SCDC POLICY

This policy has been developed and/or revised in response to and as a portion of the Remedial Plan agreed upon by the parties in the settlement of T.R.V. South Carolina Department of Corrections, No. 2005-CP-40-02925. As agreed by the parties in the Settlement Agreement, it is the understanding and agreement of the parties that implementation and effectuation of the provisions of this policy as a portion of the Remedial Plan shall be phased in over time and all aspects shall not become effective immediately. (See Section 2 - Summary of Agreement and Section 4 (f) - Implementation Phase-In of Settlement Agreement effective May 2, 2016).

Change 1 to OP-22.38: 7.4; 17; Definitions

NUMBER: OP-22.38

TITLE: RESTRICTIVE HOUSING UNIT

ISSUE DATE: AUGUST 12, 2022

RESPONSIBLE AUTHORITY: OFFICE OF THE DEPUTY DIRECTOR OF OPERATIONS

POLICY MANUAL: OPERATIONS

SUPERSEDES: OP-22.38: July 7, 2017; February 2, 2015; & OP-22.38B

RELEVANT SCDC FORMS/SUPPLIES: 18-1, 18-3, 18-39, 18-68, 19-7A, 19-7B, 19-10, 19-11, 19-20, 19-30, 19-34, 19-35, 19-67, 19-67A, 19-69, 19-85, 19-87, 19-164, 119-222A, 19-222B, 19-224, 20-18, E-3, S-29, ATTACHMENT A, ATTACHMENT B, ATTACHMENT C, ATTACHMENT D, ATTACHMENT E, ATTACHMENT F

ACA/CAC STANDARDS:4-4235, 4-4239, 4-4249, 4-4250, 4-4252, 4-4253, 4-4254, 4-4255, 4-4256 through 4-4273

RELATED HEALTH SERVICES PROCEDURE: 300.8

RELATED SCDC POLICIES: HS-19.05, "Mental Health Services -Treatment Plans and Treatment Team"; HS-19.06, "Mental Health Services - Disciplinary Detention for Inmates Classified as Mentally Ill"; HS-19.07, "Mental Health Services - Continuous Quality Management (CQM)"; HS-18.16, "Pharmaceuticals"; OP-22.14,"Inmate Disciplinary System"; HS-19.04, "Mental Health Services - General Provisions"; HS-19.10, "Mental Health Services - Behavioral Management Unit (BMU)"; HS-19.11, "Mental Health Services - Reception and Evaluation: Mental Health Screening, Evaluation, and Classification"; HS-19.12, "Mental Health Services -Intermediate Care Services (ICS)"; HS-19.13, "Mental Health Services - Gilliam Psychiatric Hospital (GPH)"; HS-19.14, "Mental Health Services - Inmate Health Records General Guidelines"; HS-19.15, "Mental Health Services - Mental Health Training"; HS-19.03, "Inmate Suicide Prevention and Crisis Intervention"; HS-19.08, "Mental Health Services - Clinical Use of Restraints for Mental Health Purposes"; OP-22.01, " Use Of Force"; GA-06.06, "Continuous Quality Improvement Review"; HS-19.18, "Mental Health Services - Secure Mental Health Unit"; OP-22.37, "Crisis Intervention Team".

STATE/FEDERAL STATUTES: NONE

PURPOSE: To establish procedures for the placement of inmates in Restrictive Housing, to describe management and staff responsibilities regarding restrictive housing, to establish a level system (step-down) to prepare an inmate for transition to general population or the community and to describe the conditions of confinement and timeframes that apply within an SCDC institution.

POLICY STATEMENT: In order to maintain the safety and security of the general population, the staff, and the Agency, the SCDC will place inmates in Restrictive Housing when their presence in the general population poses a direct threat to the inmate (to include when an inmate requires personal protection and no reasonable alternative is available), other inmates, institutional staff, or a clear threat to the safe, secure operation of the institution. The goals of Restrictive Housing (RH) are to:

a. Manage inmates in a safe and secure manner.

b. To maximize positive outcomes in inmate adjustment by providing a consistent, systems approach to the operation of restrictive housing units in all institutions.

c. Provide opportunities and programs for inmates via a level system to increase the likelihood of success in a full privilege general population unit.

NOTE: THIS POLICY HAS BEEN SUBSTANTIALLY REVISED. BECAUSE OF THIS, CHANGES ARE NOT SHOWN IN RED/BOLD/ITALICS.

TABLE OF CONTENTS

SECTION ONE: RESTRICTIVE HOUSING PLACEMENT - SHORT TERM

1. RESTRICTIVE HOUSING
2. PLACEMENT ON SHORT TERM DETENTION (ST)
3. PLACEMENT ON PROTECTIVE CONCERNS (SP)
4. PLACEMENT ON DISCIPLINARY DETENTION (DD)
5. PLACEMENT REVIEWS/SCREENINGS
6. PRISON RAPE ELIMINATION ACT (PREA) ASSESSMENT
7. RELEASE FROM SHORT TERM DETENTION (ST), DISCIPLINARY DETENTION (DD), OR PROTECTIVE CONCERNS (SP)
8. DOCUMENTATION MAINTAINED ON INMATES IN ST/DD/SP

SECTION TWO: RESTRICTIVE HOUSING PLACEMENT – EXTENDED

9. PLACEMENT IN SECURITY DETENTION
10. PLACEMENT IN SECURITY DETENTION MAXIMUM (MX)

SECTION THREE: THE LEVEL SYSTEM

11. RESTRICTIVE HOUSING LEVEL SYSTEM
12. SECURITY DETENTION/SECURTIY DETENTION MAXIMUM LEVEL REVIEWS
13. ASSISTANT DEPUTY DIRECTOR OF OPERATIONS (ADDO) REVIEWS

SECTION FOUR: RESTRICTIVE HOUSING MANAGEMENT

14. REENTRY PROCEDURES FOR INMATES SIX MONTHS FROM RELEASE
15. GENERAL CONDITIONS OF CONFINEMENT IN RESTRICTIVE HOUSING
16. ACCOMODATIONS AND PRIVILEGES WITH VARYING ACCESS
17. RHU MONITORING AND STAFF VISITS

SECTION FIVE: RESTRICTIVE HOUSING UNIT PROCEDURES

18. CORRECTIONAL OFFICER SECURITY CHECKS
19. RHU LOGBOOK
20. CELL ASSIGNMENT
21. COUNT
22. POST ORDERS
23. RESTRAINTS AND SECURITY PRECAUTIONS
24. RHU SEARCH AREAS
25. CELL INSPECTIONS/SEARCHES
26. SEARCHES OF INMATES
27. MULTI-THREAT VESTS AND CLEAR FACE SHIELDS
28. KEYS
29. USE OF FORCE
30. USE OF CONTROL CELL
31. SAFE CELLS
32. NON-RHU INMATES
33. DAMAGE, DESTRUCTION, AND/OR MISUSE OF PROPERTY

34. DASHING PROTOCOLS
35. NUTRI-LOAF MEAL SERVICE
36. TEMPERATURE CHECKS AND SANITATION INSPECTIONS

SECTION SIX: STAFF TRAINING AND ASSIGNMENT

37. STAFF ASSIGNMENT, SELECTION, AND TRAINING
38. EMERGENCY PROCEDURES

SECTION SEVEN: QUALITY ASSURANCE AND OUTCOME MEASURES

39. QUALITY ASSURANCE
40. OUTCOME MEASURES
41. DEFINITIONS

SECTION ONE: RESTRICTIVE HOUSING PLACEMENT – SHORT TERM

1. RESTRICTIVE HOUSING (RH): Inmates in SCDC will be placed in RH when their presence in the general population poses a direct threat to institutional staff, the public, the inmate (to include when an inmate requires personal protection and no reasonable alternatives available), other inmates, or a clear threat to the safe, secure operation of the institution.

1.1 Restrictive Housing Units (RHU): RHU's provide for personal protection and custodial management measures, exercised by the institution for the welfare of the inmate, the institution, or both and will not be used as punishment.

1.2 Short Term RH Placements: SCDC utilizes three (3) types of initial/short term restrictive housing placements: Short Term Detention (ST), Protective Concerns (SP), and Disciplinary Detention (DD).

1.3 Extended Restrictive Housing: SCDC recognizes that some inmates present unique security and management concerns. These inmates may require an extended time separated from the general population. SCDC utilizes two tracks for extended restrictive housing placement (Security Detention (SD) and Security Detention - Maximum (MX). SD inmates are housed in an RHU and MX inmates are housed as designated by DDO at Kirkland Max Unit or in an RHU.

1.4 Extended RH Placements: SCDC utilizes three (3) types of extended restrictive housing placements: Security Detention (SD), Security Detention Maximum (MX), and Awaiting Program Placement. (AP)

2. PLACEMENT ON SHORT TERM DETENTION (ST):

2.1 The Shift Supervisor or a higher authority may place an inmate in a restrictive housing unit on Short Term Detention when it has been determined that:

> **2.1.1** The inmate has committed an offense and the seriousness of the alleged offense involved violence, escape, possession of or an attempt to introduce dangerous contraband, or posed a threat to institutional safety by encouraging others to engage in such misconduct. This includes acts attributed to a security threat group.
>
> **2.1.2** There is a requirement to preserve the integrity of an institutional investigation.
>
> **2.1.3** There is a threat to the safety, security, and/or order of the institution should the inmate remain in the general population.

2.2 Assignment to Short Term Detention is based upon reviewing the SCDC Form 19-29A, "Incident Report," submitted by the referring staff member and meeting with said staff member. The incident report shall document the reason and specific facts which occurred that may warrant placement in an RHU.

> **2.2.1** The Shift Supervisor or a higher authority will document his/her decision, the justification for their decision, and any alternatives considered prior to placing the inmate in an RHU on SCDC Form 19-67, "Restrictive Housing Placement Notification."
>
> **2.2.2** The Shift Supervisor or a higher authority may order immediate removal from general population when it is necessary to protect the inmate or others. In all cases SCDC Form 19-67 shall be completed by the end of shift.

2.3 Once the determination is made to place the inmate in an RHU, the inmate must be provided the opportunity to review and sign SCDC Form 19-67 notifying them of the reason for placement. Should the inmate refuse to sign the form, two (2) SCDC employees must sign the document to witness the refusal. These witness signature show the document was served to the inmate. The inmate must be given a legible copy of the completed 19-67. If the copy of SCDC Form 19-67 provided to the inmate is not legible, the Disciplinary Hearing Officer will provide the inmate with a legible copy. (Note: If the placement in ST was due to a disciplinary infraction, the procedures in SCDC Policy OP-22.14, "Inmate Disciplinary System," will also apply as they relate to the disciplinary charge/hearing.)

