need for retention in segregated housing. This includes the need to determine if the issues are complex, the inmate is literate, or has mental health concerns and completing Part A of the Administrative Segregation Unit Placement Notice/Continuation, CDCR 114-D. In assigning staff assistance, the official initiating the CDCR Form 114-D, will designate the staff member to assist the inmate. Ensure Disability and Effective Communication (DEC) System is referred to and the inmate queried for effective communication.
4. When an inmate is placed in ASU for his safety, the official ordering the placement is responsible to provide information regarding the specific nature of the safety concern. This may be accomplished via CDCR Form 128B or confidential memorandum. The information will be provided to the Facility Captain who will be conducting the Administrative Review within the next business day of the inmate’s removal from the general population (GP). The inmate shall be interviewed prior to his placement in ASU by facility staff to substantiate his allegations of an enemy situation. The documented or self-proclaimed enemy shall be listed on the Inmate Segregation Profile, CDCR Form 114-A1, ASU informational form that accompanies the inmate to ASU. A Confidential Disclosure Form, CDCR-Form 1030 shall also accompany the inmate to ASU. A copy of the CDCR Form 128B documenting enemy concerns shall also be forwarded to ASU counseling staff for inclusion on the inmates CDCR 812/812C.
5. The Administrative Reviewer will ensure they complete Part B of the CDCR 114-D. Ensuring DEC System is referred to and the inmate queried for effective communication. A copy of the signed completed CDCR 114-D with the Administrative Reviewers decision accompanied by the above referenced continuation page will be placed in the ASU 114 folder. The Administrative Reviewer will ensure they legibly document their decision on the CDCR 114-A.

**Sec. 202 Non-Disciplinary Segregation Status (NDS)**

Inmates removed from General Population and detained in Administrative Segregation Units (ASU) for non-disciplinary reasons will be reviewed by Initial Classification Committee (ICC) for determination of placement on NDS if appropriate. NDS inmates shall be assigned to Workgroup D-1 and shall be designated to the Privilege Group prior to ASU placement. NDS inmates will be place into one of four currently recognized Privilege Groups; A, B, C, and U. ASU Property officers will review the manually generated list which shall be maintained and updated by the ASU Sergeant following ICC.

**Sec. 203 Physical Admission into an ASU**

* + - 1. Prior to the inmate’s arrival, the ASU Sergeant shall assign the incoming inmate a bed/cell, as determined by case factors.
      2. Inmate Housing Assignment Change, or CDCR 135 Inmate Transfer Form, will be retained in the ASU. A CDCR Form 7219 will be completed before the inmate is transferred from the sending facility. The Licensed Vocational Nurse or Registered Nurse (LVN/RN) assigned to the sending facility will interview and medically evaluate the inmate to ascertain any medical concerns prior to an inmate’s placement in the assigned ASU cell. An initial assessment of the inmate’s mental health concerns shall also be addressed.

1. The inmate will be allowed to retain all life sustaining medications, medical appliances i.e. cane, walker hearing aids, ambulatory prosthetics and prescription glasses after review and concurrence by the on duty LVN. Inmates will not be denied access to prosthetic devices in or out of cell unless there is documented evidence that the inmate utilized the prosthetic device/appliance as a weapon or any other purpose other than designed intent.
2. Inmates will be escorted to the ASU in appropriate mechanical restraints by the sending facility staff, with all required documentation including the following:

* Photo Identification
* CDCR Form 114-D (Administrative Segregation Unit Placement Notice)
* CDCR Form 114-A1 (Inmate Segregation Profile)
* CDCR Form 7219 (Medical Report of Injury or Unusual Occurrence)
* CDCR Form 1030 (Confidential Disclosure Form), if appropriate
* CDCR Form 1083 (Inmate Property Inventory)

1. A CDCR 114-A1, Inmate Segregation Profile, shall accompany the original CDCR 114-D and all copies. The CDCR 114-A1 shall specify important inmate case factors such as, but not limited to, enemies that may be housed at this institution, the inmate’s gang affiliation status, prior incidents which could impact housing/program, medical/psychiatric problems, history of violence toward staff or inmates, and the location of pertinent confidential information.
2. The sending facility shall inventory the ASU inmate’s personal property. The facility officer shall take the property inventory form to the inmate for a signature and/or verification of property. One copy of the inventory form shall be given to the inmate, one copy will be firmly attached to the outside of the inventoried box and the sending unit shall retain one copy. All property shall be boxed. **Only six cubic feet is allowed.** The inmate’s personal property must accompany him to the ASU to be processed into the ASU property room. All state clothing will be taken from the inmate and returned to the clothing room. All personal clothing shall be placed in the inmate’s personal property upon receipt.
3. The inmate will be placed into a temporary holding cell and his handcuffs removed per Section 504 of this plan (The temporary holding cell will be searched prior to inmate occupancy and again immediately following the inmate’s removal).
4. The inmate will be given an unclothed body search per Section 501 of this plan.
5. The inmate will be restrained with handcuffs and escorted to his assigned cell (Prior to an inmate’s placement into a cell, a search of the cell will be conducted).
6. Inmates identified as being “Heat Risk” pursuant to the Uniform Heat Trigger (UHT) list will be housed on the first tier, bed space permitting.
7. Upon admission into his assigned housing unit cell, the housing unit officer shall initiate a CDCR 114-A, Inmate Segregation Record.
8. The housing unit officer will enter the new arrival’s name on the CDCR 114, Isolation Logbook, identifying the cell number assigned and time of arrival to the unit, and review the completed CDCR 114-A. Inmates in the Enhanced Outpatient Program (EOP) may not be housed in the same cell with non-MHSDS inmates. Correctional Clinical Case Management System (CCCMS)-ASU inmates may still be housed with Non-MHSDS inmates in ASU as long as their remaining case factors are compatible.
9. The housing unit officer will ensure the inmate’s photograph is posted on the unit picture board. In lieu of a recent photograph, the inmate’s name and number will be annotated on a tag and posted on the unit picture board and control booth. The housing unit Search and Escort officer will obtain a photograph of the inmate as soon as practical.
10. The officers will use the Guard One Rounds Tracker “PIPE” to record all Security/Welfare Checks. The assigned officer shall conduct a Security/Welfare Check on each cell, twice an hour not to exceed 35 minutes between checks. The “PIPE” captures two levels of information, the time the Security/Welfare Check was made and the location where the Security/Welfare Check was conducted. The officer will touch the “PIPE” to each button which is affixed to each cell in their unit. This will electronically validate the officer was at a specific cell, at a specific time. Refer to OP 226 Welfare Checks.
11. Each inmate placed in an ASU will receive the following essential items:

* (1) One pen filler
* (3) Three sheets of writing paper
* (2) Two copies of the following forms: Inmate/Parolee Appeal (CDCR 602) and Inmate Request for Interview (GA-22).
* (1) One roll toilet paper
* (1) One toothbrush with tooth powder
* (2) One-half bar soap
* (2) Two towels
* (1) One cup and one spoon
* Clothing: (2) two jumpsuits, (4) four t-shirts, (4) four pairs of boxer shorts, (6) six pairs of socks and (1) one pair of state shoes (soft canvas type)
* Bedding: (2) two sheets, (1) pillow case, (2) blankets
* Metered envelopes will be provided per OP 205, Inmate Mail
* Inmate Orientation Handbook

**Sec 204 Radio Loaner Program**

Upon completion of the Administrative Review, inmates shall be given the opportunity to be issued a radio and a set of ear buds. The ASU unit Sergeant will ensure the Property Officer issues radio and ear buds to the inmate. The ASU Property Officer will ensure the inmate completes the CDCR Form 128B General Chrono Multi-Powered Radio Agreement prior to issuance. Once the loaner agreement is completed, the inmate may be issued the radio and ear buds. The ASU Property Officer will track issuance of the radio and ear buds on the Multi-Powered Radio Distribution Log. Staff shall ensure the radio is in proper working order prior to issuance and upon return from the inmate.

Inmates who elect to participate in the Multi-Powered Radio Loaner Program will be allowed to utilize the radio in 21 day increments. If at the conclusion of the initial 21 day period the inmate has not been released or received his personal entertainment appliance or determined to be indigent, he may request additional 21 day periods into the program. Prior to granting any extension request, priority shall first be given to all newly placed ASU inmates and all indigent inmates.

Upon release from ASU, the inmate will relinquish the radio: however may retain possession of the ear buds. ASU staff must ensure the ear buds are placed onto the inmates CDCR Form 160 H, Inmate Property Control Card. If the radio and ear buds are altered or destroyed, the ASU Sergeant shall determine if it was intentional or unintentional based on the circumstances and all available information. If it is deemed intentional institutions shall utilized the progressive discipline process as outline within the California Code of Regulations, Title 15, and section 3312, Disciplinary Methods. In addition, the inmate will be charged the full replaced cost of the hand crank radio ($38.99), and the hand crank radio will be confiscated.

**Sec. 205 ASU Housing and Inmate Movement**

1. If the inmate is designated as double-cell by a classification committee prior to ASU placement, the inmate shall retain double-cell status unless the following case factors are present, pending CDCR 114-D, administrative review and classification committee action. Inmates shall be assigned single-cell status under the following conditions:

* Single-cell status by a classification committee
* Single-cell case factors are present, such as, a history of in-cell sexual abuse, assaultive behavior toward a cell partner, significant in-cell violence against a cell partner, or verification of predator behavior toward a cell or dormitory partner
* Safety concerns
* No central file available

1. To expedite inmate compatibility issues, the sending facility staff is responsible for faxing an updated CDCR 114-A1, and if applicable, a CDCR 114-D, to the ASU Lieutenant for intake eligibility. If following review of the inmate’s case factors as verified by the Central File (C-File), the ASU Lieutenant determines that an inmate is suitable for double-celled housing; the inmate shall be expected to accept a compatible cellmate and housing assignment on the date of arrival.
2. Inmates are not entitled to single cell housing at their discretion. Inmates may be placed into a cell with another inmate if they are both cleared for double-cell status and determined by staff to be compatible. An inmate can be double-celled in an ASU prior to initial classification committee review, provided a staff member at the level of Correctional Lieutenant approves the double cell assignment. Following classification committee review, if the inmate is cleared to be double-cell, the ASU Lieutenant will be responsible for considering each inmate’s case factors and deciding to approve or disapprove the proposed compatibility.
3. When evaluating compatibility, the approving authority shall consider each inmates background, and make a discretionary decision based on the following:

* Age and social/ethnic background
* Enemies/victimization history
* Prison gang or disruptive group affiliation
* Criminal influences demonstrated over other inmates
* Vulnerability of the inmate due to medical/mental health conditions and treatment
* Prior housing due to safety concerns
* Reason for segregation

1. An approving authority may determine there is no information available to indicate the inmates are incompatible, other circumstances may lead the evaluator to believe approving the assignment is contrary to legitimate penological interests or threatens institution security.
2. If, subsequent to the classification committee determination and approval for double cell housing, the inmate refuses to accept a cellmate, a serious Rule Violation Report (RVR) will be written.

**Sec. 206 Release from ASU**

Release from ASU shall occur at the earliest possible time in keeping with the circumstances and reasons for the inmate’s initial placement. Inmates may be released under the following circumstances:

1. The official ordering the inmate’s placement in an ASU, or a higher ranking staff member in the same chain of command, may withdraw the administrative segregation order before it is acted upon or prior to a hearing on the order (After consulting with and obtaining the concurrence of the administrator of the general population unit to which the inmate will be returned or assigned).
2. Designated staff at not less than the level of Captain may order release following the Administrative Review of the segregation order (CDCR 114-D).
3. Institutional Classification Committee (ICC) action.
4. When medical or psychiatric reasons are involved, but are not the primary reasons for an inmate’s placement in the ASU, ASU status shall be continued if the inmate is moved to a hospital setting (Refer to CCR 3340 (a).

