

CALIFORNIA DEPARTMENT OF CORRECTIONS & REHABILITATION

California State Prison - Corcoran

Corcoran, California 93212-8800

October 2014

I. PLAN NUMBER AND TITLE

Operational Procedure No.: 222

Operational Procedure Title: Security Housing Unit (SHU)

II. PURPOSE AND OBJECTIVES

- A. The procedure establishes specific operational guidelines for the approved program within the Security Housing Units (SHU) in Facilities 4A and 4B, as mandated by the California Code of Regulations (CCR), Title 15, Division 3, Chapter 1, Rules and Regulations and Departmental Operations Manual (DOM).
- B. The objective of this procedure is to establish an Operational Procedure (OP) that clearly delineates the multiple missions within the 4A and 4B SHU. 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 SHU.

III. REFERENCES

CCR, Title 15 and DOM.

IV. APPROVAL AND REVIEW

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

V. RESPONSIBILITY

- A. The Warden has overall responsibility for this OP.
- B. The Chief Deputy Warden (CDW) and the Associate Warden (AW)-SHU are responsible for the administrative operation of this procedure.
- C. The Facility Captains assigned to 4A/4B are responsible for full compliance within their respective facilities.

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CHAPTER 100 – UNIT DESCRIPTION

Sec. 101 Purpose of Security Housing Units

Provide the CDCR with a maximum-security facility. The SHU is designed for inmates whose conduct endangers the safety of others or the security of the institution. These specialized units are located on both Facility 4A and Facility 4B on the right side of the housing complex; example 4A1R and 4B1R. They are designated for extended term programming of inmates not suited for General Population (GP) as well as interfaced programs such as, Americans with Disabilities Act (ADA), Developmental Disability Placement (DDP), a Step Down Program (SDP) for validated Security Threat Group (STG) affiliates and Phase I of the debriefing program for designated STG affiliates.

CHAPTER 200 - ADMISSION

Sec. 201 Procedure

A. Primarily admission into SHU Housing is based on:

1. A Classification Staff Representative (CSR) endorsement.
2. Alternate housing admission may be a:
 - a. Facsimile (FAX) copy from Classification Services Unit
 - b. Inmates en-route to other SHU institutions

- c. A designated safe keeper
 - d. A Warden to Warden agreement
 - e. A court order
 - f. As requested by the Associate Director High Security
 - g. As requested by the Director
3. In all instances the case will be reviewed by the Institutional Classification Committee (ICC).

Sec. 202 Physical Admission into SHU

- A. Upon arrival at California State Prison-Corcoran (CSP-COR), the Transportation Vehicle will individually unload all SHU inmates in the alleyway located west of the Level IV Complex Control. IV-A/IV-B custodial personnel will process all SHU arrivals. Receiving and Release (R&R) will provide the time of arrival and the number of arriving inmates prior to arrival, when possible.
- 1. Inmates shall be placed in holding cells in the rear of 4A or 4B visiting for processing through the metal detector. This alleviates time spent exposed to extreme weather conditions (cold, rain, heat, etc.).
- B. The Facility Lieutenants and/or Sergeants will supervise the unloading and search process.
- 1. Maintain physical control of the inmate during the exchange of the transportation unit's restraint equipment and CSP-COR restraint equipment. Upon completion, escort the inmate(s) to a SHU visiting room.
 - 2. Process all new SHU arrivals through the walk-through metal detector.
 - 3. A custodial officer will chit out the flex cuff snips from Complex Control and retain the tool until the metal detector process is complete.
 - 4. Search all holding cells prior to inmate occupancy.
 - 5. Place the inmate into a SHU visiting holding cell and remove his restraints
 - 6. Conduct an unclothed body search.
 - 7. Issue the inmate a CSP-COR SHU jumpsuit to wear prior to walking through the metal detector.
 - 8. The inmate shall back up to the food port and place his hands through the food port with his arms crossed at the wrists.
 - 9. A custodial officer shall place the flex-cuffs around the inmate's wrists and secure his wrists.
 - 10. Direct the inmate to pass through the walk-through metal detector twice at a normal pace. Once cleared, the inmate shall be returned to the SHU visiting holding cell.
 - 11. Inspect the holding cell again for contraband prior to the inmates return to the cell.
 - 12. The inmate shall again back up to the food port door and place his hands out through the food port.
 - 13. The custodial officer will snip off the flex-cuffs, just behind the female receiver and discard as **HOT TRASH**.
 - 14. SHU Orientation Pamphlet overview/CDC 128B issued and placed in inmates CDC 114A file. When a new SHU inmate arrives and is awaiting screening/housing, the Security Patrol Officer is responsible for orientating the new arrivals. The Security Patrol Officer will ensure all new

arrivals have an orientation handbook, and an overview of the programs offered in SHU (i.e. yard, law library, in-cell worship, appeals, medical, ICC, education etc.) will be discussed. The Security Patrol Officer will discuss each page of the orientation handbook and answer any questions relative to SHU. At the conclusion of the orientation, the Security Patrol Officer will retrieve the handbook from the inmate, and will complete an Informational Chrono (CDC 128B) which will include the establishment of effective communication. The Security Patrol Officer will ensure a copy of the CDC 128B is placed in the CDC 114A file, and the original is scanned in the Electronic Records Management System (ERMS).

15. Restrain the inmate with handcuffs and escort him to his assigned unit/cell.
- C. The Facility Sergeant shall receive a copy of the CDCR 135, (Transfer Record) and assign the newly arrived SHU inmates a cell. After the inmates are placed into cells, the CDCR 135, with the identified cells, shall be taken to Central Control. A copy of the CDCR 135 with the identified cells shall be retained in the SHU Facility program office.
- D. The SHU Facility nursing staff will interview each newly arrived SHU inmate to identify any medical concerns prior to an inmate's placement in the assigned SHU cell. An initial assessment of the inmate's mental health concerns shall also be addressed.
- E. Inmates arriving with visible injuries, complaints of injuries, or information that could be construed as the inmate suffering an injury shall be photographed at the time of admittance. A CDCR 7219, Medical Report of Injury or Unusual Occurrence, shall be generated by the nursing staff.

If the inmate is alleging injury due to staff, a Lieutenant shall conduct a videotaped interview. The video camera operator (Sergeant) will also record all visible injuries. The Lieutenant shall generate a "Report of Findings" document relative to the interview and follow all Allegation Procedures as per OP 439.
- F. The SHU Facility Sergeant will screen all new arrivals for appropriate housing and the Lieutenant will conduct a review. This screening requires a comprehensive ERMS/SOMS review of every arriving inmate. This review includes the completion of a CDCR 1882, Initial Housing Review, completed through Strategic Offender Management System (SOMS).
 1. Determination of inmate double or single cell housing is based upon ERMS/SOMS review and Departmental policy. Items to consider when making this determination include, but not limited to disciplinary history, gang status, safety concerns, commitment offense, in-cell violence, predatory behavior, etc.

Information necessary for the reviewing officer to safely make this determination include the following:

- a. Abstract of Judgment
- b. Institutional Staff Recommendation Summary (ISRS)
- c. Probation Officer Report
- d. Offender Separation Alerts (Enemy lists) located in SOMS
- e. Rules Violation Reports (RVR)
- f. Counseling Chronos (CDC 128)
- g. SOMS Classification Committee Chrono
- h. CSR Endorsement
- i. Confidential Section memorandums or Chronos.

2. SHU Developmental Disabled Program (DDP) inmates will be housed according to Departmental policy. The ADA Coordinator shall be contacted (Extension 7491) and provided with information on all DDP inmates.
3. Facility 4A is designated to house Disability Placement Program (DPP) inmates requiring the use of wheelchairs within the cells.
 - a. During processing, the Lieutenant/Sergeant shall review and print the Disability and Effective Communications System (DECS) for each new arrival. The Lieutenant/Sergeant shall review all applicable DECS reports and discuss pertinent information with building staff to ensure inmates are properly housed.
 - b. All DECS reports reviewed by the Lieutenant/Sergeant in determining proper housing shall be forwarded to the Housing Unit.
 - c. The Lieutenant/Sergeant shall ensure all medical appliances listed in the DECS are forwarded to the Housing Unit with the inmate at the time of escort to the Unit. Staff will ensure the medical appliance is added to the housing unit Appliance Inspection Log.
- G. Validated STG members and/or associates endorsed to the SDP are housed primarily on Facility 4B, as bed space allows. An inmate in the SDP will not be ordinarily housed on a permanent basis in Facility 4A, unless he is an approved participant in the Debrief Process or he is DPW and is housed in 4A1L.
 1. Once an offender is reviewed by DRB or ICC and placed into the SDP they will be housed accordingly:
 - a. Offenders in Step 1 may be housed anywhere on Facility 4B except in the same section as those offenders participating in Step 4.
 - b. Offenders participating in Step 2 are primarily housed in 4B2L, however they may be housed in 4B1L.
 - c. Step 3 will be located in 4B1R initially and depending on the growth of the program in 4B1L.
 - d. Step 4 will be located in 4B4R and depending on the growth of the program in 4B4L. Once an offender has completed Step 4 and is pending transfer to a GP or SNY, the offender will remain in the SDP pending transfer as bed space allows.
- H. STG Members and/or Associates endorsed to complete Phase 1 of the debriefing process will be housed in 4A3R.
- I. SHU Inmates that fall under the ADA DPW will be housed in 4A1L.
- J. Inmates with history (within previous 12 months) of "Gassing" will be placed in a cell with a solid door or Plexiglass covered cell door, if solid door cells are unavailable.
- K. Inmates will be single celled pending Classification Review for the following:
 - Sexual predatory behavior
 - Age 18 or younger
 - Unresolved Safety concerns

Inmates are eligible to be single celled pending Classification or further review by the Facility Captain, Administrative Officer of the Day (AOD), CDW, or Warden if they have a history of In-cell violence (victim/aggressor).

- L. Inmates identified as being "Heat Risk" pursuant to the Uniform Heat Trigger (UHT) list should be housed on the first tier.
- M. The SHU Property Officer will process all SHU inmate property arriving by CDCR Transportation or arriving via any other means per DOM SUPPLEMENT 54030, Inmate Property.
- N. Upon a SHU inmate's admission into his assigned housing unit cell, the housing unit officer shall initiate a CDC 114A and cell inspection form Exhibit B.
- O. The SHU housing unit officer will enter the new arrival's name on the CDC 114A, identifying the cell number assigned and time of arrival to the unit and review the completed CDC 114A-1 and CDCR 1882.
- P. The Housing Unit Officer will ensure the inmate's photograph is posted on the unit picture board.
- Q. On the date an inmate is admitted into SHU the following is issued:
 - SHU Orientation pamphlet (CDC 128B placed in inmates CDC 114A file)
 - A complete issue of clothing/linen
 - One request form (GA 22)
 - One tooth brush (SHU approved)
 - Tooth powder
 - One cup
 - One spoon
 - One roll of toilet paper (center, cardboard roll removed)
 - Two half bars of soap
 - One pen filler
 - Five sheets of writing paper
 - Two CDCR 602 (Inmate appeal) forms, (CDCR 22, Request for Interview, Item or Service appeal forms will be given upon request, and the CDCR 602 MH, Mental Health appeals, will be given upon request)
 - Two CDCR 602-A forms (Inmate appeal additional page – only one per appeal allowed).
 - Two Request for Interview forms
 - Metered envelopes will be provided per, Inmate Mail DOM Supplement 54010
- R. Combative or recalcitrant inmates refusing to exit the transportation vehicle will be removed under the protocol of Controlled Use of Force as per Department Policy.