2.4 Once an inmate is placed in ST, the RHU supervisor will ensure that the information for the inmate is entered on SCDC Form S-29, "RHU/PHD Log." Inmates who commit another offense while in ST will not be served a new SCDC Form 19-67.

3. PLACEMENT ON PROTECTIVE CONCERNS (SP):

3.1 The Shift Supervisor or a higher authority may place an inmate in an RHU on Protective Concerns when it has been determined:

3.1.1 The inmate has requested protective custody; or

3.1.2 The inmate is at risk and may require a higher degree of safety and security, and an investigation must be conducted to substantiate the inmate's need for protective custody. (4-4251)

NOTE: If the inmate is placed in an RHU, and there are protective concerns for the inmate see SCDC Policy OP-22.23, "Statewide Protective Custody," for additional information.

4. PLACEMENT ON DISCIPLINARY DETENTION (DD:

4.1 The Disciplinary Hearing Officer (DHO) may impose a disciplinary sanction in accordance with OP-22.14, "Inmate Disciplinary System." Inmates serving disciplinary detention time will be assigned to an RHU for a designated number of days (not to exceed 60 days) as a result of disciplinary conviction.

4.2 Inmates assigned to ST and placed in an RHU for prehearing detention shall receive day for day credit for time served towards their DD sanction.

5. PLACEMENT REVIEWS/SCREENINGS:

5.1 Initial Placement Review: All inmates placed in an RHU shall have their placement reviewed by a higher authority (i.e. Admin Captain, Major, Associate Warden, Restrictive Housing Unit Manager/Deputy Warden or Duty Warden) not directly involved in the event motivating the placement within twenty-four (24) hours of placement, for approval of continued RH placement. This review will be documented on SCDC Form 19-67A, "24-Hour Placement Review." The review may be conducted remotely provided the individual completing the review has access to all the information required to assess the need for placement. If the approval for continued placement is given over the telephone, or by email, the SCDC Form 19-67 shall reflect this.

5.2 Initial Medical/Mental Health Screening: During an inmate's initial placement in an RHU, medical staff shall be immediately informed and provide a face-to-face screening and review of the inmate to determine if the inmate is at imminent risk for serious self-harm, suicide, requires emergency medical care, or if the inmate is exhibiting symptoms of a Serious Mental Illness (SMI). If any of these conditions or needs are detected during the screening and review, a Qualified Mental Health Professional (QMHP) shall be contacted to provide appropriate assessment and treatment prior to placement into Restrictive Housing. SCDC Form M-183, "Suicide Precaution/Crisis Intervention Screening Form" shall be utilized by nursing staff serving as the primary administrator of the screening form. In places where 24-hour nursing is not available, appropriate security staff will administer the tool. Security staff will be trained on how to use the tool to arrive at a decision as to whether a QHMP must be contacted for an assessment of the inmate to determine crisis precautions. In cases where medical does not conduct the screening, medical will be notified and required to complete the screening the next morning.

5.2.1 If the screening document indicates the inmate needs crisis precautions, mental health staff will be contacted 24-hours per day, seven days per week, and given the results of the assessment. Until there is a face-to-face (via in person or telehealth) mental health assessment with a QMHP, crisis precautions will be taken with the inmate to include being placed on constant (one-on-one) watch and having all clothing removed and replaced with a suicide resistant jumpsuit. Additionally, each inmate is provided a suicide resistant blanket and mattress. See SCDC Policy HS-19.04, "Mental Health Services – General Provisions" for more information.

5.2.2 If the M-183 screening results do not indicate any of the above noted concerns, the inmate will be assigned to the RHU as usual. All M-183's will be reviewed by a QMHP by the end of the next business day.

5.2.3 Within seven (7) days of initial placement, a QMHP shall complete a mental health assessment on each inmate.

5.3 RHU Status Review: An inmate's ongoing placement in RH must be regularly reviewed. Accordingly, all inmates in Short Term Detention (ST, DD, and SP) shall have a status review conducted by either the Restrictive Housing Unit Institution Classification Committee (RHU ICC) or the Institutional Protective Custody Committee (IPCC), as applicable, seven (7) days after the initial placement. Inmates placed in RHU on a weekend must be reviewed before the seventh day after placement. Additional RHU status reviews are required every (7) calendar days thereafter during the first sixty (60) days of RHU placement and every thirty (30) days thereafter should the placement exceed sixty (60) days. These administrative reviews shall be conducted by the RHU Classification Caseworker and the RHU Supervisor. A QMHP shall be present for all initial reviews of inmates with a mental health designation. Additionally, a QMHP shall provide input for all subsequent reviews of inmates with a mental health designation. All seven (7) day and thirty (30) day reviews will be documented in the RHU automated review system.

5.3.1 Inmates transferred to Gilliam Psychiatric Hospital (GPH), Crisis Stabilization Unit (CSU), the Department of Mental Health, an SCDC infirmary, or another location outside the control of the Agency shall have their review dates suspended. An RHU Multi-disciplinary team shall determine placement when released from GPH or CSU. Inmates MH3 or higher should be placed in an appropriate mental health program. Inmates MH4 or lower returned to an RHU in ST, DD, or SP status shall have the appropriate reviews completed (every seven (7) days for the first sixty (60) days and every thirty (30) days thereafter).

5.4 Status reviews shall consider but are not limited to: a review of the inmate's compliance with rules, disciplinary violations, and any behavioral health concerns/needs of the inmate documented by staff since the inmate's placement in an RHU.

6. PRISON RAPE ELIMINATION ACT (PREA) ASSESSMENT: The PREA assessment tool and the inmate's RH custody status will be used to determine the appropriate cell assignment for inmates who are double celled in an RHU. See SCDC Policy OP-21.04, "Inmate Classification Plan" for cell assignment procedures. Consideration will be given to all criteria to ensure that the safety and security of all inmates and the institution are maintained.

7. RELEASE FROM SHORT TERM DETENTION (ST), DISCIPLINARY DETENTION (DD), OR PROTECTIVE CONCERNS (SP):

7.1 Short Term Detention should not exceed sixty (60) days unless there are compelling circumstances, such as a pending criminal investigation, request from SLED, or a federal law enforcement agency. A request to retain an inmate in ST over 60 days shall be submitted to the ADDO for approval. When inmates are approved to exceed 60 days, institutions shall provide updates every 30 days. Inmates pending a criminal investigation should be considered for approval for Security Detention (SD). Wardens or Associate Wardens are authorized to release an inmate from ST prior to a Disciplinary Hearing. Inmates should not remain in Short Term Detention (ST) for investigative purposes for a period longer than the maximum term of disciplinary detention permitted for the most serious disciplinary offense charged. See Sections 7.6 – 7.9 for services provided to inmates exceeding 60 days in Short Term Detention (ST, DD, or SP).

7.2 Disciplinary Detention (DD) will not exceed sixty (60) days. Inmates meeting the criteria for placement on Security Detention shall be processed for placement in Security Detention status as outlined in Section 9 of this policy prior to completion of their DD time.

7.3 In general, DD is served day for day; however, when recommend for release during RHU status reviews inmates may be released early. In addition, the Warden or Associate Warden may release an inmate from DD early based on security needs of the institution. The Classification Caseworker will conduct a custody review on the CLASSP prior to release to the general population.

7.4 Security Concerns (SP) placement will not exceed sixty (60) days. Inmates should be reviewed in accordance with OP-22.23, "Statewide Protective Custody" and subsequently placed in Statewide PC, transferred to another institution, or placed in ***an Invalid PC Unit (IPU)***. (Changes in RED, amended by Change 1, dated July 28, 2023.)

7.5 The intent of agency policy is that inmates do not exceed sixty (60) days in ST, DD, or SP status; however, we recognize at times there may be exigent circumstances in individual cases. These exigent circumstances must be appropriately documented and reported to Central Classification and the Deputy Director of Operations and shall be monitored through an

automated report showing inmates in theses statuses over 60 days. Wardens shall provide a response to their Regional Director for any inmate exceeding this timeframe.

7.6 In all cases where an MH3 or higher exceeds 60 days in ST, DD, or SP, there must be an active individualized treatment plan that includes weekly monitoring by mental health staff, treatment as necessary, weekly provision of 10 hours structured programming and 10 hours unstructured time out of cell, and steps to facilitate the transition of the inmate into a mental health treatment program or a return to the general population.

7.7 In all cases where an MH4 exceeds 60 days in ST, DD, or SP, there must be a weekly provision of three (3) hours of structured programming and five (5) hours of unstructured time out of cell.

7.8 In all cases where an MH5 exceeds 60 days in ST, DD, or SP, they shall be assessed to determine the need for higher level of care every 30 days (see Section 15.7).

7.9 All other mental health services will be provided in accordance with the inmate's assigned mental health classification level.

8. DOCUMENTATION MAINTAINED ON INMATES IN ST, DD, AND SP: All documents described below will be maintained in the inmate's institutional record, which are in a secured area outside of the RHU.

8.1 A copy of the SCDC Forms 19-67, "Restrictive Housing Placement Notification," and 19-67A, "24-Hour Placement Review," which documents the reasons for the inmate's initial placement in ST, DD, or SP;

8.2 Any incident reports and/or disciplinary hearing records (SCDC Form 19-69, "Disciplinary Report and Hearing Record") relevant to the placement.

8.3 Staff notes and comments to include SCDC Form 19-85, "Alternative Meal Service," and SCDC Form 19-20, "Restrictive Housing Unit Confiscation Report" where applicable.

8.4 Documentation for inmates on SP will be in accordance with OP-22.23, "Statewide Protective Custody."

(NOTE: All mental health and medical review/screening notes will be maintained in the inmate's electronic medical record.)

SECTION TWO: EXTENDED RESTRICTIVE HOUSING PLACEMENTS

9. PLACEMENT IN SECURITY DETENTION (SD): Placement in SD is based on evidence, that no other form of housing will ensure the inmate's safety, the safety of staff, other inmates, or the public. This determination is guided by clearly articulated procedural protections and the use of a multidisciplinary review team and higher authority reviews. Wardens shall ensure that inmates meeting one or more of the following criteria are reviewed for placement on Security Detention.

9.1 Assaults and related acts:

> **9.1.1** The inmate caused or attempted to cause, serious physical harm (requiring immediate medical attention, emergency treatment, or hospitalization) to another person.
>
> **9.1.2** The inmate compelled or coerced another person, by force or threat of serious physical harm or death, to engage in any sexual act or sexual abuse.
>
> **9.1.3** The inmate compelled or coerced another person, by force or threat of serious physical harm or death, to commit any act listed as a disciplinary offense in Appendix A of OP-22.14, "Inmate Disciplinary System."