**CHAPTER 300 – CLASSIFICATION RESPONSIBILITIES**

Sec. 301 Classification Committee Procedures

1. Departmental double-cell/single-cell and yard placement criteria shall be enforced. Upon review of the case factors, the inmate will be informed of the departmental Use of Force policy and CDCR 602 process.
2. The inmate will be asked if he has any enemies within his housing unit.

* All Inmates housed in ASU will be assigned to Walk Alone Yard while in ASU-

**CHAPTER 400 - RECORDS**

CDCR 114, Isolation Log Book, CDCR 114-A, Inmate Segregation Record and CDCR 114A-1, Inmate Segregation Profile are to be used to record the movement or activities of custodial, medical, maintenance, official visitors and inmates. As these forms are legal documents, all ***entries shall be accurate, and legible.*** Any and all ***errors will be corrected by single line strikeouts and initialed by the correcting person***. *At no time will correction tape, white out or any other form of correction, which obliterates the original entry, be used.*

Sec. 401 CDCR 114, Isolation Log Book

1. Inmates arriving on ASU status in ASU-1, 3A03, and 3A04 will have their name, CDCR number, date and time of placement, and cell assignment neatly printed in the appropriate location in the units’ Isolation Log Book.
2. All inmate movement will be recorded in Isolation Log Book. This includes escorts to health care services, visiting, or inter-unit movement (cell moves).
3. All correctional officers assigned to the ASU will sign in and out of the Isolation Log Book under “Officer’s Roster” for the appropriate day.
4. Medical staff will sign in and out of the Isolation Log Book in the “Official Visitors” section.
5. All other persons not assigned to work in the unit will sign in and out in the “Official Visitors.” Section.
6. The Isolation Log Book will be updated daily by first watch staff. First watch staff will enter the inmates’ names, CDCR number and housing accurately. The officer will ensure correctness in transposing the information.

Sec. 402 CDCR 114-A, Inmate Segregation Record

1. CDCR 114-A is a daily chronological record of an individual inmate’s activities in ASU. All significant information relating to the inmate during the course of his assignment in ASU from reception to release will be entered on the form in chronological order. A CDCR 114-A will be maintained on each inmate housed in ASU. Unit officers will maintain accurate CDCR 114-A files on all inmates within their assigned area. CDCR 114-A’s will be initiated and used in the following manner.

Form Header

1. DATE: Date inmate was initially received.

2. NUMBER: Inmate’s full and complete CDCR prison number

3. CELL: Enter inmate’s cell location in full, housing unit (*ASU-1, ASU-3A03 or ASU-3A04*) cell (*101 – 150, or 201 – 250*), bed (*upper or lower*), i.e., (*3A03-135L)*

Record of Daily Activity

1. DATE: Actual date that activities or action occurred or were afforded.

2. Appropriate Symbols to be used in columns 1 through 9:

* *X* Item completed (applicable to; cell inspect, shower, supplies, all meals and trash removal)
* *R* Refused
* *Q* Confined to quarters
* *N* Not yard clear/pending ICC, UCC, Review
* *L* Linen exchange
* *C* Clothing exchanged
* *B* Blankets exchanged
* *S* Lockdown/security, inclement weather

3. All entries within the columns utilizing symbols *R*, *Q* or *S* will be accompanied with an explanation in the “Staff Comment Section”, i.e.: Refused yard due to weather, sick; refused lunch not hungry, food strike; refused to step to back of cell; Confined to Quarters due to date of incident; Confined to Quarters due to search of facility; etc.

4. Staff Comments

The area denoted as staff comments will be used to record the following:

* 1. Medical/Dental
* Time of visit
* Issuance of medication
* Seen by Licensed Vocational Nurse, Psychiatrist, Doctor, etc.
* Issued medications
  + 1. Visits = Time out and return from visit
    2. Law Library = Time out and return from Law Library (logged in Law Library Book)
    3. Classification Committee Action = Entered by Class. Committee
    4. Canteen = date of issuance
    5. Maintenance = Time and type of repair
    6. Cell Search = List of confiscated items (logged in Cell Search Log Book)
    7. Cell Move = Time and cell inmate was moved to
    8. Property = Issued property
    9. Supplies = Specifically list supplies issued
    10. Razors = Note issuance and return
    11. Interview = All behavioral counseling will be logged and purpose of interview.
    12. Any adaptive support for a Developmental Disability Program (DDP) inmate as well as the Adaptive Support Logs
    13. Disruptive Behavior = Any and all acts of misbehavior will be recorded.
    14. Any and all documents served (CDCR 115, etc.)
    15. Disciplinary Hearings Results.
    16. Interviews, inmate appeals etc.

r. CDCR 114-A’s of inmates who have been released or transferred from the ASU and all related documents (property sheets, CDCR 128, etc.) will be stapled together, secured in a sealed manila envelope and hand delivered to the ASU Sergeant, who will forward them to the Level III Records Office.

* + - 1. Maintenance of CDCR 114-A; Isolation Folders

a. Upon receipt of an inmate in the segregated unit, a CDCR 114-A folder will be prepared to hold documents containing information relating to the inmate’s custody, behavior and assigned cell. A CDCR 114-A folder will be kept for each of the unit’s beds.

b. The right side of the folder will contain all current 114-A Segregation Record sheets with the most current sheet on top. As the 114-A documents are being purged and forwarded to Records, staff will ensure that the last/most current ICC action documented in the 114-A’s remains in the file.

c. The left side of the folder will contain in the following order the most current:   
CDCR 114A-1, CDCR 1182, CDCR 114-D with accompanying DEC/Effective Communication 114-D continuation page and any CDCR 1030’s, CDCR 7219 with any CDCR 1845 and CDCR 7410’s, a DEC sheet, any 128-A’s and 128-B’s, all past   
CDCR 1182-B’s and all past Exhibit B’s for the cell.

***NOTE:*** All Exhibit B forms will remain in chronological order within the folder. This form is not to be purged.

d. When an inmate is involved in a physical altercation; has been the victim of an assault; is the perpetrator of an assault or has otherwise been identified as an enemy of another inmate in ASU; a CDCR 128-B Chrono, will be generated denoting the enemy concern and referring the inmate to ICC for review.

e. The Chrono will be distributed to the following:

* Original to Central File
* Copy to inmate
* Copy to Facility Correctional Counselor II
* Copy to inmate’s Caseworker (CCI)
* Copy to CDCR 114-A file.
  + - 1. Purging, Storage and Routing of CDCR 114-A Records

First Watch building staff will purge the CDCR 114-A folders every month, keeping the last six months in the file. The purging shall be as follows:

1. On the first day of every month ALL First Watch ASU Floor Officers will purge appropriate CDCR 114-A’s from the CDCR 114-A folders, leaving the last six months of records in the folder including the last ICC action.
2. The purged CDCR 114-A’s will be maintained in chronological order and placed into a manila folder, and secured with a clasp. The inmate’s name and CDCR number will be clearly printed on the outside of the folder.
3. The folders containing the purged CDCR 114-A’s shall be collected and delivered to Level III Records by the first watch S&E.
4. The Second Watch ASU Sergeants and Lieutenants will conduct periodic audits of the units CDCR 114-A folders to ensure compliance.

Sec. 403 CDCR 114 A-1, Inmate Segregation Profile

On the date of an inmate’s ASU placement, a review of the inmate’s C-File will be conducted by the official ordering placement. The reviewing Lieutenant will complete a CDCR 114 A-1 for each inmate ordered to be placed in ASU, and ensure every box and section is complete. The Facility Captain will make random reviews of CDCR 114 A-1s to ensure compliance. The ASU Sergeants will audit the 114 files on a monthly basis. These files are to be updated every 90 days by the First Watch assigned unit officer.

Sec. 404 CDCR 1882-B ASU Double Cell Review Form

1. Unless approved for single cell assignment, or other administrative concerns are determined, an inmate on double-cell status in an ASU is expected to share a cell. The process for double-celling an inmate in ASU shall be initiated by staff recommendation or per request by the inmate candidates. The documentation for the process shall be the CDCR Form 1882-B. This form shall be completed prior to physically placing two inmates into an ASU cell together. This double-cell documentation process is mandatory and initiated on the date of the inmate’s ASU arrival, unless single-cell case factors are present in accordance with **Section 205 ASU Housing and Inmate Movement**.
2. Approval of double cell assignments shall be based upon ICC action, an interview with each inmate candidate, consideration of each inmate’s signature affirming compatibility, and an evaluation of the inmate’s safety concerns.
3. The housing of SHU and ASU inmates together is permitted pending transfer. ASU inmates may be placed on Double Cell status with a compatible SHU inmate.
4. Each inmate candidate who agrees to the assignment is expected to sign the CDCR 1882-B to indicate compatibility. If an inmate refuses to sign the agreement, then this shall also be documented in the designated section of the form and the inmates shall not be housed together.
5. A staff member at the level of Correctional Officer or CCI or above shall complete Parts 1 and 2 by identifying the initiator of the request, interviewing each inmate, and having the inmates sign to indicate that their placement in the same cell is a compatible assignment. The staff member performing this function shall also provide his or her printed name and signature as the staff witness.
6. The staff witness shall forward the CDCR 1882-B to the ASU Lieutenant. The approving authority shall be responsible for considering each inmates case factors and deciding to approve or disapprove the proposed cell assignment, only after reviewing the inmates C-File.

## CHAPTER 500 - SECURITY

Sec. 501 Searches

Cell Searches/Inspections:

A. Prior to an inmate’s placement into a cell or departure from the unit, a search of the cell will be conducted. During all cell searches, the universal precaution policy will be followed. In the event of a cell move, all inmates entering and exiting a cell shall be fully searched, including all property and unclothed body search. The following areas, as a minimum, shall be searched:

|  |  |
| --- | --- |
| Cell Light | Cell Light Switch |
| Cell Windows | Cell Door/Food Port |
| Cell Sink | Cell Toilet |
| Mattresses | Pillows |
| All Walls and Floors |  |

1. Rubber Mallet Security Checks

1. Rubber Mallets assigned to the housing units will be utilized during cell searches to insure the integrity of the physical structure and operation aspects of all items within the cell and the outer structure of the building. The inspection will include:

|  |  |
| --- | --- |
| Cell Lights | Cell Door/Food Port |
| Cell Windows | Cell Toilet Structural Integrity |
| Cell Sink Integrity | All Walls and Floors |

2. The mallet utilized for the interior of the cell will be stored in ASU control booth. The mallets utilized for the exterior of the building windows will be stored in Central Control and returned upon task completion.

1. Any structural integrity issues must be reported immediately and a work order shall be submitted for immediate repairs.
2. All searches will be logged.
3. A metal detection wand will be used to search all non-metallic items within the cell.
4. A minimum of three cell searches will be conducted per shift. No cell will go an entire month without being searched at least once.

1. Inmates will be issued a receipt for any and all items confiscated during a search.

2. The Unit supervisors will be notified immediately of any confiscated items that constitute a threat to the safety of staff, inmates and/or the security of the institution. If the discovery results in the issuance of an RVR or a CDCR 128-A, Counseling Chrono, this documentation will serve as the inmate’s receipt.

E. Unclothed Body Searches of ASU Inmates

1. All ASU inmates exiting the unit are subject to an unclothed body search. All body searches will be conducted as follows:

a. Care is to be taken in the course of the body search, ensuring a comprehensive visual inspection of the inmate’s entire body inclusive of all body cavities, hair and extremities. All oral and physical prosthetic appliances must be removed and physically examined and searched prior to being returned to the inmate.

* 1. All unclothed body searches will be conducted within a cell, shower or temporary holding cell. Only one inmate will occupy a holding cell during unclothed body searches.

1. All holding areas and showers used to contain an inmate for any reason shall be inspected by escorting staff prior to and following the placement of an inmate in that area.

F. Yard Searches

1. The yard and sally port doors will be inspected for proper operation and structural integrity on each watch. This inspection includes testing of the control booths electronic door operation and override function. The ASU Sergeant must be notified of any discrepancies immediately. The ASU supervisors shall ensure all yard searches are logged in the Unit Isolation Log Book.