Sec. 203 Inmate Placement and Cell to Cell Movement

- A. Initial cell placement for SHU inmates is based on the information obtained by the reviewing Lieutenant/Sergeant during the ERM/SOMS file review.
- B. The inmate is allowed to retain all life-sustaining medications, health care appliances, ambulatory prosthetics including metal prosthetics, and prescription glasses, after review and concurrence by the on duty nursing staff. Record all items retained by the inmate on his CDC 114A-1 and add the medical appliance to the housing appliance log.

NOTE: Unless an appliance presents an immediate threat to the safety and security of the institution or is collected as evidence, inmates shall not be denied immediate access to prosthetic devices or healthcare appliances. Exception to this is when there is documented evidence that the inmate utilized the prosthetic appliance or healthcare appliance as a weapon or any other purpose other than design intent. If a medical appliance is taken, a CDC 128B will be completed, on the same date of confiscation, and forwarded to the Facility Captain, Correctional Counselor II (CCII), Chief Medical Executive, and the ADA Coordinator AW for review.

Sec. 204 Minimum Eligible Release Date (MERD) Housing

Facility 3A03/3A04/ASU1 Administrative Segregation Unit (ASU) remains the primary housing for those inmates with an expired MERD or Indeterminate releases pending transfer to a General Population (GP)/SNY.

Sec 205 Security/Welfare Checks

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. During First Watch hours, officers shall conduct all Security/Welfare Checks using a pre-programmed silenced "First Watch PIPE." The "First Watch PIPE" does not emit an audible beep during use and only flashes a red Light Emitting Diode (LED). Officers conducting Security/Welfare Checks using the "First Watch PIPE" must ensure they observe the flashing red LED when conducting their Security/Welfare Checks. The "First Watch PIPE" shall be marked identifying it as equipment for First Watch use only. In the event the Guard One Rounds Tracker software or equipment is not functioning properly, staff will immediately notify the custody supervisor for follow up. For any technical assistance regarding the Guard One Rounds Tracker System staff will contact Enterprise Information Services staff. If staff cannot return the Guard One Rounds Tracker software or equipment to service in a timely manner, staff will utilize the manual methods detailed on the Security/Welfare Check Manual Tracking Sheet. Refer to (OP 226) Welfare Checks.

CHAPTER 300 – CLASSIFICATION RESPONSIBILITIES

Sec. 301 Procedures to be followed During Classification

A. CSP-COR SHU has two yard group designations:

- Walk Alone (W/A)/Small Management Yards (SMY's)
- Reintegrated/Mixed for SDP inmates in the last six months of Step 4

Yard group assignment is based on the inmate's case factors.

B. Inmates designated as members/associates of STG'S requesting to debrief, will be referred to the Institutional Gang Investigations (IGI) office. The inmate will be placed on "single cell/walk alone" status pending IGI review and ICC action.

C. During ICC if additional investigation/interview(s) are required, ICC will assign this task via "referral slip" to a designated staff/unit to complete. All issues relative to STG validated inmates shall be referred to the IGI Sergeant, all other investigations shall be completed by the Housing Unit Sergeant.

D. When an inmate is validated through IGI and the Office of Correctional Safety (OCS), the inmate will be scheduled for the STG Unit Classification Committee (UCC) within 30 days of the institution's receipt of a completed CDC Form 128B-2.

E. ICC is responsible to review the validated STG cases as outlined in OP 223.

- F. Periodic reviews of class member's retention in SHU units will be conducted in accordance with Memorandum dated September 15, 2014, entitled, Priority Case by Case Review for MHSDS Long Term Segregated Inmates.

CHAPTER 400 - RECORDS

CDC 114, CDC 114A, and CDC 114A-1 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, legible and in ink. Errors shall 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 CDC Form 114, Isolation Logbook

- A. When an inmate enters SHU for purposes of a housing assignment, his name, CDCR number, date, time and cell he is being assigned to will be neatly printed in the designated place in the logbook.
- B. All inmate movement will be recorded in this logbook. If an inmate is escorted to dental, medical, visiting, or inter-unit movement (cell change); it will be noted in the CDC 114.
- C. All correctional staff assigned to the SHU unit will sign in and out of the logbook under "Officer's Roster" on the right side of the book.
- D. Upon entering the SHU unit medical staff will sign the logbook in the section titled "Doctor's Roster". The time they enter and the time they leave the unit will be logged.
- E. All personnel or visitors entering the building will sign the logbook in the designated place titled "Official Visitors". They will also note the time entered and the time they leave.
- F. The CDC 114 will be initiated daily by First Watch staff. First Watch Control Booth Officer staff will enter the inmates' names, CDCR number and housing accurately. He/she shall ensure correctness in date, housing, spelling and correct CDCR number.

Sec. 402 CDC Form 114A, Inmate Segregation Record

- A. CDC 114-A is a daily chronological record of an individual inmate's activities in SHU. All significant information relating to the inmate during the course of his assignment in SHU from reception to release will be entered on the form in chronological order. A CDC 114-A will be maintained on each inmate housed in SHU. Unit officers shall maintain accurate CDC 114-A files on all inmates within their assigned area. A new CDC 114-A will be prepared each Monday by Second Watch staff. However, if a CDC 114-A is completely filled out, the officer making the last entry will prepare and begin a new CDC 114-A. Each section officer will maintain accurate CDC 114-As and used in the following manner.

Form Header

1. CDCR NUMBER and NAME:
2. CELL: Enter inmate's cell location in full, denoting facility (4A or 4B), housing unit (1, 2, 3, or 4), (left or right), cell (1-64), bed (left or right), (Example: 4A4L-18L)

Record of Daily Activity

All inmate activities/contacts must be documented in detail. Staff completing this record shall record all program, activities and services afforded segregated inmates. Staff shall additionally document any unusual behavior displayed by the inmate while confined in segregation.

Appropriate Symbols to be used in columns:

- X Item completed (applicable to; cell search cell inspection, shower, supplies issued, linen exchange, clothing exchange, medical/psychiatric contact, administrative contact visit legal library, meal, trash disposal, cell maintenance/repair, count, time out to yard, time in from yard)
- R Refused
- N No yard pending ICC
- S Security
- M Medication
- MD Doctor/RN
- D Dental
- P Psychiatric

3. All entries within the columns utilizing symbols *R*, 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, etc.

4. Staff Comments

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

- a. Cell Search = List of confiscated items (logged in Cell Search Log Book)
- b. Cell Inspection
- c. Shower
- d. Supplies = Specifically list supplies issued
- e. Linen Exchange
- f. Clothing Exchange
- g. Medical/Psychiatric Contact
- h. Administrative Contact
- i. Visit = Time out and return from visit
- j. Legal Library = Time out and return from Law Library (Logged in Law Library Book)
- k. Meal noted by B, L, D for Breakfast, Lunch or Dinner or R for a refusal
- l. Trash Disposal
- m. Cell Maintenance/Repair
- n. Count
- o. Yard = Time out to yard, Time in from yard
- p. Any adaptive support for a DDP inmate as well as the Adaptive Support Logs
- q. Disruptive Behavior = Any and all acts of misbehavior will be recorded.
- r. Any and all documents served (CDCR 115, etc.)
- s. Disciplinary Hearings Results
- t. Interviews, inmate appeals etc.

The CDC 114A (of inmates who have transferred from CSP-COR SHU) and all related documents (property sheets, CDC 128, etc.) will be stapled together, secured in a sealed manila envelope and hand delivered to the building Sergeant, who will forward them to the Level III Records Office for scanning.

5. Maintenance of CDC Form 114A Folders.

- a. Upon receipt of an inmate into the housing unit, a CDC 114A folder will be prepared for maintaining of all documents relating to the inmate's custody, behavior and cell.
- b. Each bed in each cell will have a CDC 114A folder, which shall be maintained, in the Housing Unit Officer's Station.
- c. The right side of the folder will contain all current CDC 114A sheets.

The left side of the folder will contain all pertinent documentation (in listed order) such as CDC 114A-1, CDCR 1882, SOMS ASU Placement Notice and relevant CDC 1030s, CDCR 7219 with any CDCR 1845 and CDCR 7410's, a DEC sheet, any CDCR 128A's, and CDC128B's, all past CDCR 1882B'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 with the CDC 114A.

- d. When an inmate has been the victim of a battery, is the perpetrator of a battery, or has otherwise been identified as having validated safety/enemy concerns with another inmate in SHU, the Housing Unit Sergeant will complete a CDC 128B, Closure Chrono and make notation in the CDC 114A. IGI staff will normally complete closure reports for validated inmates.

The Chrono and CDC 114 notations shall explain the circumstances and refer the inmate to ICC. A Correctional Lieutenant or above will place the inmate on single cell status pending the ICC review.

- e. When an inmate is involved in a "fight", whether it is in cell or on the yard, the inmates will be separated and not re-housed together. IGI staff shall investigate fights involving validated inmates. Fights involving all other inmates shall be handled as follows:

The assigned housing Sergeant at the time of the fight is responsible to conduct face to face interviews of both combatants, coupled with additional review of the inmates' ERMS/SOMS file, CDC 114A's, discussions with assigned staff, inmate witnesses or informants and any other form of information needed in order to ascertain the cause and/or circumstances which lead to the fight.

The Sergeant will notify the Facility Lieutenant of their discovery and complete a closure report, CDC 128B. The Facility Lieutenant shall review the completed closure report and make distribution the same day, unless other circumstances prevent it, but no later than the following workday. In the event confidential information is obtained as a result of the interview process, the assigned Sergeant will complete a confidential closure memorandum report and submit it for review and approval to the Facility Captain via their respective chain of command. If, as a result of the interviews and evidence available at the time of the event, it is determined it was an isolated incident and does not meet the established criteria as an In-Cell Assault per OP 224, and absent any other factors (i.e. identified safety concerns, allegations of sexual assault etc.), which require either inmate to be placed on single cell status, the Lieutenant/Sergeant is responsible to initiate the process of locating and re-housing the inmate(s) with another compatible cellmate.