9.2 The inmate lead, organized, or incited a disturbance or riot that resulted in the taking of a hostage, serious physical harm to others, loss of life, or significant property damage.

9.3 The inmate possessed, conspired to possess, or attempted to introduce dangerous contraband into the institution, causing a serious, legitimate threat to the security of the institution and/or safety of others. Dangerous contraband includes but is not limited to:

9.3.1 Weapons, explosives, or ammunition;

9.3.2 Escape paraphernalia;

9.3.3 Drugs or drug paraphernalia.

9.4 The inmate is an identified as a high-risk security threat group member and has committed a level one (1) disciplinary offense, or is believed to be in a leadership position within a security threat group and has coerced another inmate(s) to commit any acts or behaviors listed in Sections 9.1 – 9.3 of this policy.

9.5 The inmate escaped or attempted to escape from a secure institution, aided others to escape from a secure institution, or facilitated an escape or escape attempt from a secure institution. Escapes or attempted escapes from an open institution are considered on a case by case basis.

9.6 The Agency Director, Deputy Director of Operations, or their designee (only if performing the duties and responsibilities of the Director or Deputy Director of Operations) determines, based on specific objective criteria set forth in writing, that there is a significant risk that the inmate will cause physical injury to staff, other inmates, or members of the public if he/she is housed in general population, even at the highest security level.

9.7 Procedures For Initial Placement In SD: Initial placement in Security Detention will be recommended by the ICC providing the inmate meets the criteria as outlined in Sections 9.1 – 9.6. The inmate will be given advanced notice of the review unless the inmate waives his/her appearance utilizing SCDC Form 18-39. SD placement reviews will be held in a private office setting with the inmate present and the proceedings will be recorded. Inmates shall be allowed to make a brief statement regarding his/her placement. The review will be documented on the RHU automated review and SCDC Form 18-1, "Committee Docket," and forwarded to Central Classification for final disposition. Anything presented by the inmate will also be forwarded to Central Classification. Inmates in Short Term Detention and Disciplinary Detention status may be recommended for placement in Security Detention prior to completion of DD or ST. ICC placement referrals to SD are reviewed by Central Classification and the RHU Multidisciplinary Committee.

9.7.1 An inmate classified as MH3 or higher should not be placed in SD. These inmates should be placed in a mental health treatment program that provides necessary security measures and adequate programming to meet the mental health needs of the inmate. Exceptions may be made in the following cases:

9.7.1.1 (Male inmates): If the RHU Multidisciplinary Committee determines there is an immediate and present danger to others or to the safety and security of the institution that outweighs the inmate's placement in the Secure Mental Health Unit, High Level Behavior Management Unit, or Low Level Behavior Management Unit. Approval for placement of an MH3 in SD requires agreement between the ADDO and the ADD Behavioral Health (ADDBH).

9.7.1.2 (Female inmates): If the RHU Multidisciplinary Committee determines there is an immediate and present danger to others or to the safety and security of the institution, the inmate may be placed in SD. Approval for placement of an MH3 in SD requires agreement between the ADDO and the ADDBH. Provisions required in Section 9.7.3 must be followed. Female inmates placed on SD shall normally be housed in the Camille Graham RHU.

9.7.2 The Assistant Deputy Director of Operations will have final review/approval authority for placement as indicated in Sections 12 and 13, except in cases involving an MH3 where the ADDO and ADDBH must agree.

9.7.3 In all cases where an MH3 or higher is placed on SD, there must be an active individualized treatment plan that includes at a minimum weekly monitoring by mental health staff, treatment as necessary, weekly provision of 10 hours structured programming and 10 hours unstructured time out of cell, and steps to facilitate the transition of the inmate into a mental health treatment program or return to the general population.

9.7.4 In all cases where an MH4 is placed on SD, there must be a weekly provision of three (3) hours of structured programming and five (5) hours of unstructured time out of cell while on this status.

9.7.5 In all cases where an MH5 is placed on SD, they shall be assessed to determine the need for higher level of care every 30 days (see Section 15.7).

9.7.6 All other mental health services will be provided in accordance with the inmate's assigned mental health classification level.

9.7.7 All inmates placed in SD will receive orientation to the Level System. The orientation will include an overview of the Level System and the steps required to be released from SD. SCDC Form 19-222A, "Inmate Adjustment Plans," will be utilized for orientation and provided to the inmate at placement.

9.8 Appeals Of Placement In SD: Inmates may appeal placement in SD through the inmate grievance system. See SCDC Policy GA-01.12, "Inmate Grievance System" for further information.

10. PLACEMENT IN SECURITY DETENTION - MAXIMUM: Security Detention Maximum (MX) is the most restrictive security level in SCDC and is reserved for inmates who constitute the greatest threat to the safety and security of the community, staff, others, and/or the secure operations of a correctional facility. These inmates have demonstrated a propensity for extremely violent behavior and cannot be safely managed at a lower security level. Male inmates placed on MX shall normally be housed in the Kirkland Max Unit. Female inmates placed on MX shall normally be housed in the Camille Graham RHU. Inmates meeting one or more of the following criteria may be placed in MX:

10.1 Violent escape/escape attempts with force from a secure institution.

10.2 Violent resistance to apprehension.

10.3 Extremely violent assault.

10.4 Murder and/or attempt to commit murder while incarcerated.

10.5 Violent participation in a riot or other institutional disturbance; or

10.6 Seizing and holding a hostage or in any manner unlawfully detaining a person against his/her will.

10.7 The Agency Director or Deputy Director of Operation or their designee (only if performing the duties and responsibilities of the Agency Director or Deputy Director of Operations) determines, based on specific objective criteria set forth in writing, that there is a significant risk that the inmate will cause physical injury to staff, other inmates, or members of the public if he/she is housed elsewhere in the agency.

10.8 Procedures For Placement In MX: The Deputy Director of Operations has the authority to temporarily place an inmate in MX prior to a review being completed. Reviews will be conducted the next business day. Referrals and temporary placements approved by the Deputy Director of Operations (DDO) to MX are reviewed by the ICC, Central Classification, and the RHU Multidisciplinary Committee. A representative from the Division of Security and Emergency Operations will serve as a member of the RHU Multidisciplinary Committee when placement on MX is being considered.

10.8.1 An inmate with a mental health classification of MH3 or higher should not be placed in MX. These inmates should be placed in the Secure Mental Health Unit (SMHU), unless the RHU Multidisciplinary Committee determines there is an immediate and present danger to others or the safety and security of the institution that outweigh the inmate's placement in the Secure Mental Health Unit. See SCDC Policy HS-19.18, "Mental Health Services-Secure Mental Health Unit." Approval for placement of an MH3 in MX requires agreement between the ADDO and the ADD Behavioral Health (ADDBH).

10.8.2 The ADDO will have final review/approval authority as indicated in Sections 12 and 13, except in cases involving an MH3 where the ADDO and ADDBH must agree.

10.8.3 In all cases where an MH3 or higher is placed on MX, there must be an active individualized treatment plan that includes weekly monitoring by mental health staff, treatment as necessary, weekly provision of 10 hours structured programming and 10 hours unstructured time out of cell, and steps to facilitate the transition of the inmate into a mental health treatment program or a return to the general population.

10.8.4 In all cases where an MH4 is placed on MX, there must be a weekly provision of three (3) hours of structured programming and five (5) hours of unstructured time out of cell while on this status.

10.8.5 In all cases where an MH5 is placed on MX, they shall be assessed to determine the need for higher level of care every 30 days (see Section 15.7).

10.8.6 All other mental health services will be provided in accordance with their assigned mental health classification level.

10.8.7 All inmates placed in MX will receive orientation to the Level System. The orientation will include an overview of the Level System and the steps required to move through the system. SCDC Form 19-222B, "Inmate Adjustment Plan," will be utilized for orientation and provided to the inmate at placement.

10.9 Appeal Of Placement In MX: Inmates may appeal MX placement or denial of release from MX directly to the Deputy Director of Operations. The written appeal must be initiated no later than ten (10) business days after the inmate's admission to MX. Specific reasons for the appeal must be given by the inmate and documented on SCDC Form 19-11, "Request to Staff Form." The Deputy Director of Operations will respond to this appeal within thirty (30) working days from the date of the appeal.

SECTION THREE: THE LEVEL SYSTEM

11. RESTRICTIVE HOUSING LEVEL SYSTEM: Inmates housed in Short Term and Extended Restrictive Housing shall be assigned to the Level System. Short Term RH (ST, DD, SP) inmates are managed at the assigned Level for their status (see specific Levels below). For Extended RH, the Level System has two tracks: one for inmates assigned SD and one for inmates assigned MX. Inmates on the SD track will normally complete Levels 2 and 3 prior to being considered for release to the general population. SD inmates may be recommended for a program (Step Down, HLBMU, or LLBMU) prior to release. Inmates on the MX track shall complete Levels 2 – 6 prior to being considered for release to the general population. Both Level System tracks are intended to remove an inmate from the population that is a known threat to institutional security, the public, or to the safety of staff and other inmates. Additionally, both tracks provide each inmate the opportunity to improve their behavior and demonstrate readiness to reintegrate to general population or the community through successful participation in prescribed programming and by earning progressive privileges through advancement in the established program levels. Inmates on the MX track are normally housed at Kirkland Max Unit (males) or Camille Graham RHU (females) and may be assigned to MX Levels 2 – 4 prior to being approved for assignment to Level 5 for the Step Program. Inmates on the SD track are housed in any RHU and are assigned to SD Levels 2 – 3. Step-Up Program inmates are housed at Perry CI and are assigned to Levels 4 – 6. SD Level 4 is in RHU and Levels 5 – 6 are in Perry's Step Housing Unit. Inmates may be assigned to Level 1 to address disciplinary issues. Inmates completing the Step Program may be assigned to Level 7 instead of being released to the general population. All inmates remain in the level system and are considered as RHU inmates even though they are provided services commensurate to general population.

11.1 Level 1 (MX or SD – Behavior Level 1): Level 1 is the most restrictive level in the level system. MX and SD inmates may be regressed to Level 1 to address disciplinary issues within the Level System by providing an opportunity for inmates to reflect on their negative behaviors. An inmate (MX or SD) regressed to Level 1 should remain in this level for no more than fourteen (14) days unless violent or assaultive behavior dictates a longer stay.