2. The yard sinks, showers, and toilets will be inspected for proper operation.

3. Yard sally ports, concrete yards and exercise modules shall be searched for weapons and contraband prior to initiating yard release of any and all yard groups without exception. Exercise yards will be searched following any incident in which inmates are suspected to have used a weapon or a weapon is discharged. The first line supervisors shall ensure the completion and documentation of these searches and inspections. All yard incidents involving the use of a weapon by an inmate **must** include the name of the staff member who searched the yard in the CDCR-837, Crime/Incident Report.

G. Common Areas

All common areas accessible or used by inmates, (i.e., showers, tiers, etc.), shall be searched/inspected on a daily basis and logged on the Common Area search sheet.

H. Unit Securities

1. At the beginning and conclusion of each shift, Unit Staff shall conduct a security check of the unit and log the security check on the Key, Lock, and Security Device sheet. The security check will consist of:

* A visual inspection of all cells and inmates to ensure all are alive and well.
* Ensure all food ports are secured.
* No cell door or window is covered.
* Bar boxes are in proper position for the activities of the inspecting shift.
* Firefighting equipment inspection.
* The tiers are free of contraband and debris.

**Sec. 502 Inmate Property**

A. All personal property, legal materials and state issued property items which inmates assigned to an ASU are allowed to possess, will be issued and handled pursuant to Property DOM Supplement. In an ASU, high control shall be maintained on types and quantities of personal property allowed. An excess of items impedes searching and large quantities of certain items provide materials for the construction and/or secretion of weapons.

1. It is the inmate’s responsibility to order only approved items and to possess only specified limits. If property items are received at this institution, which do not meet with the specifications of this procedure, the item(s) shall be returned to the sender at the inmate’s expense or donated. Property items found in the inmate’s possession which exceed specified limits shall be subject to confiscation and/or mailing home at the inmate’s expense as outlined in CCR Title 15, Section 3191(c).

2. Allowable items listed in the following section can be purchased through the Canteen, brought from another institution or received through the mail pursuant to CSP-Corcoran’s Property DOM Supplement and the approved canteen list.

3. Items of personal clothing including shoes are not authorized. CDCR authorized Orthopedic shoes may be allowed with the verification by a CSP-Corcoran medical doctor and documented on a CDCR 128-C, Medical Chrono.

4. Authorized property shall be stored pending review by ICC. One of the following procedures shall be implemented:

a. If retained in ASU, for disciplinary reason the inmate’s allowable property shall be issued to him and the remainder stored by the ASU Property Officer pending final disposition of the inmate’s case. If retained in ASU on Non-Disciplinary Status inmate shall receive property as per NDS matrix

b. When endorsed for SHU placement the inmate shall be required to dispose of any unauthorized property by one of the approved methods. The inmate shall be afforded the options outlined in CCR Title 15, Section 3191(c).

* Mailing it at the inmate's own expense.
* Destroying the property.
* Donating the property.

c. Allowable property of inmates endorsed for transfer to other CDCR facilities shall be forwarded to R&R for transfer.

d. Allowable property of inmates returned to the general population shall be returned upon release from an ASU.

5. Processing of Inmate Personal Property in ASU:

1. All property shall be searched, inventoried and delivered to ASU by the sending facility. The inmate’s property shall be placed in sealed cardboard boxes with a Property Inventory Slip attached to the outside with tape or in an envelope.
2. Prior to opening the cardboard box, the property officer shall take the Property Inventory Slip to the inmate for his inspection. If there are any discrepancies, they shall be noted by the inmate in the space provided on the inventory slip. The inventory slip shall be signed by the inmate and dated. A copy shall be given to the inmate.
3. If an inmate is received into ASU with personal property on or in his possession, that property is to be removed and placed into the box with the inmates inventoried property and the additional property will added to the inventory sheet.

6. Transfer of Inmate Property:

1. State clothing except for what the inmate is wearing remains in the ASU.
2. Inmates departing the ASU are responsible for packing their own property.
3. All packaged personal inmate property shall be inventoried and delivered to R&R by the Property Officer.
4. The floor officer shall search the cell, ensuring no property remains.
5. All inmates released from ASU shall obtain their personal property held in storage from the ASU property officer.

B. State Clothing, Bedding and Personal Property Limits

* + 1. State Clothing: Each inmate assigned to ASU will be issued the following state clothing items in quantities as listed:

|  |  |
| --- | --- |
| **ITEM** | **AMOUNT** |
| Jumpsuits | 2 |
| Socks | 6 pair (gray or white, solid color only, no stripes or logos) |
| Undershorts | 4 |
| Undershirts | 4 |
| State Shoes | 1 pair |
| Towels | 2 |
| Note: Inmate personally owned shoes are not allowed in ASU. | |

* + 1. State Bedding: Each inmate assigned to ASU will be issued the following state bedding items in quantities as listed:

|  |  |
| --- | --- |
| **ITEM** | **AMOUNT** |
| Mattress | 1 |
| Sheets | 2 |
| Blankets | 2 |
| Pillow | 1 |
| Pillow Case | 1 |

1. Inmates may possess an electronic appliance provided the unit has a designated shelf and electrical outlet. Retention of a television or radio shall be based on the inmate’s disciplinary free behavior to include accepting a cellmate when double cell cleared. Appliances are subject to removal as a result of a finding of guilty on any rules violation report (1st offense-30 days, 2nd offense-60 days, 3rd offense-90 days). A guilty findings of two serious RVR’s within 180 days shall be considered a program failure and result in the disposal of the appliance in accordance with DOM Section 54030.12.2.
2. Allowable Property: Inmates are allowed to possess the following authorized items while housed in an ASU.

|  |  |
| --- | --- |
| ITEM/COMMENTS | **QUANTITY** |
| Books, Magazines, Legal/Religious/Educational and Newspapers (Paperback or Hardback with cover removed only- staples removed) | 5 |
| Stored Letters, excluding legal (staples removed) | 5 |
| Greeting Cards | 5 |
| Pen Filler | 1 |
| Legal Pads/Tablets and Notebooks (No spiral bound) | 1 |
| Envelopes (Blank, Metered, Indigent combined) | 40 |
| Stamps (U.S. Postal Only) | 40 |
| Prescription Glasses | 1 |
| Palm Comb (no handle, plastic only) | 1 |
| Shower Shoes (Thong type only) | 1 |
| Soft Back Dictionary | 1 |
| Soft Back Address Book (3X5 Maximum) | 1 |
| California Code of Regulations, Title 15 (no staples, no paper clips) | 1 |
| Roll of Toilet Paper | 1 |
| Paper Bag for Trash | 1 |
| Photographs (Maximum of 8x10) | 15 |
| Wedding Band (plain metal only) | 1 |
| Television or Radio (Not both) Radio with Earpiece Only | 1 |
| Health and Hygiene Items | See Below |
| Legal Materials | See Below |
| Food/Canteen items | See Below |
| Packages | 1 each |
| Thermal underwear ( 1 Top & 1 bottom) | 1 each |
|  | |

a. Health and Hygiene Items: (No glass or plastic containers)

* + Shampoo - 1
  + Deodorant (no roll-on type in ASU)-2
  + Soap - 2
  + Toothpaste (transparent)-2 Powder (state issue powder)-1
  + Toothbrush - 1 (shortened handle, state issue)

b. Legal Materials:

1) Legal materials consisting of any inmate’s own trial transcript, legal pleadings, legal research notes and attorney-client communications, in excess of the permitted six cubic feet limit, may be retained in one (1) additional cubic feet.

c. Food/Canteen items: Refer to ASU Canteen list Property DOM Supplement matrix, and NDS matrix authorized personal property schedule.

1) Second watch ASU staff shall be responsible for the issuance of canteen.

2) The maximum monthly Canteen Draw, as set forth for inmates assigned to an ASU in Privilege Group D, is $55.00.Refer to NDS matrix for NDS inmates.

3) The Canteen Draw Schedule is based upon the entire building drawing at the same time.

4) Monthly schedules for draws are published and distributed to the unit by Canteen staff.

5) The inmate shall turn in a Canteen Card Order (CDCR 184) to the ASU floor officer by 12:00 noon the Monday prior to the requested draw for delivery to the Facility Canteen.

6) Itemized Canteen Order Forms shall be turned in Monday after the morning meal on the week of draw.

7) Canteen shall be processed and delivered to the inmate by Friday of the effected draw week by ASU staff.

8) Inmates assigned to ASU are authorized one Canteen order to be filled each month. No open line shall be conducted.

9) The canteen orders shall be confirmed by the ASU officer handling canteen with canteen staff, and then delivered to the inmate. The inmate and canteen officer shall inventory the items and confirm the charges with the sales receipt. If the order is correct the inmate shall sign the Canteen Order Form which will be retained by the issuing officer in the ASU Canteen order file.

10) Canteen orders shall only be processed with the approved ASU Canteen Order Form.

d. Packages:

1) Inmates housed in ASU are authorized one special package per year, not to exceed 30 lbs. and must comply with institutional package requirements. NOTE: ASU inmate’s eligibility for annual & special purchase packages shall be computed one year from the date of admission into ASU.

2) Special order packages are not authorized for inmates assigned to ASU, except for magazines or books from authorized vendors.

3) Inmates who wish to order magazines or books shall complete a CDCR-193, Trust Account Withdrawal Order and obtain authorization by their Correctional Counselor.

* + - 1. The CDCR-193 shall be forwarded to the Inmate Trust Office for audit then to Procurement for processing.
      2. Upon receipt of the approved order from the Trust Office, Procurement shall type out a Special Purchase Order.
      3. Each order shall contain a reference to the inmate's name and CDCR number and shall be marked "Attention Mailroom Supervisor".
      4. Upon receipt of the book, etc., the mailroom Supervisor shall place it in the appropriate Facility Captain’s mailbox.
      5. The Facility Captain or designee shall censor the book and if it is approved, forward it to the ASU for issue with regular mail.
      6. Books shall be recorded on the inmate's CDCR 104, Property Card.

**Sec. 503 Keys, Tools and Equipment**

* + - 1. All keys, tools and equipment shall be: inventoried at the beginning and end of each shift, issued only to authorized personnel, not used in a manner inconsistent with its designed purpose per DOM Sections 52040 and 55020.
      2. All keys, tools and equipment, when not in physical possession by correctional personnel shall be maintained in its designated area.
      3. Equipment which is authorized for inmate use, i.e.: razors, nail clippers and barber equipment shall be inspected prior to issuance and immediately upon return. Inmates will not be allowed to vacate the area from which the equipment was used prior to the inspection.
      4. Food port locks shall be secured at all times when not in physical possession of correctional personnel. At no time will the lock be left unsecured beyond the control of correctional personnel.
      5. All keys, tools and equipment will be issued only upon receipt of a chit bearing the name of the recipient. Chits shall be surrendered individually and placed separately on the issued equipment’s retention hook.
      6. In the event that any keys, tools or equipment are not accounted for, the ASU Sergeant shall be notified immediately. All inmate movement will cease. A comprehensive search will be conducted and the loss reported by telephone to the captain of the facility or the Administrative Officer of the Day (AOD). A “Loss of Tool Report” shall be prepared immediately by the staff person discovering the missing equipment. The report shall include a complete description of the circumstances surrounding the occurrence and the action taken to recover the equipment. The ASU Sergeant is responsible for ensuring completion of the report for the Facility Captain’s review prior to the end of the shift. During non-business hours the AOD shall be notified.

**Sec. 504 Escorting Inmates**

A. General Information

1. All ASU inmate movement inside and outside of the unit shall be under officer escort. All staff shall wear eye or face protection when applying handcuffs on inmates inside their cell, holding cell or shower. Staff assigned to units with solid doors does not have to wear face shields while on the tier unless they are approaching a cell with an open food port or intend to remove the inmate from the cell. The only staff not mandated to wear face shields are clinical practitioners and medical doctors.

2. Handcuffs will be applied via food/cuff ports only; unless under the direct instructions and supervision of an ASU supervisor. Effective and constant dialogue will occur between the escorting staff and the Control Booth Officer to ensure the appropriate inmate is being escorted to and from the cell and that he is returned to the correct cell.