If information requires an inmate be placed on single cell status; the Lieutenant and respective Sergeant are responsible to ensure this information is clearly documented and justified in the closure report. Copies of all non-confidential closure reports shall be distributed to the Facility Captain, CCII Supervisor, Facility Lieutenant and Building Sergeant within 24 hours to ensure proper notification and/or that the inmate(s) are seen in ICC within ten (10) days of the incident.

In addition, place copies of the all closure reports (with the exception of confidential reports) in the inmate(s) CDC 114A Segregation File and/or the Incident Package.

- f. Distribute the Closure Chrono to the following:
 - Original to ERMS/SOMS file
 - Facility Captain
 - Copy to inmate
 - Copy to Facility CC II
 - Copy to inmate's Correctional Counselor I (CCI)
 - Copy to CDC 114A file.

6. Purging, Storage and Routing of CDC 114A Records

First Watch building staff is vested with the responsibility of purging the CDC 114A folders each month. The purging shall be as follows:

- a. On the first day of every month, ALL First Watch SHU Building Floor Officers will purge appropriate CDC 114A forms from the CDC 114A folders, leaving the last 3 months of records to include the last ICC action.
- b. The purged CDC 114A forms 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.
- c. The folders containing the purged CDC 114A's shall be collected and delivered to Records by the First Watch S&E.
- d. The SHU Facility Sergeants shall conduct weekly audits of the units CDC 114A folders. Audit sheets will be completed and to be turned into Facility Captain to ensure compliance with departmental mandates.

Sec. 403 CDC Form 114A-1, Inmate Segregation Profile

On the date of an inmate's arrival to CSP-COR for SHU placement, a review of the inmate's ERMS/SOMS file will be conducted by one of the Sergeants assigned to SHU and or the Watch Commander if the inmate is received during First Watch. The reviewing supervisor will complete a CDC 114A-1 for each inmate received and ensure every box and section is completed. These files are to be updated every 90 days by the First Watch assigned unit officer. The Housing Unit Sergeant will conduct weekly reviews to ensure the files are being updated every 90 days.

Sec. 404 CDCR Form 1882, Initial Housing Review

The CDCR 1882 is to be completed electronically by a Lieutenant or Sergeant on all inmates being housed in SHU. The completed CDCR 1882 will be distributed as indicated on the form.

Sec. 405 CDCR Form 1882B ASU/SHU Double Cell Review

- A. Unless approved for single cell assignment, or other administrative safety concerns are determined, an inmate in SHU is expected to share a cell with another inmate. All sections of the CDCR 1882B shall be complete prior to physically placing two inmates into a SHU cell together.

B. Approval of double cell assignments is based upon ICC action indicating the inmate is double cell cleared. Interviews will be conducted with each inmate. A Correctional Lieutenant will conduct an ERMS/SOMS file review on each inmate to determine compatibility and evaluation of case factors. Both inmates will be interviewed and both are required to sign the CDCR 1882B agreeing to compatibility.

If an inmate refuses to sign the agreement, then this shall also be documented in the designated section of the form and is considered a refusal of Double Cell housing assignment.

If the inmate signs but makes any notations on the form (i.e. "unwilling consent, being coerced/forced") this is also considered a refusal and is grounds for disciplinary actions pursuant to CCR, Title 15, Section 3005 (c), for the specific act of Delaying, Obstructing a Peace Officer in the Performance of Assigned Duties/Refusal to Accept Assigned Housing, a Division "D" Offense. In these instances, the inmate will be temporarily placed Single Cell pending ICC review.

C. The housing of SHU and ASU (Expired MERD) inmates together is permitted. ASU inmates may be placed on double cell status with a compatible SHU inmate.

D. The approving Correctional Lieutenant, or above is responsible for reviewing the CDCR 1882B entirely, for completion and accuracy.

E. The approving authority may determine there is no information available to indicate that the inmates are incompatible, but there are other circumstances, which lead the evaluator to believe that approving the assignment is contrary to legitimate penological interests or may threaten institutional safety and security. In these cases this information will be documented on a CDCR 128B and forwarded to the respective Facility Captain prior to the end of the shift. The inmate may be placed on temporary single cell status pending further review by the Facility Captain.

F. When evaluating compatibility, the approving authority shall consider each inmates background, and make a discretionary decision based on the following:

- Enemy and victimization history
- Security Threat Group
- Criminal influence demonstrated over other inmates
- Vulnerability of the inmate due to medical or mental conditions and treatments
- Prior housing due to safety concerns
- Reason(s) for SHU placement
- Age and social/ethnic background

CHAPTER 500 - SECURITY

Sec. 501 Searches

Cell Searches/Inspection of SHU

A. A search of the cell is required prior to an inmate's placement in a cell or departure from the unit. Follow the universal precaution policy during all cell searches. When a cell move occurs, both inmates entering and exiting the cells will undergo an unclothed body search and all property searched. The housing unit staff will document this on a CDCR 1083, property form. All cell searches will be recorded in the building search log and the inmates CDC 114A, in addition update the Exhibit "B" to reflect any damage to the cell caused by the inmate (i.e., cutting, caulking).

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

B. Rubber Mallet Security Checks

1. Rubber Mallets assigned to the housing units are 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 is stored in each facility control booth. The mallets utilized for the exterior of the building windows are stored in Complex Control when not in use.
3. The Outer Window mallet inspections shall be conducted once a week (every Saturday) by the Third Watch Facility S&E and recorded on the Daily Activity Report (DAR). Inside mallet inspections are conducted whenever cells are searched in the housing units.
4. Any structural integrity issues must be reported immediately and a work order shall be submitted for immediate repairs.

C. DOM Supplement 52050.16, Searching Inmates Housing Units, provides further requirements regarding cell searches.

D. Unclothed Body Searches of SHU Inmates

1. During non-emergencies, all SHU inmates exiting a cell will submit 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.
 - b. All unclothed body searches are conducted within the inmate's assigned cell, or holding cell/yard when returning to the assigned cell.

E. Yard Searches

1. Inspect the yard and sallyport doors for proper operation and structural integrity on both Second and Third Watch. This inspection includes testing of the control booths electronic door operation inclusive of proper operation of the override function. Notify the Unit Sergeant of any discrepancies immediately. The Unit Sergeant shall conduct weekly audits to ensure all yard searches are logged in the Unit Logbook.
2. The yard sink, shower and toilet are inspected for proper operation.
3. Without exception yard sally ports, concrete yards, and SMY's shall be searched for weapons and contraband prior to initiating yard release.

Search exercise yards following any incident, these inspections are logged in the Unit Logbook. The first line supervisors 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 that searched the yard in the CDCR-837, Crime/Incident Report.

F. 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 in the Unit Logbook.

G. Unit Securities

1. At the beginning and conclusion of each shift, Unit Staff shall conduct a tour of the unit, which shall consist of:
 - 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.
 - The tiers are free of contraband and debris.
 - All doors and locking devices are operational.
 - Firefighting equipment inspection

Sec. 502 Inmate Property/Special Purchases and Annual Packages

- A. All personal and legal property items for inmates assigned to SHU will be issued and handled pursuant to CSP-COR DOM Supplement 54030, Inmate Property and/or Article 43 of the DOM. Non-rechargeable batteries necessary to operate a health care appliance medically prescribed such as a Digital Talking Book Machine/Pocket Talker are authorized.

Sec. 503 Key, Tool (to include housekeeping tools) and Equipment

- A. All keys, tools (including housekeeping tools), and equipment shall be inventoried at the beginning and end of each shift, requiring the signature of staff.
Only authorized personnel shall be issued keys, tools (including housekeeping tools) and equipment designated for their assignment; ensuring these items are not used in a manner inconsistent with their design purpose per DOM Sections 52040 and 55020.
- B. All keys, tools and equipment, when not in physical possession by correctional personnel shall be maintained in its secured designated area.
- C. 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 are not allowed to vacate the area from which the equipment was used prior to the inspection.
- D. 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.
- E. 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.
- F. In the event that any keys, tools or equipment are not accounted for, the first line supervisor will be immediately notified. All inmate movement will cease and a comprehensive search conducted. At the conclusion of the search, a memorandum completely describing the circumstances surrounding the occurrence and the action taken will be prepared for the Facility Captain's review

prior to the end of the respective shift. During non-business hours the Watch Commander will notify the AOD.

G. Authorized Restraint Equipment:

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

Sec. 504 Escorting Inmates

A. General Information

1. All SHU inmate movement shall be under direct officer escort. All staff shall wear a protective face shield on the SHU facility within the housing sections. The wearing of Face Shields is optional for Mental Health Practitioners.
2. Inmates must submit to an unclothed body search prior to being restrained and escorted from their cell.
3. Escorts are one on one in the unit (to include escorts to the exercise yard), unless determination has been made for two on one based on the inmate's exhibited behavior. When making a determination regarding escort coverage, the inmate's current behavior and disciplinary history should be considered.

All inmates when placed into Security Housing Unit (SHU) or on SHU status (i.e. hospital etc.) will be screened by the Lieutenant placing the inmate in SHU for the appropriate escort status. A determination of two (2) officers on one inmate or one (1) officer on one inmate for escort will be designated.

When the Lieutenant makes the determination regarding escort coverage, the inmate's reason for placement into SHU (i.e. current behavior) should be considered. An example would be (but not limited to) an inmate that has a history of recent staff assaults should be considered for 2 on 1 escort.

The Facility Captain during ICC will re-evaluate the inmates escort status and make any appropriate changes based upon a case by case review.

If an inmate is designated 1 on 1 escort exhibits behavior which threatens the safety of staff or the institution an officer can immediately, temporarily, place the inmate on 2 on 1 escort status. The temporary placement on 2 on 1 escort status shall be documented on a CDCR 128B and forwarded to the Facility Captain by close of business.

The Facility Captain will re-evaluate the escort status within 24 hours of being placed on temporary 2 on 1 escort. A placard will be put on the door for inmates designated 2 on 1 escort to ensure staff is aware of the additional security to be utilized while under escort.

When the cell door is opened 2 officers will be present at the cell door for coverage. 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.

During these lead chain escorts, it is mandatory a Sergeant be present throughout the entire escort. An escort is defined as follows: When an inmate departs from Point "A" and arrives at

Point "B". A lead chain shall not be used for more than six inmates at one time. Lead chain escorts with three to six inmates shall have a minimum of three officers and one Sergeant present at all times. Waist chains will not be utilized on a lead chain.

B. Shower Escorts

1. All SHU inmates shall be physically escorted to and from showers at all times.
 - a. Allowable items in possession of the inmate for shower release:

<u>ITEM</u>	<u>QUANTITY</u>
Prescription Glasses	one pair
Soap	one bar
Soap Dish	one (non-metal, clear case only)
Towel	one
Undershorts	two pairs
T-shirt	one
Shampoo	one container
Conditioner	one container
Shower Shoes	one pair

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

C. Classification Committee Escorts

1. The inmate will be placed in restraints at the cell door and escorted to his place in line to await Classification Committee.