11.2 Level 2 (MX or SD – Behavior Level 2): Level 2 is the initial assignment for MX and SD inmates in the Level System.

11.2.1 All inmates initially placed in Level 2 shall be provided SCDC Form 19-222A or SCDC Form 19-222B, "Inmate Adjustment Plans," as applicable, that will be utilized for orientation to the Level System. This orientation will be documented in the inmate's file. Inmates assigned Level 2 must examine past behavior and ready themselves for change.

11.2.2 MX inmates will remain in Level 2 between 6 – 12 months unless behavior dictates a longer stay.

11.2.3 SD inmates will remain in Level 2 for a maximum of 120 days unless behavior dictates a longer stay.

11.2.4 As indicated in Sections 9.7.1 and 10.8.1, SD and MX placement exceptions (MH3 or higher) approved by the ADDO and the ADDBH should be transferred to the Secure Mental Health Unit as soon as it feasible and safe to do so.

11.2.5 ST and DD inmates are assigned Level 2 privileges, activities, and authorized property during Short Term Detention for up to sixty (60) days. ST and DD inmates are not regressed or advanced in the Level System. ST and DD inmates with disruptive behavior may be reviewed for placement on Control Cell (see Section 30) or reviewed for assignment to Security Detention.

11.3 Level 3 (MX or SD – Behavior Level 3): Level 3 is an intermediate level assignment and provides inmates with increased privileges and property based on their positive behavior and compliance with institutional rules.

11.3.1 MX and SD inmates are advanced to Level 3 based on positive behavior institutional behavior. Level 3 seeks to prepare inmates for a return to a less structured environment through learned positive behavioral patterns.

11.3.2 MX inmates will remain in Level 3 between 8 – 18 months unless behavior dictates a longer stay.

11.3.3 SD inmates will remain in Level 3 for a maximum of 120 days unless behavior dictates a longer stay.

11.3.4 SP inmates housed in an RHU are assigned to Level 3 and receive Level 3 privileges, activities, and authorized property for up to sixty (60) days. SP inmates are not regressed or advanced in the Level System. SP inmates with disciplinary infractions shall be moved according to their RHU status (ST, DD, or SD) or based on the results of the disciplinary hearing. SP inmates with disruptive behavior may be reviewed for placement on Control Cell (see Section 30) or reviewed for assignment to Security Detention.

11.3.5 AP inmates awaiting placement in a program (Step-Up, HLBMU, or LLBMU) will continue to retain Level 3 privileges, activities, and authorized property until transferred to the assigned program. AP inmates should be transferred within thirty (30) day of assignment to AP. Those inmates remaining in AP after 30 days shall be provided an orientation package to prepare for their assigned program. Additionally, each of these inmates will have an individualized supervision plan developed and implemented by Operations and Behavioral Health while awaiting transfer to the recommended program. AP inmates may be removed from AP status and regressed or advanced in the Level System.

11.3.6 As indicated in Sections 9.7.1 and 10.8.1, SD and MX placement exceptions (MH3 or higher) approved by the ADDO and the ADDBH should be transferred to the Secure Mental Health Unit as soon as it feasible and safe to do so.

11.3.7 Progression options for SD inmates at Level 3 are as follows:

1) Release to general population;

2) Continue at Level 3;

3) Advance to Level 4 (Step Up Program – First phase of Step Down);

4) Advance to a Behavioral Management Unit (High Level Behavioral Management Unit, Low Level Behavioral Management Unit, or Secure Mental Health Unit) if determined by Behavioral Health during review (inmates with a mental health designation). Inmates shall remain in the Level system; however, they will be subject to the associated Mental Health Services Policies, HS-19.10, "Mental Health Services - Behavioral Management Unit (BMU)" or HS-19.18, "Mental Health Services - Secure Mental Health Unit."

11.4 Level 4 – Step-Up (MX or SD – Behavior Level 4): Level 4 (Step-Up) is an intermediate level assignment and provides inmates an opportunity to continue to work on positive behavioral patterns developed in prior levels. Additionally, it begins to provide assigned inmates with a greater degree of social interaction which allows them to develop positive interpersonal and conflict resolution skills.

11.4.1 MX inmates continue to be housed Kirkland Max Unit (males) or Camille Graham RHU (females) and will remain on Level 4 between 10 – 18 months unless behavior dictates a longer stay.

11.4.2 SD inmates will be housed at Perry CI (Restrictive Housing Unit) and remain on Level 4 for a maximum of ninety (90) days unless behavior dictates a longer stay.

11.4.3 Progression options for MX inmates at Level 4 are as follows:

1) Continue at MX Level 4 (Continuation at MX Level 4 for a behavior and program compliant inmate is a rare occurrence. Should this occur, each inmate continued at Level 4, will have an individualized supervision plan developed and implemented by Operations and Behavioral Health while awaiting transfer to the recommended program.

2) Advance to Level 5 (Step-In Program).

3) Advance to a Behavioral Management Unit (High Level Behavioral Management Unit, Low Level Behavioral Management Unit, or Secure Mental Health Unit) if determined by Behavioral Health during review (inmates with a mental health designation). Inmates shall remain in the Level system; however, they will be

subject to the associated Behavioral Management policy, HS-19.10, "Mental Health Services - Behavioral Management Unit (BMU)".

11.5 Level 5 – Step-In (SI): Level 5 is referred to as Step-In. Step-In is considered a transitional level. Inmates assigned Step-In are placed in the Step-In Dorm at Perry CI. Step In allows inmates to cement new skills developed in prior levels, particularly those involving social interaction, so they become a habit. Inmates will remain in Step-In for a maximum of ninety (90) days unless regressed in level or continued at Level 5 due to behavior or failure to complete programming. These inmates remain in the level system and are considered as RHU inmates even though they are provided services commensurate to general population.

11.6 Level 6 – Step-Out (SO): Level 6 is referred to as Step-Out. Step-Out is the final level of the Step Program. Inmates assigned Step-Out are placed in the Step-Out Dorm at Perry CI. Step-Out allows inmates to reintegrate into the general population in an environment with additional support. Step Out assists inmates in implementing their new habits and behaviors successfully in the general population environment. Inmates will remain in Step-Out for a maximum of one hundred and eighty (180) days unless regressed in level or continued at Level 6 due to negative/disruptive behavior or failure to complete programming. These inmates remain in the level system and are considered as RHU inmates even though they are provided services commensurate to general population.

11.7 Level 7 (SF): Level 7 is an assignment available for inmates whose presence outside of the Level System would pose a threat to staff and/or other inmates. This placement will continue to provide the structure and specialized program environment of the Level System while allowing inmates to retain privileges that are commensurate with the general population. Inmates assigned Level 7 may serve as facilitators for classes/activities in the Step-Up Program provided they possess quality characteristics for mentoring, are viewed by staff as being a positive influence, possess good social skills, and have displayed positive behavior in the program. Inmates assigned Level 7 may remain in Level 7 indefinitely; however, they are still subject to regression in level due to disruptive/negative behavior. Level 7 inmates will continue to be reviewed every 90 days for release from the program. These inmates remain in the level system and are considered as RHU inmates even though they are provided services commensurate to general population.

11.8 As noted in Sections 11.1 – 11.7, an SD or MX inmate may be extended, advanced, or regressed in a level due to negative/disruptive behavior or for failure to complete required programming. Inmates regressed and assigned to Level 1 should remain no more than 14 days except in exigent circumstances involving violent or assaultive behavior. Inmates have no implied right or expectation for placement at a certain level or for immediate transfer when advanced or regressed.

11.9 Program Requirements (LEVELS 3 – 6): All inmates will have mandatory program requirements as identified in Attachment A "'Level System Programming Requirements," which must be completed via individual in cell work or group attendance while assigned to Levels 3 – 6. Advancement to the next level depends heavily on the inmate's active participation in classes and the completion of their assignments.

11.9.1 Inmates shall not be retained or regressed in level for failure to complete programming if SCDC has not offered or provided the opportunity for the inmate to participate and complete the required program.

11.9.2 Program requirements may be modified based on individual inmate needs.

11.10 Education: Inmates in the Level System will be evaluated on a case by case basis for education. Inmates who have not obtained a GED or High School Diploma will be considered for enrollment based on space availability, behavior, and desire. Inmate tablets may be utilized to facilitate education requirements. Refer to SCDC Policy PS-08.01, "Mandatory Educational Attendance Program", PS-08.02, "Educational Administration," and PS-08.03, "Special Education and Title One Educational Programs," for more information.

11.11 Level Regression (Disciplinary): MX or SD inmates in the Level System to include those assigned to the Step Down Program or a BMU Program may be regressed in Level based upon disruptive behavior or failure to complete assigned programs except as noted in Section 11.9.1. Disciplinary convictions for Category 3 – 5 offenses should be handled by regression in level with a loss of associated privileges and property. Inmates convicted of Category 1 – 2 offenses may serve Disciplinary time or be regressed to Level 1. The review procedures outlined in Section 12.2 shall be followed.

11.11.1 Inmates regressed in level may be required to restart the level system at the regressed level or they may be returned to their previous level when disciplinary sanctions, behavior, or programming is resolved or completed. This will be determined by the ICC.

11.11.2 Level Regression is intended to serve as a tool to address negative behaviors and avoid removing the inmate from the Level System for placement on ST/DD. Level regression is utilized as a carrot/stick incentive.

12. SECURITY DETENTION/SECURITY DETENTION MAXIMUM LEVEL SYSTEM REVIEWS: Inmates assigned SD and MX shall have a Level Review at a minimum of every ninety (90) days or more often if deemed necessary with the goal of transitioning inmates back to less restrictive housing as soon as it is safe to do so. The types of reviews and procedures follow.

12.1 RHU Institutional Classification Committee (ICC): The ICC shall follow the guidelines below in addition to those contained in SCDC Policy OP 21.04, "Inmate Classification Plan" when conducting 90-day Level Reviews.

12.1.1 RHU ICC Members – The RHU ICC consists of the Warden or Associate Warden, Classification Caseworker, and a security designee. If the inmate has a mental health designation, a QMHP will also serve as a member of the ICC. If the inmate is in SD4-SD6, the Step-Down Program Manager will also serve as a member of the ICC. The ICC will reach decisions by majority vote.

12.1.2 Inmate Participation – The inmate will be present for his/her ninety (90) day Level Review unless the inmate's behavior is not conducive to removal from his/her cell or the inmate waives his/her right to appear at the classification hearing by completing SCDC Form 18-39, "Classification Waiver." If the inmate does not participate because their behavior is not conducive to removal from their cell, this will be documented with specificity on the ICC's docket.

12.1.3 Considerations – The inmate's automated record will be examined during each ICC review. Institutional conduct, personal hygiene, grooming standards, and cell/housing sanitation will be considered. The ICC's decision/recommendation and their reasoning will be documented on the ICC's docket.