3. The Control Booth officer will check the control panel and doors within the section to ensure all doors are secured and the section is clear of inmates prior to allowing staff to enter the section.

1. An escorting officer will collect the inmate’s clothes from the cell food/cuff port.Inmates will remove all braids and ponytails prior to exiting the cell. Unit Supervisors shall have the discretion as to whether or not an escort may proceed, when an inmate has not removed his braids or ponytails.
2. Application of handcuffs. The inmate will place his back to the door, extend his arms through the food/cuff port and place the back of his hands together. Once the handcuffs are applied, keyhole down, the inmate will retract his arms from the food/cuff port and remain standing with his back to the door. In the event an inmate cannot be handcuffed in a standard manner behind his back, the unit supervisor will be contacted and direct the method of restraints to be applied to the inmate to ensure that the inmate does not have the ability to freely assault staff with an unrestrained limb. Methods of restraints can include the use of waist chains in conjunction with the use of zip ties, wheel chairs and handcuffing of uninjured limb and the use of leg restraints on inmates who have a bandage or cast on their wrist or forearm area. *At no time will any door separating staff from an inmate be opened prior to the inmate’s placement into handcuffs; unless it is during an emergency or cell extraction.*
3. If the inmate has a history of refusing to relinquish, or has verbally threatened to refuse to relinquish or permit removal of restraint equipment, a restraint lanyard will be attached to the chain of the handcuffs.
4. The escorting officer will identify the inmate in the cell prior to the application of handcuffs to ensure the correct inmate is in the cell. In the event there are two inmates in the cell, both inmates will be handcuffed prior to opening the door. Once the target inmate is removed and the door secured, the handcuffs will be removed from the remaining inmate. The inmate will be handcuffed behind his back via the cuff port at his cell. Extreme caution should be used when escorting inmates up and down stairs. Two officers, one in physical control and the other walking behind the first officer will ensure the inmate does not have the opportunity to attack staff.
5. Correctional personnel are cautioned that should an inmate at anytime attempt to pull away during the application or removal of handcuffs, staff shall not attempt to maintain control of the restraint equipment as the inmate is in a controlled environment, i.e., assigned cell, shower, section, etc. Correctional personnel are instructed to release control of the equipment to minimize possible injury, maintain visual contact with the inmate and summon a supervisor and await their arrival.
6. All inmates will be escorted to a temporary holding cell for completion of an unclothed body search. The only exception to this is while conducting showers.
7. The inmate’s clothes are to be thoroughly searched and given back to the inmate to dress.
8. The inmate will back up to the holding cell door and position both of his hands out of the door slot. The officer will apply handcuffs, which are to be double locked.
9. After the inmate exits the holding cell, a metal detector scanning shall be performed of the inmate’s hair, nose, mouth, throat, chest, stomach, rectal area, clothing, shoes, and all other possessions. The inmate shall be escorted to the destination separately or via lead chain.
10. All escorts require two staff per inmate.
11. Two cell partners may be escorted to the showers by two correctional staff.

B. Lead Chain Escorts

1. Lead Chains may be used with the following inmate to staff ratios:

|  |  |
| --- | --- |
| **NUMBER OF INMATES** | **NUMBER OF CORRECTIONAL STAFF** |
| 1 to 3 (on a waist chain) | 2 |
| 4 to 5 (requires a lead chain) | 3 |
| 6 to 9 (requires a lead chain) | 4 |

*NOTE: Lead chains will not be utilized for more than nine inmates.*

1. Inmates whose past behavior or present state of mind is deemed a threat indicative of a potential disruption shall not be placed on a lead chain with another inmate.
2. Inmates will not be escorted with known enemies or rival disruptive groups.
3. Inmates will submit to an unclothed body search upon return to the unit.
4. Escorts of inmates out of the unit will be entered in the CDCR 114 and the CDCR 114-A.

C. Shower Escorts

1. ASU inmates will be physically escorted to and from showers at all times.

a. Allowable items in possession of the inmate for shower release:

**ITEM** **QUANTITY**

Prescription Glasses 1 pair

Soap one-half (1/2) bar

Towel 1

Under shorts 1 pair

Shampoo No Containers

Medical Conditioner No Containers

Shower Shoes 1 pair

2. The inmate will surrender his towel and personal hygiene items prior to exiting his cell, wearing only his undershorts and shower shoes.

3. The inmate(s) will be escorted individually to the shower, on their respective tiers and within their respective sections if possible.

4. Inmates will be issued a razor upon request at time of placement into the shower. The razor will be retrieved and inspected prior to the removal of the inmate from the shower. The inspecting officer will ensure the razor blade is present and accounted for prior to removal of the inmate from the shower.

D. Classification Committee Escorts.

1. The inmate will be placed in handcuffs via the door/cuff port and escorted to a temporary holding cell or to his place in line to await Classification Committee. Two Correctional Officers will escort inmates individually to the classification room/area.

a. The inmate will assume a straddled seated position.

* + 1. At the conclusion of the inmate’s appearance before ICC, he will be returned to a temporary holding cell and/or re-housed as soon as practical.

E. Exercise Yard Escorts

1. The inmates will be escorted from their cells wearing only shoes and under shorts regardless of yard assignment. Inmates will carry the remaining allowable clothing items in his hands to the temporary holding cell. While in the holding cell, the inmate will be under constant and direct visual supervision through all phases of the unclothed body search (*Only the inmate’s shoes,  
 t-shirt and under-shorts will be returned to him*).

1. After the inmate exits the holding cell, a metal detector scanning will be performed of the inmate’s hair, nose, mouth, throat, chest, stomach, rectal area, clothing, shoes, and all other possessions. The inmate’s clothes are returned to the inmate to carry until he is secured in the yard sally port.
2. The Exercise Yard Program may be discontinued during inclement weather, when safety and/or security are jeopardized. During periods of extreme weather or limited visibility, the ASU Lieutenant shall evaluate the weather conditions and then make the decision to continue or discontinue yard.
3. All inmates will be escorted to a dayroom holding cell, and subjected to an unclothed body search prior to exiting the building. Hand held metal detectors will be used on all inmates being escorted from the housing unit, and will be used on all inmates returning from yard.
4. Inmates may only possess the following items for use on the yard:

**ITEM** **QUANTITY**

* + Jumpsuit 1
  + Prescription Eye Glasses 1 pair
  + Socks 1 pair
  + Shoes 1 pair
  + Towel 1
  + Boxer Underwear 1
  + Undershirt 1
  + Jacket 1 (During Inclement Weather)
  + Thermal Undergarments 1 set (During Inclement Weather)
  + Medically authorized prosthesis

F. Escorts Returning to the Unit

Upon departure or returning to their respective housing units, all inmates will be subject to an unclothed body search. Additionally, hand held metal detectors will be used on all inmates during these searches. Inmates returning from the exercise yards will be subject to an unclothed body search on the yard prior to returning to the housing unit. However, in the event of inclement weather, a holding cell shall be used to complete the unclothed body search.

G. Escorting Equipment

* Handcuffs
* Restraint Lanyard
* Leg Irons
* Lead Chain
* Waist Chain
  1. When it is necessary to escort a large number of inmates to a designated area, the escort may be accomplished by utilizing handcuffs and a lead chain. Waist chains will not be utilized on a lead chain.
  2. If a waist chain is necessary due to medical reasons, this inmate will not be attached to the lead chain and must be escorted individually at a safe distance from the lead chain.
  3. Waist chains are to be applied and removed from the inmate while they are in a holding cell.

H. Escorting inmates with Infectious Diseases

1. All staff must be alert to health risk associated with infectious diseases. TB Codes will assist you in recognizing health risk and establish precautions to be used. (Refer to the table below):

|  |  |
| --- | --- |
| **CODE** | **DEFINITION** |
| **Movement 1** | Do not move unless by special transportation using respiratory precautions. |
| **Movement 2** | Can move on regular transportation. |
| **Movement 3** | Can move on regular transportation; inmate should have TB medication. |
| **Code 11** | TB PPD STATUS UNKNOWN  Level 10 + Movement 1 (Inmate PPD status unknown, requires special transportation and respiratory precautions. |
| **Code 21** | PPD SIGNIFICANT: INMATE UNDER DIAGNOSIS  Level 20 + Movement 1 (Inmate has significant PPD test and is/will undergo diagnosis. Requires special transportation. |
| **Code 22** | PPD NON-SIGNIFICANT: REQUIRES ANNUAL TESTING  Level 20 + Movement 2 (Inmate PPD negative, can be moved by regular transportation. |
| **Code 31** | TB Code is DISEASE: INFECTIOUS  Level 30 + Movement 1 (Requires special transportation and respiratory precautions. |
| **Code 32** | PRIOR TB Code is INFECTIOUS/ DISEASE  Level 30 + Movement 3 (History of TB infection/disease, can be moved by regular transportation. |
| Code 33 | TB INFECTION  Level 30 + Movement 3 (Diagnosed with TB infection, should be receiving treatment, move by regular transportation. |
| **Code 43** | TB DISEASE: NOT INFECTIOUS Level 40 + Movement 3 (Diagnosed with TB, currently not infectious, should be receiving treatment, move by regular transportation. |

1. Escorting Inmates in a Wheelchair

If an inmate is in a wheelchair he is to be restrained with waist restraints. Two officers will escort the inmate with one officer pushing the wheelchair.

1. Escorting or Removal of Inmates under Adverse Circumstances

1. If it is necessary to remove an inmate from any area of confinement for an escort, and it is anticipated that a conflict will occur between the inmate(s) and staff, supervisory personnel responsible for the area will be informed of the situation. The inmate will not be removed from the cell without a supervisor present, accompanied by at least two Correctional Officers.

2. Inmates will not be removed from the area unless supervisory personnel responsible for that area are present.

K. Mental Health Therapeutic Treatment Modules (TTM) Escort Procedures

1. All ASU status inmates will be escorted to the TTMs in handcuffs. Once secured within the TTM, Mechanical Restraints shall be removed unless the Inmate/Patient (I/P) is deemed to be a danger to others based upon current behavior. If it is determined by custody, with the input from clinical staff, that an I/P remain in restraints while secured in the TTM, the person making such determination shall prepare a CDCR 128B, Information Chrono, indicating the reason why the I/P was required to remain in restraints.

2. All individual and group therapy for I/Ps shall be conducted in a confidential setting. The Correctional Officer(s) providing coverage will remain nearby, where the clinician can be seen but the clinical interaction between the I/P and attending clinician cannot be overheard. All staff shall use assigned equipment, including a personal alarm device, as required by Department Operations Manual, Sections 31020, which requires staff to “use all safety devices, guards, and equipment appropriate to the task assigned.”

**Sec. 505 Shower Procedure**

A. Each inmate housed in an ASU will be afforded three opportunities to shower per week. Inmates will be showered in accordance with the shower schedule listed below (See Section 608, 609 and 504 for specifics in regard to haircuts, nail clipping and escorting inmates to showers).

The following shower schedule will be adhered to by ASU staff in buildings 3A03 and 3A04:

Cells 101-109, 201-209, A section and 118-125, 218-225, B section, and 134-141, 234-241,   
C section will be showered on Mondays, Thursdays and Saturdays. Cells 110-117, 210-217,   
A section 126-133, 226-233, B section and 142-150, 242-250, C section will be showered on Tuesdays, Fridays and Sundays. The inmates will shower in their assigned section shower unless medical conditions preclude it.

The shower schedule for ASU1 is as follows:

All even numbered cells will be showered on Mondays, Thursdays and Saturdays. All odd numbered cells will be showered on Tuesdays, Fridays and Sundays.

B. Showers will be conducted on third watch, commencing at approximately 1430 hours and concluding at approximately 2100 hours. All showers are to be conducted one section at a time.