Inmates will be retained in restraints and placed in a standing position facing the wall. **NO TALKING IS ALLOWED.**

- a. The inmate will assume a straddled seated position.

D. Escorts Departing or Returning to the Unit

Staff are required to appropriately communicate with the control booth and/or floor officers to direct the opening/closing of identified cell doors by first positively identifying, confirming, and collectively agreeing to the identity of the inmate(s) through the use of the picture boards, and other staff prior to opening the cell or yard door. Upon departure or returning to their respective housing units, all inmates are 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 are subject to an unclothed body search on the yard prior to returning to the housing unit. However, in the event of inclement weather, a rotunda or hallway holding cell shall be used to complete the unclothed body search.

E. Escorting Inmates in a Wheelchair or with an assistive device (i.e. walker/cane)

Place the inmate in waist chains prior to removal from his cell. Restrain the inmate with waist restraints if the inmate is in a wheelchair, or requires an assistive device such as a walker/cane.

F. Escorting or Removal of Inmates under Adverse Circumstances

1. If it is necessary to remove inmates 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(s) will not be removed

from the cell without a supervisor present, and must be accompanied by at least two Correctional Officers.

2. Inmate(s) will not be removed from a cell for counseling purposes unless supervisory personnel responsible for that area are present.

Sec. 505 Daily Schedule (with the exception of yard recall and count, all times in this schedule are approximate):

TIME	ACTIVITY
0600	2/W Shift Change/Equipment Inventory
0600	Security Checks as per Guard One Procedure /Building Inspection
0600	Bright cell lights on
0630	Commence Morning Meal
0630	Nurse Rounds
0715	Meal Tray and Refuse Collection. Search of Exercise Yards and Common Areas by Housing Unit Staff.
0800	Announce & Initiate Yard Release (Except 4A on Wednesday/4B on Tuesday during ICC)
0830	Conduct 3 Cell Searches upon completion of Yard Release
1130	Return Inmates on yard back to cells.
1130	Search of Exercise Yards & Common Areas by Housing Unit Staff
1130	Announce & Initiate Yard Release
1400	3/W Shift Change/Equipment Inventory/unit securities
1430	Initiate Shower Program
1530	Yard Recall
1600	Searches of Exercise Yards & Common Areas by Housing Unit Staff
1600	Food delivered from Level IV kitchen
1615	Commence Evening Meal
1630	Count Time (Standing Count)
1715	Initiate Meal Cleanup & Refuse Collection
1800	Cell Searches and Walk Alone Yard Searches
1800	Nurse Rounds
1845	Mail Call
2030	Unit Security Check & Conclude Shower Program
2100	Count Time/Place Unit on Dead Lock
2200	1/W Shift Change/Equipment Inventory/unit securities
2200	Bright cell lights off
2215	Conduct Security Check of Unit Initiate CDC 114, Isolation Log, for the Day
0001	Count Time (Negative Count)
0030	Security Check
0230	Count Time/Security Check
0400	Initiate Cleaning of Office, Rotunda
TIME	ACTIVITY
0500	Count Time/Facility Sergeant Will Inspect Unit for Cleanliness
0530	Conclude File Updates
0545	Unit Wake Up Call/Activate All Unit Lights
0600	Shift Change

Sec. 506 Weekly Schedule

A. Laundry 4A and 4B Facilities

Subject to change due to program modifications.

DAY	FACILITY	ACTIVITY/LOCATION
Thursday	4B	Delivery/Pickup of Laundry Carts for laundry bag collection. Delivery of clean linens. Near access gate.
Wednesday	4A	Delivery/Pickup of Laundry Carts for laundry bag collection. Delivery of clean linens. In front of 4A Clothing Room.

B. Supplies IV-A and IV-B Facilities

Subject to change due to program modifications.

DAY	FACILITY	ACTIVITY/LOCATION
Wednesday	4A	Delivery of supplies to be issued by third watch.
Thursday	4B	Delivery of supplies to be issued by third watch.

C. Law Library Schedule:

Library staff will schedule inmates to the library with the Priority Legal User (PLU) being given physical access first. Upon all PLU inmates receiving a minimum of two hours of physical library access per week, the General Legal User (GLU) will be scheduled for the remaining portion of the day or week for physical access. The SHU Law Libraries will operate Monday through Friday from 0800 hours to 1500 hours, excluding holidays and temporary staff vacancies.

D. Medical/Doctor's Line

Non-emergency doctor, nurse and dental lines, at both facilities will be conducted pursuant to the posted ducat list. All Medical/Dental lines will be escorted by Facility/Health Care Escort staff.

F. Canteen

- Facility 4A: As scheduled by the Canteen Manager and is received/issued by second watch and third watch staff.
- Facility 4B: As scheduled by the Canteen Manager and is received/issued by second watch and third watch staff.
- The process of issuing canteen will be initiated within 24 hours of receipt in the building. Situations involving the issuance of canteen exceeding 72 hours requires written notification from the building Sergeant to the Facility Captain.

G. Institutional Classification Committee

DAY	FACILITY
Wednesday	4A
Tuesday	4B

Sec. 507 Shower Procedure

- A. Each inmate assigned to the SHU shall be afforded three opportunities to shower per week.

- B. Showers are conducted on Third Watch, commencing at approximately 1430 hours and concluding at approximately 2100 hours.
- C Showers are conducted six (6) days a week.

In the event a lower tier shower is inoperable, inmates with documented mobility impairments, i.e. DPP will be escorted to an adjoining section to be showered on the lower tier. Under no circumstances, will a mobility impaired inmate shower in an upper tier shower.

Sec. 508 Razor Control

- A. Inmates assigned to SHU will be assigned a disposable razor upon date of assignment to the facility.
- B. The razor will be marked with the inmate's bed number and bunk designation (Example 37L).
- C. All razors will be maintained in a razor board holder and secured within the housing unit. When utilized to issue razors on the tier, the razor board will never be left unattended by unit staff.
- D. Inmates shall only use the razor within the showers.
- E. 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, unit supervisor shall notify Facility Captain or AOD for possible placement on Contraband Surveillance Watch (CSW) as per DOM Supplement 52050.23 and razor privileges may be suspended for a period of up to 90 days via disciplinary proceedings.

- F. All razors shall be secured inside the housing unit for security and accountability. The Floor Officer shall exchange each razor on a one for one basis only. Razors shall be replaced weekly. All used razors shall be secured inside hard plastic buckets currently in place within each housing unit. The buckets are similar to "sharps" containers in that they have a lid to protect staff from injury during the transport to the trash bins. The trash bins are located adjacent to each housing unit and they are secured with padlocks when not being used.

Sec. 509 Clothing/Linen

- A. Exchange Procedure:

- 1. Clothing and linen exchange will be conducted on Third Watch.
- 2. Clothing items are laundered once a week by the bag system. Linen items will be exchanged one for one weekly. Any surplus of clean linens will be placed in clear plastic bags on top of the soiled laundry carts and returned to the Facility Clothing Room.

- a. Maximum allowable state-issued items for laundering

- 1 Jumpsuit
- 4 Boxers
- 2 Towels
- 3 T-shirts
- 3 Pair of socks
- 1 Pillow Case
- 2 Sheets
- 1 Jacket

➤ 1 Jacket

3. Blankets will be exchanged one for one bi-annually . Inmates requesting an exchange prior to the next scheduled exchange will be required to utilize the laundry request procedure.
4. All clean laundry bags will be returned to the inmate population per the laundry schedule. Prior to returning a clean laundry bag to an inmate, the contents will be searched for weapons and/or contraband.
5. Personal clothing, tennis shoes or linens placed into laundry bags will be confiscated by Clothing Room Staff.
6. Housing Unit Custody Staff will be required to sign the clothing room logbook to verify receipt of the clean laundry bags (i.e., clothing items).

B. Shoe Request Forms

1. Shoe Request Forms will be collected by housing unit custody staff during collection of soiled laundry bags and forwarded to the Facility Clothing Room. This request will be placed in the laundry mailbox located in the Program Office.
2. Clothing Room staff will check each inmate's Clothing Record Card and issue shoes accordingly to the Housing Unit Custody Staff for distribution to inmates.
3. Housing Unit Custody Staff is required to sign the Clothing Room logbook to verify receipt of shoes.

C. Replacement of State-Issued Items

1. Inmates requiring replacement of clothing items/shoes or towels will notify their Housing Unit Officer via a laundry request form.
2. Housing Unit Custody Staff will verify the need for replacement by viewing the articles being requested for replacement or exchange.
3. The Facility S&E will collect laundry request forms prior to end of shift..
4. Clothing Room staff will check each inmate's Clothing Record Card and issue replacement clothing/towels, shoes and blankets accordingly.
5. Replacement clothing/towels will be placed in a clear plastic bag and placed in the laundry cart with clean laundry bags for distribution.
6. Housing Unit Custody Staff is required to sign the Clothing Room logbook to verify receipt of replacement items.

D. Accountability:

Inmates will be held 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 the inmate is unwilling to sign a CDCR 193, a hold will be placed on the Inmate's Trust Account.

E. State Clothing Limits

State Clothing: Each inmate assigned to SHU will be issued the following state clothing in quantities as listed:

ITEM	AMOUNT
Jumpsuit	2
Socks	6 pair (gray or white, solid color only, no stripes or logos)
Boxers	6 (White only)
Undershirts	3
State Tennis Shoes	1 pair (Black slip on)
Towel	2
Jacket	1

Sec. 510 Supply Procedure

- A. Supplies are issued by third watch (Facility 4A supplies will be issued on Wednesday and Facility 4B supplies will be issued on Thursday) in quantities as listed below:

<u>ITEM</u>	<u>QUANTITY PER INMATE</u>
Toilet Paper	1 Roll
Tooth Powder	1 Ounce
Tooth Brush	1 for 1 (as needed)
Soap	1 bar
Pen Filler	1 for 1 (as needed, state issue type only))
Green scrub pad	one-half (1/2)
Concentrated Cleaner	1 Ounce
Writing Paper	20 sheets (<i>indigent inmates only</i>) normally issued on Tuesdays
Envelopes	5 (<i>indigent inmates only</i>)

- B. Supplies are ordered by SHU designated S&E Officer, with approving signature of the SHU Captain, and stored in the supply storage area.
1. A list of requested supplies will be turned into the Supply S&E officer by Housing Unit Staff at least two days prior to the supply day for that unit.
 2. The Supply S&E officer will issue all allowable supplies to the requesting Housing Unit Staff prior to the units supply day.
 3. Housing unit staff will issue requested supplies to the inmate and write each item issued on the inmate's CDCR 114A.
 4. During cell searches, inmates found in possession of state items (bars of soap, toilet paper, tooth brushes, etc.), in excess of allowable limits will have the excess items removed from the cell. A receipt will be issued for items removed.