12.1.4 Documentation – The Classification Caseworker will document the Level Review by the ICC on the automated RHU review screen and provide the inmate with a copy of its recommendation no later than forty-eight (48) hours after the review.

12.2 Procedures for Further Review: In some cases, the ICC can make an independent decision during these reviews. In other situations, the ICC shall make a recommendation requiring further review by Central Classification, the RHU Multidisciplinary Committee, and/or the Assistant Deputy Director of Operations.

12.2.1 <u>Inmates being considered for movement to or out of MX or SD Behavior Level 1:</u> The ICC is the approving authority to move an inmate in MX or SD Behavior Level 2 or Level 3 to MX or SD Behavioral Level 1. Likewise, the ICC is the approving authority to move an inmate out of MX or SD Behavior Level 1 to MX or SD Behavior Level 2 or Level 3 without further reviews. An inmate assigned Behavior Level 1 may remain on this level up to 14 days without further reviews; however, inmates showing improved behavior should be considered for review by the ICC for advancement to Behavior Levels 2 or 3. At 14 days, advancement is required except in exigent circumstances for continued violent or assaultive behavior.

12.2.2 <u>Inmates being considered for movement between MX or SD Behavior Level 2 to MX or SD Behavior Level 3.</u> The ICC is the approving authority to advance, retain, or regress an inmate between MX Level 2 and MX Level 3 and between SD Level 2 and SD Level 3. The timeframes identified in Sections 11.2.2 and 11.2.3 will be followed. The timeframes restart when an inmate is regressed.

12.2.3 <u>Inmates being considered for movement from SD Behavior Level 3 to SD Behavior Level 4, placement in a BMU Program (MH inmates) or for release to General Population.</u> The ICC will make a recommendation for release to General Population, advancement to SD Behavior Level 4, or placement in a Behavior Management Program. These recommendations require further review/approval and shall be forwarded to Central Classification for further review. Timeframes identified in 11.3.3 will be followed.

12.2.4 <u>Inmates being considered for movement from MX Behavior Level 3 to MX Behavior Level 4.</u> The ICC is the approving authority to advance, retain, or regress inmates between MX Behavior Level 3 and MX Behavior Level 4. Timeframes identified in 11.3.2 will be followed.

12.2.5 <u>Inmates being considered for regression from SD Behavior Level 4 to SD Behavior Level 3.</u> The ICC will make a recommendation for regression to SD Behavior Level 3. These recommendations require further review/approval and shall be forwarded to Central Classification for further review.

12.2.6 <u>Inmates being considered for movement from MX Behavior Level 4 to SD Behavior Level 5.</u> All MX inmates at Level 4 transition to SD Behavior Level 5. The ICC will make a recommendation for advancement to SD

Behavior Level 5; however, any advancement shall require final approval by the Deputy Director of Operations. Timeframes identified in 11.4.1 will be followed.

12.2.7 Inmates being considered for movement between SD Behavior Level 4 Step Up, Level 5 (Step In (SI)), or Level 6 (Step Out (SO)). The ICC retains the authority to advance, retain, or regress inmates between SD Behavior Level 4 Step Up, Level 5 Step In, or Level 6 Step Out. Timeframes identified in 11.4.2, 11.5, and 11.6 will be followed.

12.2.8 Inmates being considered for release to General Population from Level 6 (Step Out (SO)) or assignment to Level 7 (SF). When an inmate has completed the requirements to graduate from Level 6, the ICC will make a recommendation for release to General Population or assignment to Level 7 (SF). These recommendations require further review/approval and shall be forwarded to Central Classification.

12.2.9 Recommendations to a Behavioral Management Unit (BMU). The ICC, at any time, may recommend an inmate for placement in a BMU based on input from a QMHP. The ICC QMHP will also send a referral to the Mental Health representative on the RHU Multidisciplinary Committee. The Mental Health representative will present the referral to the RHU Multidisciplinary Committee who will make the ultimate placement decision.

12.3 Central Classification Review. When an ICC referral needs to be reviewed by Central Classification, the ICC will send that recommendation and supporting documentation to the RHU Program Coordinator in Central Classification. The RHU Program Coordinator will then review the ICC documentation to ensure that the inmate meets the criteria for the recommended placement. If RHU Program Coordinator determines that the inmate does not meet the criteria for the recommended placement, they will disapprove the recommendation and no further review will be necessary. They will document such disapprovals in accordance with Section 12.5 of this policy. If the RHU Program Coordinator determines that the inmate does meet the criteria for the recommended placement, they will present the ICC's recommendation to the Restrictive Housing Multidisciplinary Committee. Where the recommendation is for release from RH, the RH Program Coordinator will also prepare and present a Custody Review for that inmate along with the ICC's recommendation.

12.4 Restrictive Housing Unit Multidisciplinary Committee (RHU MDC). The RHU MDC reviews ICC recommendations presented by the RH Program Coordinator and the Mental Health representative. The RHU MDC is comprised of three (3) voting members: one representative from DDO (Regional Director or higher), one representative from the Office of the Deputy Director of Behavioral Health (Division Director or higher), and one representative of the Division of Classification and Inmate Records (Assistant Division Director or higher). Decisions are reached via majority vote. If the inmate is serving a sentence pursuant to the Youthful Offender Act, a representative from Youthful Offender Parole and Reentry Services will participate to provide information.

12.4.1 Generally, the RHU Multidisciplinary Committee makes the final decision regarding the inmate's placement in cases reviewed by the committee. However, an additional review is required by the Assistant Deputy Director of Operations (ADDO) in cooperation with the Deputy Director of Behavioral Health or designee in the following cases:

- When the RHU Multidisciplinary Committee disagrees with the ICC's recommendation.
- When an inmate has been on Security Detention Level 1, 2, and 3 (combined) for at least twelve (12) months and is not being recommended for advancement or release. See Section 13 for details regarding ADDO reviews.

12.4.2 The RHU Multidisciplinary Committee will consider the inmate's overall disciplinary record and compliance with all Agency policies and procedures while in Restrictive Housing. Additionally, the inmate may submit a written statement regarding their placement. The recommendations of the ICC, the RHU Program Coordinator, and the Mental Health representative and any documentation related to those recommendations will also be considered. The inmate will be evaluated using the following:

- Disciplinary history while in the restrictive housing unit;
    - After three (3) months major disciplinary free, an inmate may be recommended for advancement in level.
    - After six (6) months major disciplinary free, an inmate may be released from a Security Detention status, continue in the level system, or be referred to a behavior management unit.
- STG activity while housed in the Restrictive Housing;
- Confidential information regarding the inmate received while housed in the Restrictive Housing Unit;
- Past institutional history;
- Length of time spent in RH;
- Reason for originally being placed in RH;

- Mental health status; and
- Max-out date.

12.5 Documentation: The RH Program Coordinator will document the RH Multidisciplinary Committee's or, where applicable, the ADDO's (and ADDBH as applicable) disposition and will provide the written notice of that disposition to the institutional case manager within thirty (30) days of the institutional recommendation. (4-4253)

12.5.1 Upon receipt of approval to release an inmate from the security detention level system, the Classification Case Manager/Worker will initiate a Custody Review in the automated Offender Management System indicating the recommended disposition. An inmate who is released will be appropriately classified to the general population. The Classification Case Manager/Worker will coordinate with Central Classification for bed space management purposes. Inmates should be released as soon as possible; however, in all cases these actions should be completed within 30 days.

12.6 Appeals: Inmates may appeal the following Security Detention/Level Review outcomes via the inmate grievance system (See SCDC Policy, GA-01.12, "Inmate Grievance System").

12.6.1 Placement in Level 1 (MX or SD) Behavioral Level 1;

12.6.2 Regression from SD Level 4, Level 5, or Level 6 to SD Level 3 or below.

12.6.3 Retention on Level 3 (SD) when the inmate has successfully served the maximum time on Level 2 and Level 3 with no disciplinary convictions, behavioral issues, failures to complete programming, or assignments to Level 1 (SD).

12.6.4 Retention on Level 4 (MX) when the inmate has successfully served the maximum time on Level 2, Level 3, and Level 4 (combined) with no disciplinary convictions, behavioral issues, failures to complete programming, or assignments to Level 1 (MX).

12.6.5 Placement on SD Level 7 (Long Term).

13. ASSISTANT DEPUTY DIRECTOR OF OPERATIONS (ADDO) REVIEWS: The ADDO will complete two (2) different reviews, detailed below, and will report their decisions to the RH Program Coordinator who will document the decisions in accordance with Section 12.5 of this policy.

13.1 ADDO participation in ninety (90) day Level Review process – When required as part of the ninety (90) day level review process (see Section 12.4 of this policy), the ADDO will review the inmate's recommended status and other pertinent information and will approve, disapprove, or modify the recommendation. If the inmate being reviewed has a mental health designation, the ADDO will conduct their review in cooperation with the Deputy Director for Behavioral Health or designee. The ADDO's decision will be final and will not require additional policy review. However, it can be appealed in accordance with Section 12.6 of this policy.

13.2 The ADDO will also conduct an annual review in cooperation with the Deputy Director of Behavioral Health or designee for any inmate in Levels 1 – 4 for a combined 365 days or more. Additionally, the ADDO will review any inmate in an RHU bed, regardless of status, for more than 365 days.

13.2.1 The composition for this review will be the ADDO, a Regional Director or comparable level from Operations, the Assistant Deputy Director of Behavioral Health or higher level, Division Director of Men's or Women's Services (as applicable), and the Director of Classification and Inmate Records.

13.2.2 The Division of Resource and Information Management (RIM) will provide a weekly report of these inmates. Reports will exclude inmates who have had an ADDO SD review within 365 days of the date the report is run.

13.2.3 During the review, the committee will determine whether to continue the inmate in their current level, advance in a level, release to general population, or recommend assignment to a Behavioral Management Unit. The ADDO will ensure each review documented in Automated Restrictive Housing Review System.

SECTION FOUR: RESTRICTIVE HOUSING MANAGEMENT

14. REENTRY PROCEDURES FOR RHU INMATES SIX MONTHS FROM RELEASE:

14.1 RHU staff will identify all inmates housed in RHU who are within 180 days of their projected max out date.

14.2 All inmates housed in RHU within 180 days of their max out date will be reviewed following the guidelines in Section 12 to determine if the inmate can be returned to General Population safely. If a return to General Population is not advisable, consideration should be given to placing the inmate in the Level System on Level 5 or Level 6 to ease the transition into the community.