C. All ASU inmates will be permitted no more than five minutes to complete their showers.

D. ADA (Americans with Disabilities Acts) inmates designated as DPW (wheelchair bound) will be afforded three opportunities to shower per week. The inmates will be showered in accordance with the shower schedule. Each shower shall be approximately 15 minutes in duration, taking into consideration the additional time need based on the disability.

**Sec. 506 Razor Control**

Inmates assigned to ASU will be assigned a disposable razor upon date of assignment to the facility.

The razor will be marked with the inmate’s bed number and bunk designation, i.e., 137L.

The razor will be maintained in the razor holder within the unit.

Inmates shall only use the razor within the showers.

Razors shall be inspected prior to issuance and upon return from the inmate. In the event that a razor has been altered or tampered with, the inmate shall be retained in the shower under constant supervision pending arrival of a supervisor. Should the blade portion of the razor fail to be recovered, the inmate will be placed on Contraband Surveillance Watch as per procedures and razor privileges may be suspended for a period of up to 90 days via disciplinary proceedings.

Razors will be replaced weekly.

**Sec. 507 Clothing/Linen**

A. Exchange Procedure:

1. Clothing and linen exchange will be conducted on third watch.

2. Clothing/linen items will be exchanged once a week.

a. Maximum allowable state-issued items for laundering

* 1 -Jumpsuit
* 2 -Boxers
* 2 -T-shirts
* 2 -Pairs of socks
* 1 -Towel
* 1 -Pillow Case
* 2 -Sheets

3. Blankets will be exchanged one for one bi-annually according to DOM 54090.9.4. Inmates requesting an exchange prior to the next scheduled exchange will be required to utilize the laundry request procedure.

* 1. *Universal Precautions* will be followed in handling all clothing/bedding from CID inmates.

B. Accountability:

Inmates will be responsible for destruction/alteration of all state property. Upon discovery that an inmate has altered/destroyed state property, a CDCR-115 will be issued. The inmate will be ordered to sign a CDCR-193, Trust Withdrawal, for reimbursement to the State of California. In the event that the inmate is unwilling to sign a CDCR-193, a hold will be placed on the Inmate’s Trust Account. Inmates housed in an ASU may not posses or exchange personal clothing.

**Sec. 508 Supply Procedure**

A. Supplies will be issued by third watch staff on Wednesdays in quantities as listed below:

**ITEM** **QUANTITY PER INMATE**

Toilet Paper 1 Roll

Tooth Powder 1 Ounce (approx) (as needed)

Tooth Brush 1 for 1 (as needed)

Soap one-half bar

Pen Filler 1 for 1 (as needed)

Green scrub pad one-half per cell (1/2 pad) (approx)

Concentrated Cleaner 1 Ounce per cell (approx)

Writing Paper 5 sheets (*indigent inmates only*)

Envelopes 5 (*indigent inmates only*)

Indigent inmate will request envelopes as per DOM Supplement 54101, Inmate Mail.

B. Supplies will be ordered by ASU Sergeant, with approving signature of the Facility Captain, and stored in the supply storage area.

* 1. Monthly Storeroom Supplies Order (STD-115s) shall be prepared and submitted to the Facility Captain’s clerk no later the second Friday of each month.
  2. The ASU officers are responsible for the proper control and issuance of necessary supplies to the inmates on a consistent basis.
  3. Unit staff will appropriately document all items issued to the inmate on the CDCR 114-A.
  4. During cell searches, if inmates are found to be in possession of state items (bars of soap, toilet paper, tooth brushes, etc.), in excess of allowable limits, the excess items shall be removed from the cell.

**Sec. 509 General Housekeeping**

A. Custody staff are responsible for the general cleaning (sweeping, mopping, scrubbing) of the following areas: Control Booth, Stairwell to the Control Booth, Staff Restrooms, the Mechanical Room, Sallyport, section tiers and cell door exterior.

1. Each watch will ensure that these areas are maintained in a clean and sanitary condition.

B. All supplies stored in the housing unit will be kept orderly.

C. To ensure a clean, sanitary working/living environment in all areas of the unit, inspections will be conducted by the assigned ASU Sergeants.

1. Each unit will be inspected. Areas inspected will include individual sections, cells, showers, office areas, work stations, supply/storage areas and all assigned equipment. Additionally, all documentation, i.e., Inventory Logs, CDCR 114-A’s, Cell Search Logs, etc., will be reviewed to ensure accuracy of record keeping by subordinate staff. All 114-A’s will be updated every six months to include enemies, current yard status, and cell status. All 114-A Log folders will be purged of all log sheets (right side) to reflect at least the last six months of activities. The left side of the folders will remain in the folder as long as the inmate is in Segregated Housing.

2. Each inspection will be logged by the supervisor utilizing the housing unit CDCR 114, Isolation Log.

D. The ASU Sergeant is responsible to ensure that the unit is maintained in a clean and sanitary condition.

1. Any standing water observed by staff will be promptly reported to the maintenance department, if required and mopped up immediately by unit staff
2. Trash

1. Trash in plastic bags will be placed in designated areas located outside each housing unit by building staff. Trash will be removed by the Assigned Work Crew inmates on a daily basis.

2. All trash containers will be lined with plastic trash liners and cleaned on a daily basis.

G. Showers

1. Unit Showers shall be disinfected daily on third watch. Inmate volunteers may disinfect the showers daily and after individual use if necessary. On a daily basis, second watch and third watch officers assigned to work the section will inspect the showers to ensure they are clean and sanitary.

2. The unit officers will inspect the showers for contraband or signs of destruction before and after inmate use and prior to and after the cleaning of the showers by inmate volunteers.

**Sec. 510 ASU Visiting Procedures**

A. Visiting privileges for inmates housed in an ASU will be in accordance with DOM Section 54020.

B. Visiting staff will notify the ASU staff when an inmate has a pending visit. Unit staff will ensure the timely escort of the inmate to the appropriate visiting area.

C. Visiting days are Saturdays, Sunday and specified holidays. Visits will be scheduled by appointment with approved visitors. The non-contact visit will be one-hour in duration. No more than one appointment will be scheduled each day.

**Sec. 511 Attorney Visiting**

Attorneys of record shall make appointments and arrangements for visits through the Litigation Coordinator, who will submit the appropriate notification indicating the specifics and limitations of the visit.

**Sec. 512 Attorney Telephone Calls**

1. Attorney/inmate consultation by telephone is coordinated by the Litigations Coordinator who will submit the appropriate documentation of authorization to the affected facility.
2. The inmate must give his consent for the telephone call prior to arrangements being made.
3. The inmate’s assigned CCI will place the telephone call from an area that provides a confidential setting for the inmate and his attorney.
4. The telephone call will be collect.
5. The assigned CCI will immediately notify the Litigation office of any circumstances that prevents or interferes with the accomplishment of this process (i.e., inmate refuses, no answer when call is connected, unit incident that prevents staff assistance, etc.).

**Sec. 513 Meal Procedures**

A. Serving of all meals will be initiated immediately upon receipt of food items from kitchen. Unit staff is required to wear gloves and head covers during the preparation and serving of the morning and evening meals.

1. Upon receipt of the food items from the kitchen, unit staff will search the equipment, i.e., food carts for contraband and loose metal which could present a security concern, inspect all food items inclusive of sack lunches for containment of contraband and sample the food, noting the temperature and quality. If an item is found to be contaminated, spoiled or prepared improperly, immediate notification of the Supervising Cook and the ASU Sergeant is mandatory to facilitate the timely substitution of an unserviceable item.

2. Hot carts will be plugged in and pre-heated one hour prior to the arrival of the bulk food items from the kitchen.

3. Food items will be served in quantities as prescribed on the daily menu.

4. Food trays and beverages will be served to the inmates via cell door food ports.

5. If the inmate refuses to comply with orders that prevent the safe delivery of the meal, he will be informed this action is deemed a refusal of services. The ASU Sergeant will be notified. The inmate will again be ordered to comply.

If the inmate still refuses to comply, unit staff will proceed to the next cell and the inmate’s actions will be recorded in the inmates CDCR 114-A folder.

6. Food ports will be unlocked individually for issuance of beverages and meal tray and immediately locked.

7. At no time will a padlock ever be left unattended when unlocked.

8. Unit staff will maintain possession of padlocks when unlocked.

9. At completion of the meal, unit staff will commence tray collection, ensuring accountability for all trays and that all trays are intact (top and bottom). All delivery and collection of meal will be conducted with at least two staff:

* One staff will unlock and open the food port while the other handles the food tray during delivery and;
* One staff will retrieve the tray while the other secures the food port.

10. Inmates will be afforded fifteen minutes from time of issuance to consume their meals.

11. Supervisory staff will be immediately advised of any inmates’ refusal to surrender meal trays and or food ports.

B. Meal Sample Reports

* + - 1. Unit officers will prepare meal reports for each meal.
      2. The meal report will denote time which food is delivered from the kitchen, temperature of food, condition of food and overall food quality.

C. Food Sampler

1. One tray in each ASU will be sampled by assigned unit staff.

2. Unsatisfactory food items will be immediately reported to the Supervising Cook I.

3. Meal reports will reflect any problems and corrective action relative to food products.

4. Distribution of completed meal reports:

* Original: Food Manager
* Copy to: Facility Captain
* Copy to: Unit File

**Sec. 514 Cell Cleaning Procedure**

A. In an ASU, inmates are expected to keep their cells neat and clean at all times.

B. Towels, blankets and clothing are not to be used as rugs or decorative icons.

C. Cells are to be swept and maintained in a clean and sanitary manner at all times. A ½ bar of soap will be issued by 3/W staff on supply day for cell cleaning if requested by the inmate. In the event it is determined additional cleaning supplies are needed in order for the inmate to maintain his cell in a manner deemed sanitary by staff, the following single or combined cleaning supplies can be issued on an as needed basis as determined by staff:

1. Green scrub pad, one half per cell (1/2 pad) (approx) which be retrieved by staff upon completion of cell cleaning

2. Concentrated cleaner, 1 ounce per cell (approx)

**Sec. 515 Protective Vests**

A. All CDCR employees, to include medical staff, regardless of personnel classification, entering ASU shall wear a Stab Resistant Vest when the employee is:

1. In direct contact with inmates within the ASU (unrestrained or restrained).
2. Escorting inmates housed with the ASU anywhere on institution grounds.
3. On the ASU unit tiers.
4. The only exception will be Institutional Classification Committee members: Chairperson, Associate Warden, Facility/Correctional Captain and the Mental Health Clinician/Doctor.

This includes ASU inmates housed in or being treated in COR’s Acute Care Hospital. Stab Resistant Vest wear requirements shall extend to all official visitors in ASU as described in DOM section 33020.16.2.

B. Protective vests shall be worn only in the manner prescribed by the manufacturer and the departmental guidelines. Protective vests shall **not** be worn in any manner which might reduce their designed level of effectiveness.

C. Issuance and accountability of Protective Vests and inserts will comply with OP 207, Accountability of Cancelable Vest/Vest Inserts/Vest Covers.

**Sec. 516 Protective Face Shields**

Protective Face shields will be worn any time the food port is opened, by all persons when approaching a tier or cell (Optional for clinical practitioners).

**Sec. 517 Mechanical Restraints**

A. Only departmentally approved and issued mechanical restraints will be utilized by custodial personnel.

B. Types of restraint equipment.

* Handcuffs
* Waist chains
* Leg Irons
* Lead chains
* Flex cuffs
* Lanyard/Safety Chains (Triangles)

C. Application of restraint equipment will comply with CCR Section 3280.

D. Waist chains will only be applied or adjusted when an inmate is secured in his assigned cell, shower or holding cell. The application will be done through the food port door.

E. At no time will a “hog-tie” technique be utilized.

**Sec. 518 Accompanying Staff Escorts:**

Non-custody staff, such as Mental Health Clinicians, Teachers, or Medical Staff do not require an escort by custody staff while conducting rounds on the tier. However, when the food port is required to be opened, a minimum of one custody staff will be present. Also if requested by non-custody staff for an escort when approaching a cell where the inmate is designated as an IEX inmate, custody staff will provide the escort. During cell front medical or mental health service interviews, the custody staff member shall position themselves at a safe distance to ensure patient/client confidentiality.