Sec. 511 General Housekeeping

- A. Housing Unit Custody Staff is responsible for the general cleaning of all work areas on a daily basis (sweeping, mopping, and scrubbing).
1. Each watch will ensure that their work area is maintained in a clean and sanitary condition.
 2. Any standing water observed by staff will be promptly reported to the maintenance department, if required, and mopped up immediately by staff.
- B. All supplies stored in the Housing Unit will be kept orderly and perpetually inventoried.

C. The assigned Housing Unit Sergeants will conduct weekly inspections to ensure a clean sanitary working /living environment in all areas within the facility.

1. Each Housing Unit will be inspected. Areas inspected will include individual sections, cells, showers, office areas, workstations, supply/storage areas and all assigned equipment. Additionally, all documentation, i.e., Building Inventory Logs, CDC 114A, Cell Search Logs, etc., will be reviewed by the building Sergeant to ensure accuracy of record keeping by subordinate staff.

The CDC 114A will be updated by the Housing Unit Sergeant after each ICC to include enemies, current yard status, and cell status.

All CDC 114A Log folders will be purged of all log sheets (right side) to reflect at least the 3 last months of activities to include the last ICC action. 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 logbook.

D. 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.

E. Showers

1. Unit showers shall be disinfected daily on Third Watch. Inmate volunteers may disinfect the showers daily, after individual use. 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 section officer(s) 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. 512 SHU Visiting Procedures

- A. Visiting privileges for inmates housed in SHU will be in accordance with DOM Section 54020.
- B. When notified by visiting staff of an inmate's pending visit, the SHU visiting escort pool/comprised of the eight unit S&E's from 4A and the eight unit S&E's from 4B will ensure the timely escort of the inmate to the appropriate Visiting Room.
- C. SHU visits are scheduled for one hour.
- D. Inmates will enter the Visiting Room from the visiting door located on the Control Plaza. The Visiting Room Control Station Officer controls the Visiting Room door. The Visiting Room staff will search the visiting booths before each visit. Upon completion of the visit, the visiting staff will call the SHU Housing Unit where the inmate is assigned. The Housing unit Sergeant will immediately send the Officer(s) to Visiting, to escort the inmate back. The inmate will submit to an unclothed body search upon his return to the housing unit.

Sec. 513 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. 514 Attorney Telephone Calls

- A. Attorney/inmate consultation by telephone is coordinated by the Litigation Coordinator who will submit the appropriate documentation of authorization to the affected facility.
- B. The inmate must give his consent for the telephone call prior to arrangements being made.
- C. The Facility Staff will place the telephone call from an area that provides a confidential setting for the inmate and his attorney.
- D. The telephone call will be collect.
- E. The Facility Staff will immediately notify the Litigation office of any circumstances that prevent or interfere with the accomplishment of this process (i.e., inmate refuses, no answer when call is connected, unit incident that prevents staff assistance, etc.).

Sec. 515 Meal Procedures

- A. Serving of all meals will be initiated immediately upon receipt of food items from the Level IV Kitchen. Unit staff shall 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 Level IV Kitchen unit staff shall 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 Kitchen and Building 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 food ports. To help insure food is delivered at the proper temperature, the trays will be prepared by the building staff in quantities sufficient to serve one tier of one section at a time.
 - 5. Prior to opening of the food port, the inmates will be ordered to stand to the extreme rear of the cell.
 - 6. If the inmate refuses to vacate the front of the cell, he will be informed this action is deemed a refusal of services. The inmate will again be ordered to the rear of the cell.

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 CDC 114A folder.

An inmate's refusal to eat will be appropriately documented on the CDC 114-A, and supervisory personnel will be notified. Initial notification upon the third missed meal shall be made to the Facility Captain.

The Sergeant will inform medical staff and the Lieutenant if an inmate states he is on a hunger strike or appears to be on hunger strike. When an inmate(s) refuse nine or more consecutive state-issued meals, they shall be identified as a participant of a hunger strike. It is not required that the inmate(s) disclose they are a participant in a hunger strike and or the specific purpose for the hunger strike. In the event an inmate declares himself to be on a hunger strike, staff shall follow the guidelines as established in OP 207. The Sergeant will also interview the inmate to ascertain the reason for the hunger strike, and make notification to administrative

staff after nine consecutive meals have been missed. The Lieutenant will prepare and submit daily reports regarding the situation to the Facility Captain. Each report will include information relevant to the inmate's acceptance or refusal of any food items delivered by staff and the total number of days the inmates has refused food. Custody staff shall notify medical staff of an inmate's participation in a hunger strike immediately. Medical staff shall weigh the inmate to determine a base line weight.

7. Food ports will be unlocked individually for issuance of beverages and meal tray, and immediately locked.
8. At no time will a pad lock ever be left unattended when unlocked.
9. Unit Staff will maintain possession of pad locks when unlocked.
10. 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 trays 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.
11. Inmates will be afforded at minimum twenty minutes from time of issuance to consume their meals.
12. 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 per housing unit will be sampled by unit staff.
2. Unsatisfactory food items will be immediately reported to the Supervising Cook I at the Level IV Kitchen.
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

Sec. 516 Cell Cleaning Procedure

- A. SHU 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 items.
- 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 Third Watch 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.)

D. Covering cell doors, cell windows and/or cell lights is prohibited.

E. All Plexiglas cell doors will be cleaned quarterly by Plant Operations as part of their preventative maintenance (PM). Any doors that contain feces, urine or any other bodily fluids will be reported to Plant Operations as an emergency work order.

Sec. 517 Protective Vests

A. All CDCR employees, regardless of personnel classification, entering the SHU, shall wear a Stab Resistant Vest when the employee is:

1. In direct contact with inmates within the SHU (unrestrained or restrained).
2. Escorting inmates housed within the SHU anywhere on institution grounds.
3. On the SHU unit tiers.

This includes SHU inmates housed in or being treated in CSP-COR's CTC. Stab Resistant Vest wear requirements shall extend to all official visitors in SHU as described in DOM Section 33020.16.2.

B. Lieutenants and below shall wear a Stab Resistant Vest as mandated by the Chief Deputy Secretary, Adult Operations, at all times once entering the Institutional Secured Perimeter.

C. 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.

D. Issuance and accountability of Protective Vests and inserts will comply with DOM Supplement 33020.16, Protective Vests.

Sec. 518 Protective Face Shields

Protective Face shields will be worn by all persons when entering any section area of a housing unit and approaching a tier or cell (optional for Mental Health practitioners), within 15 feet.

Sec. 519 Mechanical Restraints

A. Only departmental approved and issued mechanical restraints will be utilized by custody staff (pursuant to DOM Section 51020).

B. Types of restraint equipment.

- Handcuffs
- Waist chains
- Leg Restraints
- Lead chains
- Flex cuffs
- Lanyard/Safety Chains (Triangles)

C. Application of restraint equipment will comply with CCR Section 3268.2.

1. 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 handcuff's are applied, keyhole down, and double locked, 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 the inmate does not have the ability to assault staff with an unrestrained limb. Methods of restraints can include the use of waist chains in conjunction with the use of zip ties, 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.
- D. Waist chains will only be applied or adjusted when a SHU inmate is secured in a cell or holding cell. The application will be done through the food port door.
- E. At no time will a "hog-tie" technique be utilized.
- F. The following procedures apply to inmates identified with mobility assistive devices in the SHU:
 1. Inmates with mobility assistive devices (i.e., canes, walkers, etc.) will be placed in waist restraints at the cell door. The waist restraints will be applied through the cell food port. This permits the inmate to exit the cell while in restraints and at the same time will allow the inmate to have full use of his assistive device.
 2. Inmates requiring access to a wheelchair, without in-cell wheelchair requirements, may be placed in waist restraints at the cell door, through the food port. Upon having the cell door opened, the escort officer will provide the inmate with the wheelchair. The waist restraints allow the inmate to use his hands while assisting himself to take a sitting position in the wheelchair.
 3. DPW Inmates will seat themselves in their chair while in the cell and face the cell door. The inmate will place his hands through the food port with his thumbs up. Handcuffs will then be placed on the inmate through the food port. After the inmate is placed in handcuffs, the cell door will be opened on the instructions of the escorting officers. Staff will assist the inmate out of the cell, clearing the doorframe into the section area just outside of the cell. At this point, the inmate will be placed in waist restraints as follows:
 - a. One of the escorting officers will instruct the inmate to lean forward in the chair at the waist. The officer will hold the applied handcuffs by the chain link; this prevents the inmate from thrusting his arms during the application of the waist restraints.
 - b. The other escorting officer holding the handcuffs will instruct the inmate to raise his hands above to allow the officer applying the waist restraints to secure the chain around the inmate's waist, using both padlocks.

NOTE: The handcuffs on the waist restraints will be applied to the inmate's wrist in such a way that the already applied handcuff set is closest to the hands.
 - c. After the chain has been secured around the inmate's waist, the officer will instruct the inmate to place his hands onto his lap.
 - d. The officer will then place the inmate's right hand in the waist chain handcuffs. While maintaining direct control of the left hand, the officer will release the handcuff and guide the inmate's left hand to the other waist chain handcuff.
 - e. After the waist restraints have been securely applied, the escort officer will then remove the first handcuffs set.

- f. When returning the inmate to his cell, the procedure is reversed, relative to the safe application and removal of the restraint equipment.
- g. Escorting staff will ensure the transition from handcuffs to waist restraints (and vice-versa) is done in a direct and methodical manner, minimizing the potential for error.

G. Use of the Security Triangle (Lanyard Chain)

- 1. The Security Triangle is 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. The Triangle is used at the discretion of Custody Staff. A CDC 128B Informational Chrono will be issued and placed in the inmate's CDC 114 Log, authorizing the continued use of the Triangle for a specified length of time. A copy will be routed to the Facility Lieutenant and Facility Captain.

- 2. If an inmate has 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 CDC 114A indicating the inmate poses a danger of retaining handcuffs.

When the CDC 114A 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.

- 3. Procedure for removing an inmate from a cell with the Security Triangle Chain.
 - a. 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.
 - b. 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.
 - c. One officer will maintain control of the Triangle end while a second officer applies the handcuffs to the inmate's wrists.
 - d. 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.
 - e. 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.
- 4. Officer's response to resistive inmate:
 - a. 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.
- 5. Procedure for placing an inmate in a cell.
 - a. 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.
- f. Once the door is secured, the inmate will back up to the cuff/food port and extend his hands out of the cuff/food port so the handcuffs can be 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.