14.3 Inmates will be provided opportunities to receive re-entry services and/or programming in preparation of their release. Programs and services will be designed to enhance the inmate's opportunity for a successful transition into the community. The minimum duration for programs may be modified or adjusted as deemed appropriate by program staff, based on safety or security concerns and the date of release.

14.4 Inmates in extended restrictive housing (MX or SD Levels 1 – 4) with an imminent release date (180 days to max out) shall have a written release plan developed by the Program Coordinator that is tailored to the specific needs of the inmate. This provision is not applicable to an immediate court ordered release. Additionally, these inmates should be advanced to Level 5 or 6 provided safety and security needs can be addressed. The Deputy Director of Operations shall be notified when an inmate is placed or retained in extended restrictive housing (MX or SD Levels 1 – 4) and alternative placement cannot be provided.

15. GENERAL CONDITIONS OF CONFINEMENT IN RESTRICTIVE HOUSING:

15.1 Grooming and Hygiene:

15.1.1 All inmates in RH are required to adhere to grooming standards established in SCDC Policy OP-22.13, "Inmate Grooming Standards." Inmates will wear clean clothes and dress as neatly as possible. Inmates are also expected to take care of their clothes, not give them away, tear or deface them, or flush them down the toilet. All inmates assigned to RH are expected to be fully clothed during routine working hours (8:00 a.m. to 4:00 p.m.) unless preparing for or taking part in recreation or showers. (4-4283)

15.1.2 Inmates in RH will be given regular access to barbering and hair care services. The requirements for grooming services contained in SCDC Policy ADM-16.02, "Inmate Barbering/Beauty Services," shall be followed. (4-4262, 4-4263) Inmates will be given forced haircuts or shaves by an SCDC employee if they refuse to comply with the haircut and shave policy. Forced haircuts or shaves are considered a planned use of force and shall follow all procedures outlined in SCDC Policy OP-22.01, "Use of Force," to include notification and intervention by a Qualified Mental Health Professional when the inmate is on the Mental Health caseload.

15.1.3 Male institutions will either provide facial hair shaves/trims when haircuts are conducted or have security staff issue a disposable razor to inmates after the inmate enters the shower. For those inmates who choose to have facial hair, a clipper set will be available in the living area for the inmate's use to maintain their facial hair in accordance with SCDC Policy OP-22.13, "Inmate Grooming Standards."

15.1.4 Razors issued will be returned by the inmate to security staff before he/she leaves the shower. Razor restrictions can be imposed by the RHU Security Supervisor for security and/or mental health concerns. (4-4262, 4-4263)

15.1.5 At male institutions, a designated inmate barber will perform barbering services for the inmates assigned to the RHU. At female institutions, an inmate may submit a request to have their hair cut, and a hairdresser will be provided. The inmate barber will be strip searched prior to entering RHU to conduct haircuts. Barber services will be provided weekly or on an as-needed basis. (4-4262)

15.1.6 Inmates in RHU will be afforded the opportunity to shower at least three (3) times per week and in accordance with Attachment B, "Level System Activities and Privileges Chart," (SD, DD, ST, SP, AP) or Attachment C, "Level System Activities and Privileges Chart," (MX) as applicable, unless safety and security reasons dictate otherwise. Reasons for the imposition of constraints (denied for safety and security concerns) for showers shall be specifically documented on SCDC Form 19-29a "Incident Report." The inmate's decision to shower or refuse a shower will be recorded in Offender Activity Tracking System (OATS). If the inmate declines a shower, the OATS System will indicate "Refused." If the inmate elects to shower, OATS will indicate "YES." If the inmate is not provided a shower due to a safety or security related concern, OATS will indicate "Safety/Security Concerns." All RH inmates (Level 1 - 4) scheduled for showers will be strip searched prior to being removed from their cell and at the conclusion of the shower. Level 5 - 7 inmates shall be pat/frisked searched and can be randomly strip searched. Level 4 inmates may be considered for the reduction to pat/frisk search provided they are isolated to a wing or unit where inmates assigned lower levels are not present. (4-4262)

15.1.7 To prevent extreme health and safety issues, RH inmates who refuse to shower may be force-showered. Forced showers are considered a planned use of force and shall follow all procedures outlined in SCDC Policy OP-22.01, "Use of Force" to include notification and intervention by a Qualified Mental Health Professional when the inmate is on the Mental Health caseload. Any personal hygiene item used to impede security may be withheld and/or issued on an as-needed basis. (4-4262, 4-4263)

15.2 Correspondence: Inmates in RH may send and receive correspondence as described in SCDC Policy PS-10.08, "Inmate Correspondence Privileges." (4-4255, 4-4266)

15.3 Library Access: Inmates in RH will have access to reading materials provided by the library on a regularly scheduled basis. (4-4269) Religious materials may be accessed/provided by the Chaplain or designee. (4-4258) The amount of reading materials kept in an inmate's cell/room will be in accordance with Attachment D, "Authorized Property List (SD, DD, ST, SP, AP)," or Attachment E, "Authorized Property List (MX)," as applicable. Library books will be requested from the Library Services using SCDC Supply E-3, "Book Request." (4-4273)

15.4 Grievance Rights: Inmates in RH will have access to the inmate grievance system in accordance with SCDC Policy GA-01.12, "Inmate Grievance System." (4-4284)

15.5 Religious Programming: Inmates in RH will be allowed visitation by the institutional or volunteer Chaplain at least once per week. Individual inmate requests to see a Chaplain will receive a prompt response. Religious programming will generally be conducted cell-front, except for inmates assigned Level 6, who may at times be allowed to attend religious services. (4-4255, 4-4258, 4-4273)

15.6 Medical Care: Inmates assigned to RH will receive health care and/or medication as needed in accordance with Agency medical services policies and procedures. At a minimum, qualified medical personnel will be required to visit all RHU's at least daily to ensure the health and well-being of inmates. (4-4258, 4-4261)

15.7 Mental Health Reviews: Following the initial mental health assessment, inmates in RH are provided follow up assessments as follows:

15.7.1 Inmates with a mental health classification will be assessed by a QMHP every thirty (30) days of continuous RH assignment. Assessments will be more frequent if clinically necessary. All behavioral health services will be provided in accordance with the inmate's level of care classification, or more frequently if deemed necessary.

15.7.2 Inmates without a mental health classification will be assessed by a QMHP every ninety (90) days of continuous RH assignment. If assessments are clinically indicated to be required more frequently, the inmate will be considered for placement on the MH caseload.

15.7.3 Assessments will be documented in the Automated Medical Record (AMR).

15.7.4 Inmates on the mental health caseload will have an individualized treatment plan developed and/or updated in accordance with SCDC Policy, HS-19.05, "Mental Health Services-Treatment Plans and Treatment Team Meetings." (4-4256, 4-4273)

15.8 Television Privileges: Communal televisions will be stationed to allow viewing by all inmates in the RHU. Inmates who possessed ear buds prior to admission to RH will not be required to repurchase them. Rather, the inmate's ear buds will be removed from the inmate's duffel bag. Inmates must submit a SCDC Form 19-11, "Request to Staff Member," or utilize the Automated Request to Staff on the tablet, to the Unit Supervisor for this purpose. If an inmate is regressed to Level 1, the inmate will lose his/her privilege to have earbuds for the duration of assignment on Level 1. The ear buds will be stored in the inmate's duffel bag.

15.9 E.H. Cooper Trust Fund: Inmates will be allowed access to their E.H. Cooper Trust Fund for withdrawals to a legitimate church for purposes of donation, to pay for legal copies and correspondence materials, or to be sent to an immediate family member currently on the inmate's approved visiting list. See SCDC Policy OP-22.09, "Inmate Visitation" for information concerning approved visitors and SCDC Policy ADM-15.12, "E.H. Cooper Trust Fund" for additional information.

15.10 Meals: Inmates in RH, except those prescribed a therapeutic diet (See SCDC Policy ADM-16.05, "Food Service Operations") or an alternative diet (See PS-10.05, "Inmate Religion"), will be offered the same meals provided to general population inmates. Guidelines for the sanitary control of food prepared and served in the institution are provided in the Rules for Food Service Sanitation, South Carolina Department of Health and Environmental Control and shall be followed.

15.10.1 Inmates are provided three (3) meals per day, Monday through Friday. On the weekends, inmates are provided two (2) meals a day (Brunch and Dinner).

15.10.2 The issuance of inmate meals will be documented in OATS. If the inmate declines the meal, OATS will indicate "Refused." If the inmate elects to receive the meal, OATS will indicate "Yes."

15.10.3 Food/meals will not be withheld, nor the standard menu varied, as a disciplinary sanction. (4-4320) Inmates on ST, SP, DD, SD Level 1 – 4, and SD MX will receive meals in their assigned cell.

15.10.4 If an inmate begins a hunger strike or refuses food, the RHU staff are responsible for initiating procedures outlined in SCDC Policy OP-22.33, "Hunger Strike/Extended Fast Plan."

15.11 Access to the Law Library: Inmates in RH will have access to legal reference materials in accordance with SCDC Policy GA-01.03, "Inmate Access to the Courts." Inmates may utilize a tablet to access Westlaw Law Library. (4-4268)

15.12 Legal Property: Each inmate assigned RH will be allowed to retain legal material that fits into one (1) – 15" x 12" x 10" legal box. Any excess legal materials beyond a 15" x 12" x 10" box will be put into another box(es) (any size box may be used). The inmate's name, inmate identification number, and the number of the box(es) (e.g., 1,2,3, etc.) will be written on the box that contains the excess legal materials and the box(es) will be sealed in the presence of the inmate. The inmate will be allowed to observe and retain a written record of the specific material contained in each numbered box. The box(es) containing the excess legal materials will be stored in the property room. No legal materials will be disposed of by staff. When the inmate needs to use the legal materials stored in the excess legal materials box(es), he/she will complete an SCDC Form 19-11, "Request to Staff Member" or Automated Request to Staff Member System on the tablet. The inmate must identify the number of the box he/she requires and the amount of time that he/she will need the box. In general, the inmate may be allowed to keep the box for five (5) calendar days, however the box may be removed from the cell sooner if security or safety needs dictate. The box will be provided to the inmate in a timely manner upon receipt of his/her SCDC Form 19-11 or automated request via tablet. The inmate can remove material from the box stored in his/her cell and exchange it with materials stored in the excess legal material box(es) or to exchange one box for another altogether. It will be the inmate's responsibility to maintain documentation of the contents of each box (by number) and to update that documentation should he/she make any exchanges of documents between boxes. When the inmate is finished with the excess legal materials box, it will be re-sealed in the inmate's presence and returned to the property room. (4-4268, 4-4273) **NOTE:** Legal material is only the materials dealing with an inmate's court cases, not personal mail, papers, pictures, etc. If an inmate misuses the legal box in any way, it will be removed, as outlined in SCDC Policy OP-22.36, "Damage, Destruction & Abuse of Property."