* Non-custody staff shall ensure they are equipped with a whistle and are required to chit out an alarm from the Control Booth Officer when arriving to the unit.
* Non-custody staff shall check in with the Supervisor prior to conducting rounds.
* No more than four (4) non-custody staff shall conduct rounds on the tier at a time. Staff shall stay in the same section or general area to allow the Control Booth Officer to maintain a constant visual of their location.
* At the conclusion of their rounds the non-custody staff shall check out with the Supervisor in the building.
* Staff shall continue to sign in and out of the unit on the ASU Logbook.

**Sec. 519 Management Cell Status, Placement Criteria**

A. Definition of Management Cell

1. Pursuant to CCR, Title 15, Section 3332(f) and DOM, Section 52080.22.4, “An inmate who persists in the unruly, disruptive, destructive, or dangerous behavior, and who will not heed or respond to the orders and warnings to desist from such activity, may be place in a management cell on an order of the unit’s administrator or in his or her absence, an order of the Watch Commander.”

a. At CSP-COR, the authority to place an inmate on Management Cell Status shall not be delegated below the level of Captain or AOD during non-business hours. Reasons for placement may include assaultive conduct toward staff, assaultive behavior with other inmates, refusing cell moves, inmates who have covered their cell door, lights, windows, etc., to the extent it causes a breach in the security of the Institution or possibly endangers the inmate or staff, or any other behavior deemed disruptive or dangerous to the order of the ASU, staff, and/or displays pattern of disruptive behavior within the ASU.

B. In addition to any necessary incident or disciplinary reports, the matter leading to placement on Management Cell Status shall be reported to the Captain, AW, CDW, or AOD. The ASU Facility Lieutenant will document the cause for Management Cell Status placement and approval on a CDCR 128B Informational Chrono.

C. During non-business hours, management cell placement shall require the approval of the AOD. The ASU Facility Lieutenant on Second/Third Watch or the Watch Commander on First Watch shall initiate the contact with the AOD and make the Management Cell Status request.

D. Inmates may be placed on Management Cell status for a period not to exceed ten (10) days. However, when an inmate’s behavior continues and requires placement beyond the first 72 hours, authorization from the CDW or Warden is required. The ASU Sergeant/Lieutenant shall document the request for continued placement along with the inmate’s continued disruptive behavior on a CDCR 128B. The CDCR 128B shall also include a description of the inmate’s disciplinary history in ASU, with specific dates and rule violations, counseling, disruptive behavior, etc. The person authorizing the continued placement shall be documented on the CDCR 114A, and included on the CDCR 128B. A copy of the CDCR 128B shall be place in the inmate’s CDCR 114A file with the original going to the inmate’s C-file and copies to the Captain, AW, and SHU/ASU Lieutenant.

E. The Chief Disciplinary Officer or designee at a level no less than a Captain or AOD shall review all inmates in management cells daily during non-business hours (weekends and holidays). The review shall be recorded daily on the CDCR 114A. The Captain will have functional responsibility to ensure compliance with the Management Cell Status review procedures and provide a status report during the daily executive staff meeting.

F. The reviewing officer will make a determination on a daily basis, to either grant additional items of property within the cell or remove the inmate from Management Cell Status. The Warden, CDW, AW, Captain, or AOD have the authority to release the inmate from the management cell by written order, posted in the inmate’s CDCR 114A.

G. These decisions are based solely on the inmate’s behavior while on Management Cell Status. Once it is determined by the unit or division administrator or, in their absence, the AOD, an inmate’s behavior no longer warrants retention on Management Cell Status, the SHU/ASU Lieutenant/Sergeant shall prepare a CDCR 128B detailing the inmate’s behavior with a copy placed in the CDCR 114A file and a copy sent to the Captain of the Facility. This decision will also be documented in the CDCR 114A file and the Facility Lieutenant shall prepare a CDCR 128B Closure Chrono documenting the specifics of the inmate’s release.

H. Inmates placed on Management Cell status shall be referred to mental health as an emergency referral. Additionally, inmates will continue to be offered routine medical and dental access. However, additional security precautions may be utilized as warranted on the inmate’s behavior, i.e., leg restraints and spit mask whenever the inmate is removed from the cell.

I. No yard activity is permitted for Management Cell Status inmates, as the inmate is considered a threat to the safety and security of the institution, and is undergoing assessment for subsequent programming.

J. Placement on Management Cell Status shall not be used as a form of punishment.

K. Ordinarily, placement on Management Cell Status entails the removal of all property excluding:

* One (1) state-issued mattress
* One (1) pair of state-issued boxer shorts
* One (1) pair of shoes
* Legal materials (upon verification of pending legal deadline)

L. During the winter months, inmates are afforded one (1) blanket and/or one (1) state-issued jacket. The blanket and/or the jacket (as well as any other item) are subject to removal, should the inmate use it in a manner other than its intended use.

**CHAPTER 600 - INMATE PROGRAM/ACTIVITIES**

**Sec. 601 Library Services**

1. Inmates are permitted to participate and have access to library services, and legal materials that can be reasonably provided without endangering security or the safety of persons.
2. Legal research may be done on the law library computer in the law library holding cell within the unit. Requests for scheduling of research time in unit holding cells must be submitted via an Inmate Request for Interview (GA-22) to the assigned Law Library Officer on Monday, Wednesday, and Fridays, before 1200 hours. Correctional staff will deliver all requests to the Law Library located at Facility SHU A by 1400 hours of that day.
3. Law Library staff will log into the daily log book and receive all materials and requests. Library staff will return all finished work to the Correctional officer for return to the inmate. All efforts will be made to have a three working day turnaround of all materials to the ASU staff. Monday’s received will be sent out on Wednesday, Wednesday’s received will be sent out on Friday. Friday’s received will be sent out by Wednesday. All due diligence will be made to have the return work ready to be sent back by 1400 hours.
4. Inmates housed in an ASU may submit a written request for legal materials and supplies, using the request forms provided in the units. The Law Library Officer will coordinate the pick-up and delivery of request forms. The Law Library Officer shall delivery the materials and photocopies provided from the library. All materials issued to the inmate must be signed for by the inmate and logged in the Law Library Log Book.
5. Notification will be made by the Library staff to the Academic Vice-Principal by 1500 hours of any missed time lines expectations as listed above.
6. Library Supervisor will notify Correctional chain of command upon notice of any missed time line expectations. Correctional Officers will notice their chain of command of any missed time line expectations from the Library staff. Correctional Supervisor will notify Educational Supervisor of any missed time lines.
7. When the Law Library staff is absent Academic Vice-Principal will notify ASU Supervisor to make arrangement for pickup and delivery of legal materials.
8. Inmates assigned to SHU/PHU/ASU facilities will be provided leisure library services in the housing units through the law library per CCR 3120 (a)(b)(c), 3121 (a)(b)(c), 3343 (k) and OP 222.
   1. Library services including Leisure Library Services shall be maintained within SHU by the library staff with the assistance of the assigned housing unit staff.
   2. Housing unit floor staff shall issue books and materials as they are received. A library log shall be maintained by library staff to assure accountability of materials.
   3. Prior to receiving books and materials in the housing unit, the inmate will sign a CDCR 193; to pay for any damage/loss should it occur. The CDCR 193 will be returned to the inmate if he requests it after it has been ascertained that he has not damaged any library material.
   4. Inmates abusing privileges or destroying books may have their privileges suspended by library staff and held liable for the replacement cost of the items. Privileges will be suspended until the cost of the item has been remunerated.
   5. Complete and current copies of the DOM, and CCR, Title 15, including “Notice of Change”, documents are maintained and available for inmate access within the facility libraries. SHU/PHU/ASU inmates may obtain in unit access to these documents by submitting a written request to the Law Library staff. Inmates may review these documents within a temporary SHU/PHU/ASU holding cell in accordance with this policy.
9. Access to Departmental/Institutional Policy and Procedure
10. Complete and current copies of the DOM, and CCR, including “Notice of Change,” documents are maintained and available for inmate access within the facility libraries. ASU inmates may obtain in unit access to these documents by submitting a written request to the Law Library Officer. Inmates may review these documents within a temporary ASU holding cell in accordance with this policy.
11. ASU inmates may apply to use the Law Library by completing a Legal Service Request Form.
12. The assigned Law Library officers/building officers will collect and process the Physical Access Forms from the inmate to the library.
13. ASU Law Library Services.

* Legal Law Books
* Periodicals
* Journals
* Research Manuals
* Writing instruments and paper
* Photocopy service, as per DOM Sections 14010.19 through 14010.27
* Stapler and hole punch (service provided by Law Library staff)

1. Prior to receiving the requested materials/services, the inmate will sign a CDCR 193, Trust Account Withdrawal; to pay for any damage/loss should it occur. The CDCR 193 will be returned to the inmate if he requests it, after the following has been ascertained:
2. The inmate has not received any payable services.
3. The inmate has not damaged any library materials.
4. The inmate has not written on the cell walls or fixtures.
5. With each transmittal of mail to an attorney of record or a court requiring addition of postage, the inmate must submit a CDCR 193, Trust Account Withdrawal Order, which will accompany the transmittal. The cost of postage and envelopes will not be charged to the inmates account if the inmate is without funds at the time the material is submitted for mailing and remains without funds for 30 days after the documents are mailed.
6. Categories of library users.
7. Preferred Legal Users (PLU) will be scheduled to come to the Law Library within 10 days of receipt of a written request. One additional session in the Law Library within the 10 day period may be granted on a space available basis. Law Library sessions will last up to 4 hours.
8. General Legal Users (GLU) will receive Law Library service within 10 days of receipt of a written request. Service will be by physical access to the Law Library to the extent that space is available.

a. PLU and GLU identifiers will comply with DOM Section 53060.

1. Inmates assisting other inmates in the preparation of legal documents will comply with CCR, Section 3163.
2. Inmates will submit their request to the Senior Librarian. The request will identify the inmates by name, CDCR number, current housing and the legal cases they intend to work on together.
3. In those instances where inmates are housed apart, they will be scheduled for PLU together and placed in adjoining library cells.

**Sec. 602 Group Activities**

There will be **no leisure group activities** of any kind for inmates housed in an ASU, other than exercise yard periods. Regimented group calisthenics will not be permitted. Violations will result in disciplinary action in the form of a CDCR Form 115 for the specific act of unlawful assembly. This does not apply to therapeutic groups ran by the Mental Health Department.

**Sec. 603 Religious Services**

A. ASU inmates are afforded the right to practice their religious belief per CCR Section 3343(k) and OP 804, Religious Programs.

B. Chapel services are not available within the buildings.

C. Religious Services and sacrament services shall, when necessary, be conducted within the building, on an individual basis.

1. COR Chaplains are available to console and/or counsel inmates upon request from inmate or as staff deemed necessary.

a. Chaplains may conduct religious activity on the tier with escort. The Chaplain must wear a protective vest and face shield when on the tier.

b. Chaplains will not give anything directly to inmates in an ASU. The Chaplain will give all religious materials to the Floor Officer who will in turn give the materials to the inmate after it has been searched.

2. Volunteer religious workers will not be allowed in an ASU without written approval from the Warden.

D. Native American Pipe Ceremony

1. ASU inmates wishing to participate in the Native American Pipe Ceremony must submit a request in writing to his assigned caseworker (CCI), who will in turn notify the Community Resource Manager.

a. Ceremonies must be performed under the direction of a Chaplain unless other arrangements are approved through the Facility Captain.

b. The Spiritual Leader will generally be notified within seven days of the CCI’s receipt of the request.

2. Emergency requests may be submitted to the highest-ranking official on duty. All emergency requests will be forwarded to the Warden or his designee for approval. The Institution shall make every effort to accommodate legitimate emergency requests.

3. All religious ceremonies shall be scheduled between the hours of 0900 and 1500, Monday through Friday.

a. Alternatively, the Spiritual Leader may schedule the ceremony by contacting the AW Central Services and AW-Housing. All requests must be confirmed in writing.