Sec. 520 SHU Inmate Cell Placement/Movement

A. Upon date of arrival to SHU, inmates will be assigned to cells based on the following criteria:

- Bed/cell availability
- SDP Placement
- Unit needs relative to ethnic balance
- Physical/medical restrictions
- STG affiliation
- Compatibility

B. SHU inmate cell move justification criteria.

1. All cell moves **require** the approval of the Lieutenant with his/her signature on the GA 154. Cell moves **may** be made for the following reasons:

- a. Enemy/Safety concerns of a SHU inmate is isolated to the section that an inmate is living in and a move out of the section will alleviate the concern.
- b. Disperse an identified group of inmates being disruptive.
- c. Ethnically/numerically balance yard groups.
- d. Compatibility consolidation cell moves to create additional bed space. Facility-to-Facility moves within SHU shall be approved by an on duty Lieutenant or higher. Facility moves during non-business hours require the approval of the AOD. Approval for a facility move shall meet the following criteria:
 - a. Validated member or associate of a STG for SDP placement.
 - b. Medical or mental health concerns, substantiated by CSP-COR medical staff's documentation.
 - c. Compatibility consolidation.
 - d. Validated STG member or associate participating in Phase I of the debriefing process.
 - e. Completion of SHU term.

C. All inmate cell moves require a review of the DECS program for any housing restrictions prior to being initiated. All inmate cell moves resulting in double cell occupancy will be initiated by completion of a GA154 and CDCR 1882B, ASU/SHU Double Cell Review Form pursuant to Section 405.

D. Any movement from the SHU requires the sending facility generate an IPTR149 signed by the Facility Lieutenant. In addition, the IPTR149 will also include a space for the sending and receiving nursing staff to print and sign their name indicating whether they sent or received a Medication Administration Records Sheet (MARS) bag for each respective inmate.

If a MARS bag is not necessary, the sending nursing staff member will indicate this on the IPTR149 by marking "N/A" and sign accordingly.

1. All medical staff will comply with the directive to sign for the inmate MARS upon receiving the inmate. In the event, medical staff fails to sign for the MARS; the Facility Lieutenant will be contacted immediately for further direction. Upon obtaining a signature, the escorting officers will retrieve the signed GA154 and return it to the Program Office. The IPTR149 will be copied and filed for future reference. (These copies will be maintained in the Program Office for a period of six (6) months prior to being archived.)

F. Select inmate-patients who are serving a SHU term and admitted to an inpatient setting will receive a case conference upon discharge from the inpatient program. Refer to OP 1065.

Sec. 521 Accompanying Staff Escorts

Non-custody staff, such as Mental Health Clinicians, Teachers, or Medical Staff, are not required an escort by custody staff while conducting rounds on the tier within sections housing inmates with repetitive Indecent Exposure (IEX) violations, unless specifically requested. However, in these instances custody staff shall walk ahead of the escort, ensuring all cell coverings are down and staff safety is not compromised. 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.

When no escort is required, the following protocols will be followed:

- Non-Custody Staff are required to chit out an alarm, when arriving to a SHU building, from the respective Control Booth Officer, and ensure they are equipped with a whistle.
- Non-Custody Staff shall check in with the Housing Unit Staff/Supervisor prior to conducting rounds.
- Rounds shall be conducted within one section at a time. The SHU Control Booth Officer will conduct visual checks of their location.
- Non-Custody Staff shall check out with the Housing Unit Staff/Supervisor at the conclusion of their rounds.
- Staff shall continue to sign in and out of the unit in the SHU Logbook.

If a cell door is required to be opened, at least two custody staff shall be present. If a food port is to be opened, at least two staff will be present, and one of whom shall be custody.

Sec. 522 Program Support Building Back Dock Operations

The back dock area of the Program Support Building shall remain secured at all times. All doors and gates shall remain locked when not in use. Inmates shall not have access to the back dock area without staff supervision.

Sec. 523 Housing Unit Food Ports

If during routine duties, correctional officers encounter an inmate who refuses to allow staff to close and lock the food port: The officer shall verbally order the inmate to relinquish control of the food port and allow staff to secure it. If the inmate relinquishes control of the food/ security port, it will be secured. In the event the inmate does not relinquish control of the food port, the officer shall back away from the cell and contact and advise the custody supervisor of the situation. Controlled Use of Force will be initiated while assigned custody staff continues to monitor the inmate.

Sec. 524 Management Cell Status, Placement Criteria

Management Cell Status (MCS) placement is to urgently address an inmate's dangerous or destructive behavior that may imminently cause cell damage or injury to a person. MCS may only be authorized when the inmate has used materials of any kind to cover up windows, damage lighting, windows and/or doors. The authority to place an inmate on MCS shall not be designated below the level of a Lieutenant. The Lieutenant or Watch Commander, shall initiate contact with the respective Associate Warden/Administrative Officer-of-the-Day (AOD) and make notification of MCS placement. The Lieutenant will document the cause for MCS on a CDC 128-B, and document MCS placement on the CDC 114-A. The respective Associate Warden or designee at a level no less than Captain, shall review MCS daily, making a notation of the review on the CDC 114-A. The reviewing manager, after consulting with the licensed mental health practitioner about the inmate's progress on an established behavior plan, will make a determination on a daily basis to either, grant additional items of property within the cell, or remove the inmate from MCS based on the inmate's behavior and compliance with rules. These decisions will be based solely on the inmate's behavior while on MCS.

Enhanced Outpatient Program (EOP) inmates will not be placed on MCS.

On weekends and holidays, the AOD shall personally review MCS placement and complete the daily notation on the CDC 114A. The respective Captain will have functional responsibility to ensure compliance with the MCS review procedures. The Warden or designee at a level no less than Captain or AOD, may authorize the release of an inmate from the MCS by written order, and record on the inmate's CDC 114-A. In the event an inmate's disruptive behavior continues and requires retention beyond 72 hours, authorization of the Chief Deputy Warden (CDW) or Warden is required. In addition, a licensed mental health practitioner shall consult with the CDW or Warden regarding the inmate's behavior plan and barriers to progress, as well as any significant risk of exacerbation of mental illness if MCS is maintained. The Lieutenant will document approval of the extension by the authorizing officer on a CDC 128-B and include a description of the inmate's disciplinary history, rule violations, counseling, disruptive behavior, etc. A copy will be placed with the inmate's CDC 114-A, distributed to the respective Associate Warden, Captain, and Lieutenant.

To extend an inmate's MCS beyond six calendar days, approval from the respective Associate Director must be obtained. Extension beyond ten calendar days and every three days thereafter requires approval from the Deputy Director.

Prior to placing an inmate on MCS and upon removal, the inmate shall be examined by the on duty licensed mental health provider in a clinic or Triage and Treatment Area setting. Each examination shall be documented on a CDCR Form 7219 and retained with the inmate's CDC 114-A.

Inmates placed on MCS shall be referred to Mental Health as an emergency referral. A mental health practitioner (psychiatrist, psychologist, or social worker) shall conduct an evaluation to determine if crisis issues exist and if a referral to a higher level of care is needed. At each consideration of extension, the inmate shall be considered for referral to a higher level of care, as well as if there is a significant risk of exacerbation of mental illness if MCS is maintained.

Following the initial mental health clinical contact the licensed mental health practitioner shall consult with the Lieutenant and discuss how the inmate's mental health conditions affect the inmate's behavior.

If placement occurs after a controlled use of force, the mental health practitioner shall communicate the results of the mental health assessment and interventions, the licensed mental health practitioner shall immediately work in conjunction with custody staff to develop an

individualized behavior plan designed to provide positive reinforcement in response to specific appropriate behaviors. The behavior plan shall not be used to extend placement on MCS.

The licensed mental health practitioner shall make daily contact with the inmate until removal from MCS to ensure continued psychiatric stability and evaluate for the emergence of crisis issues and/or need for higher level of care. Individualized strategies for coping with placement on MCS shall be reviewed with the inmate. The licensed mental health practitioner shall also monitor the efficacy of the behavior plan and recommend modifications as needed. All mental health contacts shall occur in confidential out of cell settings.

Placement on MCS will not preclude an inmate from access to health care.

Upon removal from MCS, all documents related to the MCS, will be forwarded to the Records Office for scanning into the inmate's ERMS/SOMs electronic file.

When placed on MCS, all inmate property and clothing will be removed from the cell, and documented on the CDC Form 1083. Removal will exclude

- One state-issued mattress
- One blanket
- One T-shirt
- One pair of boxer shorts
- One toothbrush with tooth powder/tooth paste
- One bar of soap
- One towel
- Daily supply of toilet tissue
- Legal materials (priority legal uses status only)
- Health care appliances
- One (1) pair shoes

CHAPTER 600 - INMATE PROGRAM/ACTIVITIES

Sec. 601 Legal Services

- A. Inmates assigned to SHU will be provided legal materials and library services through the Law Library per, DOM §101120, CCR Title 15 § 3120, 3121, 3122, 3123, 3124 and 3343 (k).
- B. Law Library: The library schedule is posted throughout the Facility (per Title 15, Article 3, Section 3120(a). The SHU Law Libraries shall operate Monday through Friday from 0800 hours to 1500 hours, excluding holidays and temporary staff vacancies.
1. The SHU building officers will collect and process the Physical Access Forms from the inmate and take to the library.
 2. SHU 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

- C. Prior to receiving the requested materials/services, 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 the following has been ascertained:
1. The inmate has not received any payable services.
 2. The inmate has not damaged any library materials.
 3. The inmate has not written on the cell walls or fixtures.
- D. With each transmittal of mail to an attorney of record or a court requiring addition of postage, the inmate must submit a CDCR 193, 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.
- E. Categories of library users Priority Legal Users (PLU) and General Legal Users (GLU) identifiers will comply with DOM Section 53060.
1. PLU will be scheduled to come to the Law Library within thirty days prior to a verified court deadline for a minimum of four hours per calendar week unless documented safety/security/limited resources prevent providing this level of service.
 2. Inmates on GLU status may receive a minimum of two hours per calendar week of requested physical Law Library access, as resources are available, program permitting.

GLU inmates are scheduled for physical access in the order in which their requests are received in the library, when space is available. PLU receive priority scheduling for physical access.

In the event a PLU cannot be scheduled for physical access within thirty days of a verified court deadline, paging services will be provided until physical access is possible (OP 815).
 3. PLU or GLU inmates refusing to attend Law Library at their scheduled time shall sign a refusal form, which will also be signed by the building staff.

If the inmate refused to sign the form, the building Sergeant must co-sign the refusal. The signed refusal will be delivered to the Law Library the same day.
- F. Inmates assisting other inmates in the preparation of legal documents will comply with CCR, Title 15, Section 3163.
1. 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.
 2. Upon verification and approval of the Senior Librarian, the Program Lieutenant/Sergeant will evaluate the feasibility of housing the inmates together in the same cell and/or section.
 3. If a custody decision precludes the move, a CDC 128B will be submitted addressing the basis for denial. Copies will be routed to the Senior Librarian, Library file, Facility Captain, inmate, CDC 114A file and C-File (Original).
- G. Inmates assigned to SHU facilities will be provided leisure library services in the housing units through the Law Library per CCR, Title 15, Sections 3120 (a)(b)(c), 3121 (a)(b)(c), and 3343 (k).