15.13 Legal Telephone Calls: Inmates assigned to RHU will be allowed to place verified telephone calls to their attorney of record and their support staff. Inmate requests for attorney calls must be submitted in writing (require twenty-four (24) hours advance notice to allow for staff verification). Telephone calls will be scheduled and approved by the Captain, Lieutenant, or RHU Supervisor. Inmates must be able to demonstrate, and RHU staff will be responsible for verifying, that communication with the attorney by written correspondence or visiting is not adequate, i.e., court deadline or another legal deadline. Attorney calls will be dialed by an Officer. SCDC Policy ADM-15.02, "Telephone Use," requires that the inmate's attorney initiate, via the Office of General Counsel, a request that calls not be monitored and recorded. **NOTE:** All telephone calls will be "collect" in nature. Any deviation from this procedure will be documented in the inmate's record. Inmates may not be denied use of a telephone to make a star22 call; however, such calls must be verified by staff. Phone calls may be made on the inmate tablet in accordance with OP-22.53, "Inmate Tablets and Kiosks." (4-4271, 4-4272)

15.14 Laundry Services: Inmates assigned to RHU will be given regular access to laundry services. Inmate clothing will be laundered at least two (2) times per week. Sheets and pillowcases will be laundered one (1) time per week. Blankets will be laundered every month. (5-ACI-4B-17)

15.15 Sanitation: Inmates assigned to RHU will be offered the opportunity to clean their cell twice per week with approved cleaning supplies issued by the RHU staff. In a case of a disruptive or non-compliant inmate, the RHU's written housekeeping plan will determine how the cell is cleaned each week. Cell cleanings should occur prior to or after showers for tracking purposes. Inmates may request cleaning supplies, or they may be offered cleaning supplies and directed to clean their cell based on the results of a cell observation/assessment as noted in Section 25.2.

16. ACCOMODATIONS AND PRIVILEGES WITH VARYING ACCESS:

16.1 Visitation: Inmates in RH will have access to visits, unless temporarily prohibited by a disciplinary sanction, in accordance with Attachment B, "Level System Activities and Privileges Chart," (SD, DD, ST, SP, AP) or Attachment C, "Level System Activities and Privileges Chart," (MX) as applicable. (4-4267)

16.1.1 Legal Visit(s): Inmates may receive visits from their legal counsel pursuant to SCDC Policy OP-22.09, "Inmate Visitation." (4-4275)

16.1.2 Family Visit(s): The number of visits allowed per month vary based on the inmate's assigned Level (see Attachment B or C). Scheduling will be coordinated by the Associate Warden or designee. Visits will last for no more than one (1) hour and will be dependent upon space, security, and staffing considerations. The number of visitors allowed are indicated in the applicable attachment. All approved visitors must be over eighteen (18) years of age. **NOTE:** Only immediate family members as defined in SCDC Policy OP-22.09, "Inmate Visitation" will be allowed to visit inmates in RH. The Associate Warden or designee for the RHU may suspend, alter, or change without notice, any pre-arranged appointment for visiting purposes when security concerns or behavior problems require such action. This will be documented on SCDC Form 19-29A, "Incident Report," and in the RHU Logbook. (4-4260, 4-4267)

16.1.3 Video Visitation: RHUs with video visitation capabilities may utilize this service in accordance with Section 16.1.2.

16.1.4 Clergy Visit(s): Will be allowed pursuant to SCDC Policy OP-22.09, "Inmate Visitation."

16.2 Telephone: Inmates will be allowed telephone privileges in accordance with SCDC Policy ADM-15.02, "Telephone Use," OP-22.53, "Inmate Tablets and Kiosks," and Attachments B or C as applicable. Inmate tablets or a roll around phone will be utilized for this purpose. Officers will limit the duration of the call to fifteen (15) minutes on a roll around phone to give other inmates the opportunity to make personal phone calls. Tablet calls are limited to 60 minutes. An inmate's access to their attorney shall not be denied at any level (see Section 15.13 of this policy for specific procedures regarding legal calls). (4-4271, 4-4272)

16.3 Tablets: Inmates in RH may have shared tablet access and privileges in accordance with SCDC Policy OP-22.53, "Inmate Tablets and Kiosks". Tablets are made accessible during normal weekday working hours and will be distributed by RHU staff upon request and as available. Access to shared tablets in RHU is limited to no more than 4 hours per day. Services/ privileges are as follows:

Level 1 – Law Library access only.

Level 2 – Basic access.

Level 3 – Basic Plus access.

Level 4 – Basic Plus access.

Level 5 – Basic Plus access.

Level 6 – Premium access.

Level 7 – Premium access.

16.4 Programs: Inmates assigned Levels 3 – 6 will have access to appropriate programs that support transition back to general population or the community. Programs may include: General Education Development (GED), chemical dependency (CD), mental health (MH), or other programs as deemed appropriate. Programs may be provided in cell, cell front, through the tablet, or in a group setting. (4-4273)

16.5 Recreation: Inmates in RH will be provided a minimum of five (5) days outdoor recreation per week, one (1) hour per day, weather permitting, unless safety and security reasons dictate otherwise. The reasons for the imposition of constraints (denied recreation for safety and security concerns) shall be specifically documented for each outdoor recreation missed on SCDC Form, 19-29A, "Incident Report." The lack of appropriate staff to conduct outdoor recreation is not to be utilized as a reason as noted above. The denial of outdoor recreation shall be based on an inmate's disruptive behavior that creates the safety or security concern. Outdoor recreation will be provided in accordance with the below and the inmate's assigned Level. If an inmate is denied recreation for safety and security concerns, the RHU supervisor will ensure that the inmate has a copy of Attachment F, "Physical Fitness, An In-Cell Exercise Program."

16.5.1 Inmates assigned SD Level 1, 2, or 3 (to include ST, DD, SP, and AP) and participating in outdoor recreation shall recreate individually. Inmates will be moved in restraints and have restraints removed once they are secured within the individualized outdoor recreation area. Inmates will be properly restrained prior to exiting the recreation yard.

16.5.2 Inmates assigned SD Level 4 and participating in outdoor recreation may recreate individually or with one (1) other similarly assigned inmate with the approval of the RHU Supervisor or other higher authority. Inmates will have their restraints removed once they are secured within the individualized outdoor recreation area. Inmates will be properly restrained prior to exiting the recreation yard.

16.5.3 Inmates assigned SD Level 5, 6, and 7 may be exercised individually or in groups with the approval of the Unit Supervisor and Program Coordinator or higher authority. Restraints are not utilized for movement in these levels. (4-4273)

16.5.4 Inmates assigned to MX (Levels 1 – 4) will be exercised individually and based upon their assigned level shall recreate as follows:

Level 1 – Remain in full restraints (due to disruptive behavior requiring regression).

Level 2 –

- Remain in full restraints for first the 30 days of assignment. (D status)
- Remain in belly chains for an additional 15 days. (I status)
- No restraints after completion of 45 days (as indicated above) and provided there have been no regression to Level 1. Inmates regressed to Level 1 must complete the 45-day evaluation process. (R status)

Level 3 – No restraints. (R status)

Level 4 – No Restraints. (R status)

16.5.5 During each scheduled outdoor recreation period, each inmate will be contacted and asked if he/she wishes to participate. The inmate's decision will be recorded in OATS. An inmate's decision to participate or decline is final and may not be changed after the security staff member has recorded the inmate's decision and moved to the next cell.

16.5.6 If the inmate declines outdoor recreation, OATS will be marked to indicate "Refused."

16.5.7 If the inmate elects to participate in outdoor recreation, OATS will be marked to indicate "Yes."

16.5.8 If there is inclement weather and RHU Supervisor has cancelled outdoor recreation, OATS will be marked to indicate "Inclement Weather." SCDC Form 19-29A "Incident Report," will be completed and indicate weather conditions and the approving RHU Supervisor's name.

16.5.9 If the inmate's immediate actions create a security or safety concern precluding outdoor recreation from occurring, OATS will be marked to indicate "Safety / Security Concerns." Each instance of "Safety / Security Concerns" being marked in OATS must be approved by the RHU Supervisor. SCDC Form 19-29A, "Incident Report," will be completed and indicate the reasons for the imposition of constraints and the approving RHU Supervisor's name.

16.5.10 All inmates assigned SD or MX Levels 1 – 4 (to include ST, DD, SP, and AP) and participating in outdoor recreation shall be strip searched prior to being removed from their cell and at the conclusion of the outdoor recreation period. Inmates in Levels 5 - 7 shall be pat/frisked searched prior to outdoor recreation. Random strip searches may be conducted as determined by the Unit Supervisor. Level 4 SD inmates may be considered for the reduction to pat/frisk search provided they are isolated to a wing or unit where different level inmates are not present. At no time will inmates in Level 4 MX be considered for a reduction to a pat/frisk search. (4-4255, 4-4270, 4-4273)

16.6 Canteen: Inmates assigned to SD Levels 4 – 7 are authorized canteen privileges and may purchase items from the canteen up to the limit specified in Attachment B or C as applicable.

NOTE: SCDC will issue essential and other authorized clothing, hygiene items, and writing supplies to inmates in RH according to guidelines established in applicable SCDC Policies including ADM-16.08, "Commissary Operations," and PS-10.08, "Inmate Correspondence Privileges."

16.7 Authorized Property: Inmates assigned RH are authorized property in accordance with Attachment D, "Authorized Property List (SD, DD, ST, SP, AP)," or Attachment E, "Authorized Property List (MX)," as applicable.

16.7.1 Inmates assigned to RH will NOT have typewriters, ice chests, personal coffee pots, cosmetics, lamps, single outlet drop cords, instruments (of any type), nor metal fasteners of any type, e.g. paper clips, staples, etc. Any property

item that the inmate is NOT allowed to possess in the RHU will be confiscated and processed pursuant to SCDC Policy OP-22.03, "Authorized Inmate Property and Disposition of Unauthorized Property."

16.7.2 Inmates who possessed a radio and ear buds prior to admission to RH will not be required to repurchase a radio or ear buds. Rather, the inmate's old radio and ear buds will be removed from the inmate's duffel bag. Inmates must submit a SCDC Form 19-11, "Request to Staff Member," or utilize the Automated Request to Staff on the tablet, to the Unit Supervisor for this purpose. If an inmate is regressed to Level 1, the inmate will lose his/her privilege to have the radio for the duration of assignment on Level 1. The radio will be stored in the inmate's duffel bag. This also applies to inmates with state issued crank radios and ear buds.