4. The Spiritual Leader shall be permitted up to sixty (60) minutes for the purpose of conducting each Pipe Ceremony (no fire allowed),

a. The Spiritual Leader will wear the CDCR protective vest during the ceremony, when in contact with an ASU inmate.

b. The inmate will be secured in a Walk Alone Exercise Module and an officer will then secure the handcuffs to the front of the inmate’s body, allowing the inmate to handle the pipe.

c. During the ceremony, the two officers will remain in the immediate area. The officers must not interfere or disrupt the ceremony in progress unless an emergency exists, or circumstances which would constitute a threat to institutional safety and security necessitates that the ceremony be terminated.

d. The Spiritual Leader shall perform the ceremony in the walk alone yard only.

E. Security and Searches

1. The medicine pipe and pipe bag shall be subject to inspection and search to the same degree and in the same manner as other religious articles used by believers and practitioners of other religions.

2. To limit the handling of the medicine pipe and pipe bag, the medicine pipe and pipe bag should be offered by the Medicine Man or recognized Spiritual Leader for a clear visual inspection. The pipe and pipe bag should not be handled, by any persons other then the Medicine Man or recognized Spiritual Leader.

F. Religious Articles

1. At the direction of the Spiritual Leader, practitioners in an ASU will be allowed to possess up to twelve tobacco “ties”.

1. 1” by 1” colored cloth and string on tensile. The tensile is similar to thread.
2. These materials will be provided by the Spiritual Leader, as well as the ceremonial tobacco, included in the “ties”. These “ties” are subject to search and may not be removed from the cell by the inmate. The Spiritual Leader shall be permitted to remove these ties from the institution for appropriate disposition.

**Sec. 604 Telephone Calls**

A. Parameters that would allow a phone call by an ASU inmate.

1. Court order.

2. Facility Captain authorized phone call. In the absence of the Facility Captain, the ASU Lieutenant will authorize the phone call.

3. The Facility Lieutenant or above may authorize a phone call at his/her discretion.

B. Verification of information for telephone call.

1. The assigned CCI will screen each request for phone calls to determine if an emergency situation exists.
2. All calls will be via speaker phone to facilitate monitoring by staff.
3. Routine telephone calls will not be allowed with the exception of NDS phone calls.
4. Privilege Group ‘A’ are restricted to non-contact visits, are afforded 1 one personal telephone access period per week under normal operating conditions.
5. Privilege Group ‘B’ are restricted to non-contact visits and are afforded 1 one personal telephone access period per month under normal operating conditions.

4. All telephone calls will be logged in the inmates CDCR 114-A. The entry will identify the name and title of the person authorizing the call and circumstances. Example: family death.

a. Log information will include date, time, and inmate’s name, number, to whom the call was placed, the number called and the text of the conversation. The log will be signed by the staff member assisting/monitoring the call.

**Sec. 605 ASU Yard Procedure**

* + 1. ASU inmates will be assigned yard groups by classification action per Section 301 of this plan.

B. The floor and control booth officers will coordinate the yard releases. Yard release escorts will comply with Section 504 of this plan.

C. A Group Yard is defined as any yard consisting of two or more inmates. The maximum number of inmates allowed on a “group” exercise yard shall not exceed forty (40) per yard enclosure. This limitation is consistent with institutional needs, the physical plant, safety and security concerns and current staffing levels.

1. The Exercise Yard Observation Officer will, check all weapons, ensure the video taping system has commenced and assume his/her post. The Officer will comply with CCR 3268 Use of Force Policy.

2. The Control Booth Officer will announce yard for the affected groups.

1. The Yard Observation Officer/Rover of each unit will conduct a thorough search of the exercise yards, sally port, and rotunda holding cells prior to Group or Walk Alone yard. Inclusive of this inspection will be the inspection of the yard and sally port doors and over-ride functions of the control booth for proper operation and locking functionality. Inspection will be logged in the Isolation Log.

4. Inmates may only be removed from the yard for the following reasons:

* Illness
* Visits
* Ducats
* Committee appearances
* Need to be seen by a staff member
* Adverse weather conditions (fog, rain, extreme heat or cold)
* Disciplinary problems
* Completion of allotted yard time
* Emergencies

1. Inmates on the Heat Pathology Program and the temperature reaches 90°F will be recalled from the yard
2. Safety Concerns

D. When yard groups consisting of more than one inmate are on an exercise yard, their actions SHALL be under direct and constant armed surveillance at all times. The Observation Officer SHALL maintain vigilant to any attempts by inmates to divert his attention for the purposes of carrying out an act of violence against another person.

The Observation Officer SHALL not permit distractions to inhibit nor impede his duties in the provision of direct and constant supervision to the actions of inmates during yard. **No meals will be served on the exercise yards or the yard sally port.**

E. To ensure the availability of yard for all inmates in the building, double-cell compatible walk alone inmates shall attend yard together.

F. Emergency Yard Control.

1. In the event of an emergency upon the yard(s), i.e., acts of mutual combat, battery, medical and/or inmate behavior that is suspicious in nature and indicative of a disturbance, the Exercise Yard Observation Officer, will order the occupants of both, Yards One and Two, to sit down, place their hands behind their head and cross their legs.

a. Inmates who fail to heed the orders to lay down and whose behavior and/or actions are non-violent will be subjected to disciplinary action, which may include disciplinary detention and loss of yard privileges.

1. Other inmate behavior, which is violent in nature, shall be controlled by the Exercise Yard Observation Officer in strict accordance with departmental policies and procedures governing the use of non-lethal and lethal force.
2. Notification of a supervisor, relative to the ordering of inmates to sit down, may be made by the activation of the unit alarm.
3. Inmates shall not be removed from the yard(s) prior to the arrival of a responding supervisor.
4. Inmates will be recalled from the yard as directed by the responding supervisor.
5. In the event that the injuries, if any, are by severity identified as “serious or great bodily injury” or the discovery of a weapon, the affected area will be deemed a crime scene and secured pending the arrival of institutional Investigative Services Unit staff.
6. If the disturbance is deemed an indication of a pattern of escalating assaultive/disruptive behavior and/or the yard is declared a crime scene, all subsequent yard programs shall be suspended by directive of the responding supervisor.
7. If the incident is deemed isolated, i.e., one-on-one fight, no shots fired, no inmate made weapons, no serious bodily injury, no indication of continued threats to normal operations exist, the effected and non-effected yard may resume without further disruption once the involved parties are removed.
8. All involved inmates will be medically evaluated prior to return to their assigned cells.
9. Documented enemies housing shall be assessed and assigned as to preclude the involved inmates from any subsequent future contact on a common yard group.
10. Any and all exceptional activity will be recorded by involved staff members upon the appropriate forms and documents prior to leaving the institution.

**Sec. 606 Inmate Canteen**

* 1. Authorized canteen items for all inmates will conform to the approved items authorized by the Warden.

1. Canteen draw procedure will be per DOM Section 54070.

2. Canteen draw will be based on a monthly draw schedule published by the Canteen Manager.

B. Distribution of canteen items shall be conducted at the inmate’s cell on the date received. Inmates will be provided their shopping list and receipt to verify all items ordered. The inmate shall sign the distribution log indicating receipt of canteen and return the signed log back to staff prior to the items being placed into alternate approved containers. The signed copy of the Canteen distribution log will be returned to the Facility Canteen supervisor within forty-eight hours of issue.

C. Items in glass, metal and/or plastic containers will not be issued to the inmate. These items will be placed in an approved paper container, in the presence of the inmate, prior to being given to the inmate.

D. Incorrect orders will be rejected.

1. Inmates will sign for receipt of the canteen items prior to receiving the items. All discrepancies will be reported immediately to the ASU Sergeant and Canteen supervisor. If the discrepancy originated in the Canteen, the Canteen supervisor will correct the discrepancy.

1. Canteen items for inmates who have been relocated to another ASU shall be returned to the issuing satellite canteen to ensure tracking prior to being sent to the receiving unit.
2. Canteen items of inmates who have transferred from ASU shall be returned to the issuing satellite canteen on the date received.

E. Shopping List

1. Canteen shopping lists will be distributed and picked up by second watch staff prior to the scheduled draw.
2. The Canteen supervisor will then process the orders.

**Sec. 607 Inmate Mail**

Inmate mail procedures for inmates housed in an ASU will comply with the CCR, Subchapter 2, Inmate Resources, Article 4, Mail, Article 5, Inmate Manuscripts, and Article 6 Legal Documents, as well as DOM Supplement 54010.

**Sec. 608 Inmate Personal Haircuts**

1. Haircuts will commence on third watch in conjunction with the inmates assigned shower schedule. Each unit will maintain hair clippers in the unit. Inmates may utilize the hair cutting equipment, on a first come first served basis. Haircuts will be provided on an as needed basis with a minimum of once a month.

Upon completion of the scheduled shower program, the **Escorting Officer** shall escort the inmate to a temporary holding cell for the hair cutting process.

The **Escorting Officer** will distribute and retrieve the haircutting tools, ensuring the tools are unaltered and in good working condition and will return all equipment to the Podium when the hair cut is completed.

The “Barber Box” shall only include: one set of Wahl Model Clippers, one spray bottle containing an EPA approved disinfectant (Versatile) and two small combs.

The “Barber Box” shall be maintained at the Officers Podium and shall be inventoried at the beginning and end of the shift by the Floor 1 Officer, and each time any equipment is issued to, or returned by an inmate.

The **Escorting Officer** will process the inmate(s) back to their assigned cell at the end of the haircutting process and after inventorying the issued equipment.

**Sec. 609 Nail Clippers**

A. Inmates will be issued nail clippers on an as needed basis with a minimum of once a month and in conjunction with their assigned shower schedule.

1. The **Escorting Officers** shall provide the inmate with the nail clippers while in the shower, if requested.

2. The **Escorting Officers** will distribute and retrieve the nail clippers, ensuring the tool is unaltered and in good working condition and will return all equipment to the Control Booth Officer when the nail cutting process is completed.

3. The **Escorting Officers** will process the inmate back to their assigned cell at the end of their allotted shower time.

**Sec. 610 Inmate Packages**

1. Annual Packages
2. Annual Packages will be permitted pursuant to DOM Section 53130.6.2, Group Privileges and Restrictions.
3. ASU inmates are authorized the receipt of one personal property package, (annual package) not to exceed 30 pounds maximum weight, per year, exclusive of special purchases as provided in CCR § 3190. Inmates shall be eligible to acquire a personal property package after completion of one full year of Privilege Group D assignment.
4. Special Purchase
5. Special Purchases will be permitted pursuant to Title 15 Section, 3190(j)(3)
6. Inmates assigned to Administrative Segregation may possess or acquire one TV or Radio or combination unit while in ASU. No musical instruments are authorized. All special package items to include, books and ADA appliances will be issued on the day they are received by the assigned property officer.
7. In the event of a backlog of packages, a list shall be generated and inmates will receive their packages on a first come, first served basis. ADA or other preauthorized healthcare appliances will be issued the day they are received.
8. If the inmate is in possession of the maximum allowable quantity of the special purchase item (for instance books) the inmate shall be permitted to exchange an item on a one for one basis to receive the new item. Excess items will be mailed home at the inmate’s expense, donated, or destroyed.