Leisure Library Services

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 as they are received. A library log shall be maintained by library staff to assure accountability of material.
3. Prior to receiving the books 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 may be held liable for the replacement cost of the items. Privileges are suspended until the cost of the item has been compensated.
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 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 SHU holding cell in accordance with this policy.

Sec. 602 Group Activities

Currently there are no leisure group activities for SHU inmates, other than exercise yard periods. During which regimented group calisthenics is considered an STG activity and is not permitted. Violations will result in disciplinary action in the form of a CDCR 115, for the specific act of CCR, Title 15, Section 3023, Security Threat Group Activity. This does not apply to therapeutic groups operated by the Mental Health Department.

Sec. 603 Religious Services

- A. SHU inmates are afforded the right to practice their religious belief per CCR, Title 15, Section 3343(k) and OP 804, Religious Programs.
- B. Chapel services are not available within the SHU complex.
- C. Religious Services and sacrament services shall, when necessary, be conducted within the building, on an individual basis.
 1. CSP-COR Chaplains are available to console and/or counsel SHU inmates upon inmate request or as staff deem necessary.
 - a. Chaplains may conduct religious activities on the SHU tier without 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 the SHU. 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 are not allowed in the SHU without written approval from the Warden.
 3. Baptisms in specialty housing units are limited to sprinkling and pouring.

Sec. 604 Telephone Calls

- A. SHU Inmate phone calls will be allowed under the following guidelines:
 1. Court Orders.

2. As authorized in the SDP
3. For emergency or extraordinary situations where the CCI has verified an emergency, the Facility Lieutenant or above may authorize a phone call at his/her discretion.
4. As authorized in Non Disciplinary Status (NDS) Program

B. General SHU phone calls.

1. The SHU CCI will screen each request for phone calls to determine if an emergency exists or if an inmate in the SDP has earned the privilege.
2. Calls will be made via speakerphone to facilitate monitoring by staff or by monitored inmate phones.
3. All telephone calls will be logged in the inmates' CDC 114A. The entry will identify the name and title of the person authorizing the call and circumstances (Example: CCI J. Doe, family death, completion of Step 1).
 - a. Log information will include date, time, 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. Notify IGI regarding all calls involving a STG affiliate.

C. Step Down Program Participant Phone Calls

1. Participants in the SDP shall receive phone calls pursuant to OP 223, Section VIII, D.

Sec. 605 SHU Concrete and SMY Yard Procedures

Exercise Yard Escorts

1. Inmates are subject to an unclothed body search inside their cell prior to release to the yard.
2. After the inmate exits the cell, a hand held metal detector scanning will be performed of the inmate's hair, nose, mouth, throat, chest, stomach, rectal area, clothing, shoes and all other possessions.
3. 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 Facility Lieutenant will evaluate visibility to determine if modification of the yard schedule is necessary. Example: If visibility is clear from SMY #1 to SMY #13 modification is not necessary, however if visibility is less, modification may be considered. Any discontinuance or cancelation of yard program shall result in immediate notification of Captain or AOD.

Inmates may only possess the following items for use on the yard:

<u>ITEM</u>	<u>QUANTITY</u>
Tennis Shoes	one pair
Jumpsuit	one
Prescription Eye Glasses	one pair
Socks	one pair
Towel	one
Undershorts	one
Undershirt	one
Athletic Shorts (White or light gray, no inside pockets)	one pair
Medically Authorized Appliances	

The following items allowed 1st of October thru 1st of April

<u>ITEM</u>	<u>QUANTITY</u>
Jacket	one
Grey or White Sweats	one pair
Watch cap	one
Thermal Undergarments	one pair

GROUP YARDS

- A. SHU inmates are assigned yard by classification action per Section 301 of this plan.
- B. The SHU complex yard schedule will be implemented per Section 301 of this plan.
- C. The floor officers and control booth officers will coordinate their yard releases. Yard release escorts will comply with Section 504 of this plan.
- D. Group Yard is defined as any yard consisting of three or more inmates.
- E. The Exercise Yard Observation Officer will check all weapons, ensure the video taping system is operating and assume his/her post. The Officer will comply with CCR, Title 15, Section 3268, Use of Force.
 1. The Control Booth Officer will announce yard for the affected section/yard group.
 2. The Housing Unit Staff will conduct a thorough search of exercise yards, yard sallyport, and rotunda holding cells prior to any use. Inclusive of this inspection is 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 Housing unit logbook.
 3. Only one inmate will be placed on each concrete yard at a time, regardless of double cell status.
 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, extreme heat or cold)
 - Disciplinary problems
 - Completion of allotted yard time
 - Emergencies
 - Safety Concerns
- F. When the Reintegrated/Mixed SDP inmates are on the exercise yard, their actions SHALL be under direct and constant armed surveillance at all times.
 1. The Yard Observation Officer SHALL remain vigilant to attempts by inmates to divert his/her attention in order to carry out an act of violence upon another.
 2. No meals are served on the exercise yards or the yard sallyport.

SMALL MANAGEMENT YARDS (SMY)

- A. Exercise Yard Search and Escort Officers will perform escorts and assist the housing unit when yards are not in operation
- B. Only a Captain or higher, or during non-business hours, the AOD, may cancel yard for anything other than extreme fog conditions.
- C. The SHU yard officers/pad rovers will maintain direct visual observation of the inmates on the yard until properly relieved and or yard recall.

Designated Posts shall be assigned either a 40 mm launcher or one MK-46 of Oleoresin Capsicum (OC) Pepper Spray. The officers assigned to the Escort Yard Release will conduct unclothed body searches of all inmates.

- D. Yard release will commence immediately after the breakfast food trays have been collected.
- E. Housing Unit Staff will conduct a thorough search of Small Management Exercise Yards, as well as inspect the sink/toilet unit to ensure proper functioning.
- F. When the outside temperature reaches 90 degrees, Heat Risk inmates on the exercise yard will be returned to their cell. The Building Sergeant is responsible for providing the necessary escorts to return these inmates to their cells when the Heat Plan is activated.
- G. 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.

More than one security door may be opened simultaneously during the yard release/recall process. In the event there are two inmates in the cell, both inmates will be in restraints prior to opening the door. Once the inmate is removed and the door secured, the restraints will be removed from the remaining inmate.
- H. All inmates going to or returning from the exercise yard are subject to an unclothed body search prior to exit of the yard or cell.
- I. Escorts of inmates out of the unit will be entered in the Isolation Log and the CDC 114A, identifying the assigned exercise yard. The Housing Unit Officer(s) will complete the yard exercise matrix sheet to identify which inmates were in each SMY.
- J. The SMY Schedule consists of two-yard periods daily with the exception of 4A morning yard on Wednesday and 4B morning yard on Tuesday due to ICC. Yard release is alternated between the left and right side of each building. Staff in each building will monitor yard placement to ensure each inmate is offered yard a minimum of three times per week and a minimum of ten (10) hours of yard per week.
- K. Two SHU yard officers/pad rovers shall be armed with either a Def-Tec, 40 mm Gas Gun and five (5) direct impact rounds. Two SHU yard officers/pad rovers shall be armed with a MK-46 OC canister.

One SHU yard officers/pad rovers shall be assigned to each corresponding pad.

- 1. Each Pad Rover Officer shall be assigned a radio for communication with facility staff. **All yard officers/pad rover's shall keep the less lethal weapon on his/her person (at all times) utilizing a lanyard.**
- 2. Each yard officer will obtain the equipment from the corresponding control booth. The yard officer/pad rovers shall arm themselves by entering the control booth to obtain their equipment. The Control Booth Officer shall announce to the outside of the housing unit to

clear the area. **All Movement shall be halted** pending the officer assuming ready position on the yard.

3. All inmate workers shall remain 25 yards from the Exercise Yard Officers. Inmates under escort may not be escorted within 25 yards of the Yard Officers.

L Emergency Yard Control.

1. In the event of an emergency upon the yard(s), i.e., fighting, battery, medical and/or inmate behavior that is suspicious in nature and indicative of a disturbance, the Exercise Yard Officer, will order all occupants to get down.
 - a. Inmates who fail to heed the orders to get down and whose behavior and/or actions are non-violent will be subjected to disciplinary action.
 - b. Other inmate behavior, which is violent in nature, will be controlled in strict accordance with CCR, Title 15, Section 3268.
 - c. Notification of a supervisor, relative to the ordering of inmates to get down, in all cases will be made by the activation of the unit alarm and radio transmission.
 - d. Inmates shall not be removed from the yard(s) prior to the arrival of a responding supervisor.
 - e. Inmates will be recalled from the yard as directed by the responding supervisor.
 - f. All inmates under these conditions will undergo an unclothed body search.
 - g. In the event there are injuries identified as "serious or great bodily injury" or there is a discovery of a weapon, the affected area is deemed a crime scene and shall be secured pending the arrival of Investigative Services Unit staff.
 - h. If the disturbance is deemed a pattern of escalating assaultive/disruptive behavior and/or the yard is declared a crime scene, all subsequent yard programs scheduled for the involved yard group will be suspended by directive of the responding supervisor.
 - i. 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 affected and non-affected yard may resume without further disruption once the involved parties are removed
 - j. All involved inmates will be medically evaluated prior to return to their assigned cells.
 - k. Documented enemy housing shall be assessed and assigned as to preclude the involved inmates from any subsequent future contact.
 - l. Any and all exceptional activity will be recorded by involved staff members upon the appropriate forms and documents prior to leaving the institution.
 - m. When yard violence occurs, the involved inmates shall be referred to ICC to ensure the involved inmates' yard program and housing needs are reviewed within ten (10) days of the incident.
 - n. The responsible Lieutenant/Incident Commander shall complete the following:
 - ❖ A CDC 128B placing the involved inmates on **temporary yard suspension** pending ICC review.

- ❖ A copy of the CDC 128B shall be forwarded to the respective Facility Captain and CCII within 24 hours to ensure the inmate is seen by ICC within ten (10) days of the incident.
- ❖ A copy of the CDC 128B will also be placed in the inmates' segregation file and the CDCR 837 package (for reportable incidents).

Sec. 606 Inmate Canteen

- A. Authorized canteen items for all SHU inmates will conform to the approved items authorized by the Warden.
 - 1. Canteen draw procedures for SHU inmates are pursuant to DOM Section 54070.
 - 2. Canteen draw procedures for inmates assigned to the SDP in privilege groups Step 1, Step 2, Step 3, and Step 4 are pursuant to OP 223 and the CCR, Title 15, Section 3044.
 - 3. Canteen draw is based on a monthly draw schedule published by the Canteen Manager.
- B. Distribution and repackaging of canteen items shall be conducted in the inmate's presence and at the inmate's cell door.
 - 1. The inmate shall be provided the opportunity to view all canteen items ordered.
 - 2. The inmate shall sign the canteen distribution log after viewing canteen items.
 - 3. Housing Unit Staff shall issue the canteen items to the inmate.
 - 4. Canteen will be conducted on Second Watch within 24 hours of delivery to the housing unit. If not delivered to the inmates in 72 hours, the Sergeant shall provide written documentation to the Facility Captain as to the reason for the delay.
- C. Items in glass, metal, non-clear or clear, hard 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. Items packaged in clear, soft plastic are not required to be opened and transferred to another container provided the staff member can visually inspect and adequately search the contents. Provided there are no discrepancies, the item(s) may be issued to the inmate in its original clear packaged container.
- 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 Program Sergeant and Canteen Supervisor. If the discrepancy originated in the Canteen, the Canteen Supervisor will correct the discrepancy.
 - a. Canteen items for inmates who have been relocated to another SHU unit will be delivered to that unit on the date of receipt.
 - b. Canteen items of inmates who have transferred from SHU shall be returned to the issuing facility Canteen the date received.
- E. Shopping Lists
 - 1. Canteen shopping lists will be distributed to the inmates by Third Watch staff on the day prior to the first of each month.
 - 2. Canteen orders will be picked up on the first of each month by Second Watch staff prior to the scheduled draw. The Canteen supervisor will then process the orders.

Sec. 607 Inmate Mail

Inmate mail will comply with the CCR, Title 15, Subchapter 2, Inmate Resources, Article 4, Mail, Article 5, Inmate Manuscripts, and Article 6 Legal Documents, as well local D.O.M. Supplement 54010, Inmate Mail. Prior to issuing mail, staff will ensure all stamps are removed from envelopes.

Sec. 608 Inmate Personal Haircuts

A. SHU haircuts commence on Third Watch in conjunction with the inmates assigned shower schedule. Each unit maintains hair clippers in their perpetual inventory locker. Inmates may utilize the hair cutting equipment once every 30 days, on a first come first served basis.

1. The Escorting Officer shall escort the inmate to the rotunda-holding cell for the hair cutting process.
2. 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 perpetual inventory locker when the haircut is completed.
 - a. The "Barber Box" shall include: one set of Clippers, two detachable blades, two transparent bottles containing an EPA approved disinfectant (Mar-V-cide), one nail clipper and two small combs.
 - b. The "Barber Box" shall be maintained in the perpetual inventory locker and shall be inventoried at the beginning and end of the shift, and each time any equipment is issued to, or returned by an inmate.
 - c. The haircutting tools will be sterilized and sanitized pursuant to OP 833 Inmate Barbering Procedure.

Sec. 609 Nail Clippers

A. Inmates will be issued nail clippers once every 30 days and in conjunction with the haircutting process.

1. The Escorting Officer shall escort the inmate to the rotunda-holding cell for the nail cutting process. This process is in conjunction with the inmates shower and barbering day.
2. The Escorting Officer will distribute and retrieve the nail clippers, ensuring the tool is unaltered and in good working condition and will return all equipment when the nail cutting process is completed.
3. The Escorting Officer will sanitize the nail clippers in -Mar-V-cide solution after each use.
4. The Escorting Officer will process the inmate back to their assigned cell or shower at the end of the clipper process.

Sec. 610 SHU Photo Process

PHOTO PROCESS

1. Inmates in the SHU or Step Down Program are eligible as follows:
 - a. One photo upon completion of one year disciplinary free while in segregation or completion of Step 1.
 - b. One photo upon transition to Step 2.
 - c. Two photos upon transition to Step 3.

- d. Two photos upon transition to Step 4.
2. Canteen staff will verify whether the inmate has sufficient funds to purchase the photo ducat. Canteen will verify whether the inmate has been disciplinary free or meets the criteria in the SDP, by reviewing the Disciplinary Free/SDP log provided on a monthly basis by the facility Office Assistant. Canteen will write the inmates' name and number on the photo ducat and staff will verify this information prior to redeeming the photo. The housing unit Sergeant will verify the last date the inmate received a photo to determine whether the photo ducat will be redeemed. Staff will review available information (i.e. ERMS/SOMS CDC114A1, CDC 128B chrono's etc.) to identify whether the inmate has already received a photo.
3. Once all information is verified, the photo ducat will be redeemed on the second and fourth Tuesday's of each month by the Second Watch Housing Unit Sergeant. The photos will take place during the hours of 0800-1200. The Housing Unit Sergeant will ensure the inmate signs a CDCR 128B informational chrono, acknowledging he received his photo and distribute it accordingly.

CHAPTER 700 – MEDICAL, DENTAL, PSYCHIATRIC and DUCATING

Sec. 701 Medical, Dental and Psychiatric Services

The established procedures for medical services are listed in the following OPs:

- 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 in SHU
- 1050 – Medication Management

Sec. 702 Dental Care

- A. The inmate will inform nursing staff of their need to see the dentist by placing their card in the cell front window.
- B. The dentist will treat SHU cases by appointment only.
- C. The dentist will schedule appointments as needed.
- D. Inmates will be escorted in the same manner as medical clinic visits. Staff will remain with the inmate under constant supervision and ensure the inmate remains in restraint gear at all times.

Sec. 703 Delivery of Medications

- A. All medication shall be controlled and dispensed by nursing staff in compliance with OP 1050, Medication Management. Correctional Officers are prohibited from dispensing medication.
- B. Nursing staff will conduct rounds on the SHU tiers. If a cell door is required to be opened, at least two custody staff shall be present. If a food port is required to be opened, at least two staff will be present, and one shall be custody.

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 medically necessary, but create a security concern shall be referred to the Facility Captain, who shall consult with the Chief Medical Officer prior to rendering a decision.

CHAPTER 800 - EMERGENCIES and TRANSPORTATION

Sec. 801 Transportation of SHU Inmates

A. Institutional Transportation Team

1. The Institutional Transportation Team is responsible for the coordination and necessary notification of facility staff regarding a pending transport.
 - a. Transportation staff will make contact with Housing Unit Sergeants notifying them of the inmate's pending appointment.
 - b. Housing Unit Sergeants will direct their staff to ensure the inmates are placed in the rotunda awaiting transportation staff.
 - c. Transportation staff will sign the Isolation Log Book and conduct an unclothed body search of the inmate before transporting him.
 - d. Upon returning the inmate to the Housing Unit, the transportation staff will sign the Isolation Log Book, place the inmate in the rotunda, and conduct an unclothed body search of the inmate.
 - e. Housing Unit staff will escort the inmate back to their cell.
2. Upon notification of a pending transport, unit staff will ensure the inmate is notified.
3. If the transport occurs during scheduled meal times, the inmate will receive his meal by the transportation team, unless precluded by medical order.
4. The Institutional Transportation Team will prepare and process the inmate for transport.
5. Emergency transports are coordinated by the Watch Office.

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, in some cases the bus may proceed to the facility to pick-up the inmate.
2. In cases where 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 delivered to the SHU Property Room (SHU inmates only).

Sec. 802 Fire Emergency Preparedness Plan

- #### **A.**
- In the event of a fire in the SHU, designated staff will work under the supervision of the Fire Chief and institutional Fire Captain, to extinguish the fire. The SHU Lieutenant or Watch Commander on First Watch will make custody decisions. Assistance will be given to ADA criteria inmates.

B. Conditions of Evacuation

1. Condition I

- a. If the situation permits, inmates assigned to SHU shall be placed in restraints at the cell doors and released/escorted to the SMY and or SHU exercise yards in an orderly manner.
- b. Correctional personnel are cautioned to maintain and adhere to established security measures, i.e., ensuring constant coverage, maximum available staff presence during all phases of evacuation, realizing that inmates may take advantage of the emergency and resulting confusion to attempt escape and or acts of violence against staff and other inmates.
- c. Upon application of restraints, inmates will be released from their cells and escorted via the section door to the exercise yard via the yard sallyport.
- d. Should the nature or extent of the emergency prohibit physical escort, staff will be stationed at each doorway, i.e., section door.
- e. Should any section door or doorway become impassable or inoperative, inmates will be released through the intermediate door within the section to the adjoining section to facilitate use of an alternate section door.

2. Condition II

- a. If depleted staff or the nature of the incident precludes application of restraint and timely evacuation of the inmates, unit staff shall:
 - Exit all sections.
 - Secure all rotunda offices, holding cells, storage rooms and bathroom doors.
 - Secure all potential weapon materials, i.e., mops, brooms, etc.
 - Exit and secure rotunda.
 - Proceed to the unit Control Booth to assist in door operation and provide additional visual and armed coverage.
- b. Inmates will be electronically released from their cells in a manner in keeping with the safety and security of the institution.
- c. Unit staff will issue clear directions via the unit public address system.
- d. Inmates will be directed to proceed to the grass yard via the yard door.
- e. Staff shall place inmates in restraints and ensure inmates are escorted to a distance of no less than 50 feet from the building.
- f. At completion of the evacuation, a count of the inmates on the yard will be conducted and compared to the actual building count (Number shall be obtained from Central Control).
- g. Following the count, one Sergeant and two Correctional Officers (each equipped with OC 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.


DAVE DAVEY

Warden (A)
California State Prison-Corcoran

CELL INSPECTION

(EXHIBIT "B")

DATE OF INSPECTION: _____

CELL #: _____

INMATE NAME: _____

CDCR#: _____

Inspection of cell # _____ reveals the below listed cell fixtures have been found to be in good condition. Cell supplies, clothing, bedding, etc. as listed below have been issued to the above occupant.

ITEM	YES	NO	COMMENTS FOR "NO"
MATTRESS, CLEAN & UNTORN			
PILLOW, CLEAN & UNTORN			
TOILET, PROPERLY FUNCTIONING			
LIGHTING FIXTURE, FUNCTIONAL			
ADEQUATE HEATING & VENTILATION			
POWER OUTLET, FUNCTIONAL			
WINDOWS, UNCRACKED			
SINK, FUNCTIONAL			
CELL DOOR OPERATIONAL (NO MISSING METAL)			
FOODPORT, OPERATIONAL (NO MISSING METAL)			
1 BLANKET, UNTORN			
2 SHEETS, UNTORN			
STANDARD CLOTHING, UNTORN			
CLEANING MATERIALS			

Inspecting Officer (print/signature)

Occupying Inmate (print/signature)

INMATE NAME: _____

CDCR#: _____

HOUSING: _____

SHU INMATE SUPPLIES (WEEKLY)

MONTH / YEAR:

[illegible]