**CHAPTER 700 – MEDICAL, DENTAL, PSYCHIATRIC and DUCATING**

**Sec. 701 Medical, Dental and Psychiatric Services**

Refer to California State Prison-Corcoran OP Index by the Administrative Assistant/Public Information Officer (AA/PIO). The following operational procedures listed are only a few of 36 in existence, involving medical, dental and psychiatric services:

* 1012 – Disability Placement Program (DPP) Inmates
* 1014 – CSP-Corcoran’s Acute Care Hospital
* 1016 – Confiscation of Unauthorized or Excessive Medication Supply
* 1018 – Intervention for High Risk & Crisis Inmates
* 1022 – Developmentally Disability Program
* 1024 – Enhanced Outpatient Program
* 1025 – Correctional Clinical Case Management Services

Sec. 702 Delivery of Medications

1. All medication shall be controlled and dispensed by CSP-Corcoran’s Medical staff in compliance with OP 1050, Medication Management. Correctional Officers are prohibited from dispensing medication.
2. A LVN or RN will conduct rounds on the ASU tiers. If a food port must be opened a correctional officer shall assist the LVN or RN.
3. Certain medically prescribed life sustaining medications directly issued to inmates for an “as needed” use, such as inhalators for asthmatic difficulties, nitroglycerin tablets for heart conditions, and sterile bags for colostomies shall be issued to the inmate. Those items deemed medical necessities, creating a security concern shall be referred to the Facility Captain, who shall consult with the Chief Medical Officer prior to rendering a decision.

**Sec. 703 Dental Care**

A. The inmate will inform the LVN/RN of their need to see the dentist by placing their LVN/RN card in the cell front window.

B. The dentist will treat inmates housed in ASU by appointment ***only***.

C. Dental appointments are scheduled as needed.

D. Inmates will be escorted in the same manner as medical clinic visits. Staff will remain with the inmate under constant and direct supervision and ensure the inmate remains in restraints at all times.

E. Unit staff will issue Dental Flossers (rubber band style) and Denture Adhesive to inmates verified as indigent, all others must purchase their dental supplies through the canteen.

**Sec. 704 Daily Coordination of ASU**

* 1. Morning check-in meetings between (at minimum) an ASU Sergeant and designated ASU Mental Health personnel will occur daily.
  2. During the meeting, involved personnel will identify new arrivals, discuss current issues, and share any pertinent information regarding risk factors and suicide prevention strategies.

**Sec. 705 Out-of-Cell Time**

1. Staff shall account for Out-of-Cell Time for inmates assigned to ASU, including but not limited to:
   * CDCR 114-D Segregation Order
   * CDCR Rules Violation Report hearings
   * Unit Classification Committee
   * Institutional Classification Committee
   * Medical ducats
   * Interviews
   * Visiting
   * Showers
   * Yard
   * Other Out-of-Cell periods
2. All Out-of-Cell time for inmates assigned to ASU shall be documented on the CDCR 114-A, Detention/Segregation Record.
3. Audits of the CDCR 114-A shall be conducted weekly to ensure compliance with departmental mandates.
4. Institutions with small management yard facilities (walk alone yards) should offer newly placed ASU inmates access to small management yards as quickly as possible, with the guidelines of the classification process, and with safety and security as top priority.

###### CHAPTER 800 - EMERGENCIES and TRANSPORTATION

**Sec. 801 Transportation of an ASU Inmate**

A. Institutional Transportation Team

1. The Institution Transportation Team is responsible for the coordination and necessary notification of facility staff regarding a pending transport.

2. Upon notification of a pending transport, unit staff will ensure the inmate is prepared in a timely manner and secured in a holding cell.

3. Should the transport occur during scheduled meal times, the inmate will receive his meal while in the holding cell, unless precluded by medical order.

4. The inmate will be processed and prepared for transport by Institution Transportation Team.

5. Emergency transports will be coordinated by the Watch Office/Acute Care Hospital.

B. State Transportation Teams

1. Inmates pending scheduled transport via CDCR State Transportation, i.e., bus, will be escorted to and processed out of the institution via R&R.
2. In cases which the inmate is not anticipated to return to his assigned cell within 24 hours, the inmate will be instructed to pack his property. The property shall be inventoried by unit staff and stored in the Property Room.
3. Appropriate application of restraint equipment and escort procedures relative to the inmate’s custody apply.

**Sec. 802 Fire Emergency Preparedness Plan**

* + 1. In the event of a fire in an ASU, designated staff will work under the supervision of the fire chief, institutional fire fighter or auxiliary fireman, to extinguish the fire. Custody decisions will be made by the ASU Lieutenant, Facility 3A Program Lieutenant (Third Watch, weekends and Holidays), or Watch Commander on first watch. Assistance will be given to ADA criteria inmates.

B. Conditions of Evacuation

1. Condition I

a. If the situation permits, inmates housed in an ASU shall be placed in handcuffs at the cell doors and released/escorted to the outdoor exercise yards in an orderly manner.

b. Staff must consider inmates may take advantage of the confusion resulting from the emergency and attempt an escape and/or commit acts of violence against staff and other inmates. Therefore, correctional personnel are cautioned to maintain and adhere to established security measures, i.e., ensuring constant direct armed coverage, maximum available staff presence during all phases of evacuation.

c. Upon application of restraints, inmates will be released from their cells and escorted to the exercise yard.

d. Should the nature or extent of the emergency prohibit physical escort, staff will be stationed at each doorway.

2. Condition II

a. If depleted staffing or the nature of the incident precludes application of restraint and timely evacuation of the inmates, unit staff shall:

* Exit all sections.
* Secure all offices, holding cells, storage rooms and bathroom doors.
* Secure all potential weapon materials, i.e., mops, brooms, etc.
* Exit and secure sallyport
* Proceed to the unit Control Booth to assist in door operation and provide additional visual and armed coverage.

b. Inmates will then be electrically released from their cells (no more than five cells at one time).

1. Unit staff will issue clear directions via the unit public address system.
2. Inmates will be directed to proceed to the front of the building via the front door. At completion of evacuation, a head count of the inmates on the exercise yard will be conducted and compared to the actual building count.
3. Following the count one Sergeant and two Correctional Officers (each equipped with Oleoresin Capsicum spray), will tour the unit to ensure/confirm complete evacuation. Unless entrance into the unit to conduct the tour presents a clear and present threat to the lives of personnel.

**Sec. 803 Emergency Response Plan**

Emergency response is the physical response by correctional personnel to a call for assistance/alarms. Correctional personnel will immediately respond in accordance with their post orders and or as directed by supervisory personnel.

**CHAPTER 900 USE of FORCE POLICY and PROCEDURES**

**Sec. 901 Policy**

All USE of FORCE shall be in accordance with the Departmental Use of Force Policy.

**Sec. 905 Restraint Equipment Policy**

A. Mechanical Restraints

1. Mechanical restraints shall be used as a temporary method to ensure the safety of the inmate or other individuals.

2. A mechanical means of restraint shall not be used as punishment.

3. Mechanical restraint equipment shall not be placed around the neck of an inmate, nor applied in any way, which inflicts undue physical pain, discomfort, restricts blood circulation, or breathing. This equipment shall not be used to secure an inmate to a stationary object in a cell or holding cell. The lead chain will be used for individual or multiple escorts.

1. Use of the Security Triangle (Lanyard Chain)
2. The Security Triangle will be used to maintain control of handcuffs placed on inmates who have a history or have threatened to hold state issued handcuffs inside the assigned cell. A CDCR-128-B Lanyard Chrono will be issued and placed in the inmate’s CDCR-114 Log, authorizing the continued use of the Triangle for a specified length of time. This authorization must be at the level of Correctional Sergeant. A copy will be routed to ASU Lieutenant and Facility Captain.
3. If an inmate has previously forcibly withdrawn his handcuffs into his cell while staff are attempting to remove them and has refused to return the handcuffs to staff upon request, a notation shall be placed in the Special Information section of the CDCR 114-A to the fact that the inmate poses a danger of retaining handcuffs. When the CDCR 114-A identifies an inmate with this risk factor, all application of mechanical restraints (handcuffs) will be used with the institutionally approved Security Triangle. The chain end of the Security Triangle will be attached to the cuffs and the Triangle will be controlled by a staff member.
4. Procedure for removing an inmate from a cell with the Security Triangle Chain.

The chain end of the Triangle will be padlocked to a pair of handcuffs prior to the handcuffs being placed on the inmate’s wrists.

The inmate will back up to the open cuff/food port and extend his hands (backs of hands together and thumbs in the “up” position) out of the port.

One Officer will maintain control of the Triangle end while a second Officer applies the handcuffs to the inmate’s wrists.

Once the inmate has been removed from the cell, he will be directed to face away from Staff and the padlock securing the chain to the handcuffs will be removed.

When the padlock has been removed the inmate will be escorted following the procedures established by this operational procedure and the Triangle will be carried by one of the Officers.

Officer’s response to resistive inmate:

Staff will maintain control of the Triangle end and a Supervisor will be notified immediately.

b. While waiting for the Supervisor to arrive, Staff will maintain constant visual observation of the inmate.

Procedure for placing an inmate in a cell.

Prior to an inmate being placed into any cell, he will be directed to face away from staff.

b. One Officer will maintain control of the Triangle.

c. The second Officer will attach the chain end to the handcuffs with a padlock.

d. The inmate will then be directed into the cell.

e. The Officer controlling the Triangle will position the chain through open cuff/food port, allowing the door to be closed and locked (except in 3A03/3A04).

f. Once the door is secured, the inmate will back up to the cuff/food and extend his hands out of the cuff/food port so the handcuffs removed.

g. The Officers will exercise extreme caution while the cuff/food port is open and the handcuffs are being removed. One Officer will remove the handcuffs while the second Officer maintains control of the Triangle.

C. Inmates on Special Security Status

1. Inmates who have displayed a propensity for violence or other inappropriate behavior will be identified and their special security concern will be detailed appropriately, in writing. In all cases, the ASU Sergeant is responsible for notifying his/her immediate supervisor for verbal approval. The following misconduct, but is not limited to, is considered special security status:
2. Inmates who have pulled handcuffs into a cell will be identified as being on Security Triangle Status.
3. An inmate refusing to relinquish a food tray shall be placed on Paper Tray Status.
4. An inmate covering a cell window, which obscures a visual into the cell’s interior, shall be considered for placement on Management Cell Status.
5. An inmate flooding the tier shall be placed on Water Restriction Status. If the inmate continues to flood the tier by using any type of containers, he shall be considered for placement on Management Cell Status.
6. The ASU Sergeant shall prepare a CDCR-128-B detailing the inmate’s misbehavior, restrictive status and duration. The Chrono will list:
   1. The specific restriction (i.e. Paper Tray, Security Triangle or Management Cell Status placement as outlined in section 519).
   2. The duration of the restriction.
   3. The beginning and ending dates of the restriction.
7. Unit staff shall document the Special Security Status on the inmate’s CDCR 114-A.
8. The conditions of the Security Status will be strictly adhered to and shall not exceed 30 day periods. Security status shall be reviewed by the Facility Lieutenant to determine if an extension is warranted. No person below the level of Correctional Lieutenant is authorized to remove an inmate from a Special Security Status.
9. The ASU Sergeant shall be immediately advised of any breaches in safety and/or security that will pose a threat to any person. The Unit Sergeant will advise the ASU Lieutenant and prepare a recommendation for corrective action, in writing.

D. Authorized Restraint Equipment

* 1. Employees shall use only state issued handcuffs, handcuff keys, and other restraining equipment during the course of their duties. The possession of privately owned handcuffs, handcuff keys, and other restraint equipment on institutional grounds is prohibited.

E. Monthly Medical Training

1. Monthly medical emergency response drills will be conducted on all watches in every ASU in their institution. These drills shall include regularly assigned custody staff as well as medical personnel assigned to the ASU.
2. Proof of practice (On the Job Training Sign-In Sheets) shall be forwarded to the respective Facility Captain no later that the 15th of the month. The Facility Captain will review the Sign-In sheets and forward them to the respective Associate Warden. A copy of the sign-in sheets will be provided to the appropriate Associate Director by each Warden, no later than close of business on the final day of each month, in the form of a memorandum confirming compliance.
3. The type of emergency addressed in each month’s drill should be varied (for example-In January, response to a cell with an inmate attempting to hang himself; In February, response to a shower with an inmate with self-inflicted cuts and threatening additional cutting; In March, response to a holding cell with an unresponsive inmate).
4. The training will be quality training with emphasis placed on custody and medical roles in the response to medical emergencies.

***Original Signed By/***

DAVE DAVEY

Warden (A)

California State Prison-Corcoran