NOTE: SCDC Form 20-18, "Personal Equipment Order Form," should be used by inmates to request items from the Canteen and to authorize deductions from an inmate's E.H. Cooper Trust Fund.

16.8 Eligibility for Earned Work Credits (EWCs)/Incentive Pay/Earned Educational Credits (EECs): Inmates assigned Level 1 -3 are not eligible to earn EWCs, Inmate Incentive Pay, or EECs. Inmates in Levels 4 – 7 may be eligible to earn work credits or earn educational credits for programs and work completed in the level system.

17. RHU MONITORING AND STAFF VISITS: The monitoring of an institution's RHU will be conducted on a regular basis ***as indicated below***. This monitoring enables responsible officials to observe and evaluate conditions of confinement, to include face-to-face interaction with inmates in the RHU. ***Visits to the RHU and/or individual inmate cells are documented by utilizing OATS (scanning in/out).*** The RHU Control Room Officer shall also document visits in the RHU Logbook or ***other electronic log*** if available. (Changes in RED, amended by Change 1, dated July 28, 2023.)

17. ***1*** Rounds conducted by the Warden, Associate Wardens, ***Deputy Wardens,*** Major***, and Duty Warden*** will be staggered to ensure rounds are conducted by at least one executive staff member each day***, to include holidays and weekends***. When these positions are vacant***, unassigned,*** or the ***executive*** staff member is on leave, another executive staff member ***or duty warden*** shall conduct the RHU rounds to ensure ***a*** daily ***visit is*** accomplished. ***Absent vacancies, leave, training, etc., the expectation is a daily visit to the RHU by an executive staff member and a weekly visit by each executive staff member.***

17. ***2*** The RHU Supervisor shall spend a major portion of their workday in the RHU. They shall conduct a quality round of the RHU at least once per shift to ensure the health and well-being of assigned inmates and assess sanitation and maintenance needs of all RHU areas. (5-ACI-4B-12)

17. ***3*** The Classification Caseworker assigned to the RHU will be responsible for making rounds at least monthly. Classification Caseworkers shall use SCDC Form 18-68, "Staff Memoranda" to document conversations with individual inmates during these rounds. Inmates in RHU with classification related questions/issues must submit requests to their Classification Caseworker utilizing the inmate tablet (kiosk) or SCDC Form 19-11, "Request to Staff Member." Inmates that cannot read/write will be seen by the caseworker to address their concerns. (4-4258)

17. ***4*** Medical staff will conduct rounds at least daily to ensure the health and well-being of inmates.

17. ***5*** Behavioral/Mental Health staff will conduct rounds at least weekly and as requested by staff or inmates. Behavioral Health Services are provided in accordance with the inmate's mental health designation.

SECTION FIVE: RESTRICTIVE HOUSING UNIT PROCEDURES

18. CORRECTIONAL OFFICER SECURITY CHECKS: Correctional Officers assigned to RHU will conduct security checks and personally observe each inmate at least twice per hour on an irregular, unannounced schedule. At no time shall a security check be more than 40 minutes apart. The time of each security check will be recorded utilizing OATS." (5-4A-4257). In institutions with electronic surveillance systems, the Control Room Officer will check the monitor at least twice per hour, but no more than 40 minutes apart and record it in the RHU Logbook. (5-4A-4257, 5-4A-4260)

19. RHU LOGBOOK: The officer(s) assigned to the RHU Control Room will be responsible for maintaining the logbook. The logbook will be signed daily by the officer in the Control Room and the Shift Supervisor. At a minimum, the logbook will include:

- A record of RH admissions and releases to include the name and number of each inmate admitted/released to the unit, and the date, time, and reason for admission/release;

- A record of inmates leaving RHU for in house medical/mental health visits, legal visits, or other reason;
- Special medical or mental health issues or needs;
- All visits by staff or other visitors to include the purpose of the visit;
- All rounds conducted pursuant to Section 17;
- Viewing of monitors pursuant to Section 18;
- Record of inspections;
- Record of area searches;
- Observation of unusual behavior;
- Occurrences of Uses of Force;
- Start/end times for:
    - Meals
    - Outdoor recreation
    - Showers
    - Laundry
    - Cleaning/cleaning supply issuance
    - Haircuts/barbering services
    - Issuance of tablets
    - Telephone calls via the roll around phone. (4-4258, 4-4260, 4-4263)

19.1 The logbook will also be used to document any exceptions to the regular schedule for laundry, barbering/hair care services, and any instances in which clothing, bedding, or linens are not exchanged on the same basis as inmates in the general population. These exceptions will only be permitted when found necessary by the senior official on duty, and any exception will be recorded in the RHU logbook and justified in writing. (4-4260, 4-4263)

20. CELL ASSIGNMENT: Inmates placed in RH will only be housed in an appropriate RHU cell. SCDC prohibits the use of any alternative space including, but not limited to shower stalls, recreation cages, holding cells, or interview booths for any reason other than their designed purpose. Inmates placed in Crisis Intervention status shall be placed in a "safe cell" designated to house inmates in that status.

21. COUNT: Inmates are required to stand for formal counts. Inmates who fail to stand for formal counts are subject to disciplinary charges or a regression in level.

22. POST ORDERS: Institutional-specific Post Orders for Restrictive Housing Units will reflect detailed operating procedures relevant to the placement, control, and management of assigned inmates.

23. RESTRAINTS AND SECURITY PRECAUTIONS: The proper restraints and security precautions will be utilized whenever inmates housed in an RHU are moved outside of their cell (showers, recreation) or outside of the RHU. Restraint requirements for each SD or MX level are identified in Attachments B and C respectively.

24. RHU AREA SEARCHES: Any area utilized for inmates housed in an RHU must be searched prior to introducing inmates to the area. This includes visitation booths, visitation area, holding cells, program rooms, and outdoor or indoor recreation areas. For outdoor recreation exercise areas, special attention is paid to the condition of fence ties, metal braces, and fence fabric integrity. All area searches are documented in the RHU logbook.

25. CELL INSPECTIONS/SEARCHES:

25.1 Staff shall conduct a thorough inspection and search of an RHU cell prior to placing an inmate in the cell. This inspection will be documented on SCDC Form 19-224, "RHU Cell Inspection." This form will be maintained in the RHU and reviewed to access damage or cell deficiencies (e.g., burnt-out/broken lights, clogged toilets, inoperable cell doors, broken window, etc.) when an inmate permanently moves to another cell/unit/institution.

25.2 Each time an inmate is removed from their cell for shower and recreation, staff shall observe and assess the sanitation conditions of the cell. Additionally, staff will visually scan the cell for obvious contraband. When a cell is noted as "unclean" staff will provide the inmate cleaning supplies or have the inmates cell cleaned by an inmate porter or by staff. Sanitation inspections shall be documented utilizing OATS.

25.3 Each RHU cell shall be searched at least once per week on a randomly scheduled basis. Cell searches must be recorded utilizing OATS. During each cell search, staff will identify physical, security, or sanitary deficiencies (e.g., burnt-out light bulbs, stopped-up toilets, inoperable cell doors, broken window, etc.). (4-4192)

25.4 Any contraband found shall be documented and disposed of according to SCDC Policy OP-22.35, "Contraband Control."

26. SEARCHES OF INMATES: All inmates assigned to the restrictive housing unit (DD, ST, SP, AP, SD, and MX on Levels 1 – 4) shall be strip searched prior to exiting their cell and immediately upon return. This requirement is reduced to a frisk search for inmates assigned Level 5 – 7. Level 4 SD inmates may be considered for the reduction to pat/frisk search provided they are isolated to a wing or unit where inmates assigned different levels are not present. At no time will inmates in Level 4 MX be considered for a reduction to a pat/frisk search.

27. MULTI-THREAT VESTS AND CLEAR FACE SHIELDS: Multi-Threat vests and clear face shields must be worn at all times by staff assigned to an RHU, non-uniformed staff entering an RHU, visitors when entering the RHU, during escorts of RH inmates within the institution, or whenever inmate contact is required. Exceptions may be made on a case-by-case basis and approved by the Deputy Director of Operations.

28. KEYS: Keys are to be issued and carried as required by SCDC Policy OP-22.17, "Key Control." Keys are to be worn and maintained on an SCDC numbered lanyard and attached to the innermost belt of the employee, with the keys carried inside of the pants pocket. **NOTE:** Keys will not be attached to a Karabiner, D-Ring, hook, etc. at any time.

28.1 Officers assigned to RHU will not possess any cell door keys, wing door keys, and/or restraint keys during the night shift or at any time when inmate movement is not required (e.g. holidays, weekends, lockdowns, etc.). A supervisor with the rank of Sergeant or above will be required to sign out any cell door keys, wing door keys, and/or restraint keys during the night shift, or at times when inmate movement is not required. A supervisor must be present when inmates are restrained and removed from their cell for any reason. Officers may possess food flap/service window keys and necessary gate keys to perform required security and cell checks and for escort purposes. Emergency procedures (approved by the fire marshal) for the retrieval of keys identified in the Post Order shall be followed.

29. USE OF FORCE: Any use of force in an RHU shall be governed by SCDC Policy OP-22.01, "Use of Force" regarding use of force and restraints.

30. USE OF CONTROL CELL: A Control Cell may be utilized for management purposes of disruptive inmates as described below. The Warden, Associate Warden, Duty Warden, or Major may place an inmate in a control cell for up to seventy-two (72) hours when the inmate is actively:

- Threatening others by his/her actions to a level requiring enhanced security measures;
- Causing damage/destruction to the cell;
- Using items in the cell to cause damage to the cell or any part of the cell's furnishings/facilities; or
- Using items in the cell to disrupt operations that causes a threat to others.

NOTE: A one-time act by an inmate does not meet the threshold for placement in Control Cell.

30.1 Prior to placement in a control cell, medical will be consulted to ensure placement will not negatively affect the inmate's health. This consultation will be documented by the institution's operational staff on SCDC Form 19-29A, "Incident Report." A Control Cell MIN will also be completed documenting the behavior that prompted the placement on control cell status and name of the employee authorizing placement.

30.2 The RHU Supervisor will ensure cell checks are conducted in accordance with Section 18 of this policy. The only items an inmate will be allowed to possess once placed in a control cell will be:

- One (1) pair of underwear;
- One (1) blanket.

30.3 All other property will be inventoried, placed in a duffel bag, and secured in accordance with SCDC Policy OP-22.03, "Authorized Inmate Property and Disposition of Unauthorized Property."

30.4 An inmate in a control cell shall be reviewed no less than every eight (8) hours. The use of the control cell will be immediately discontinued when the inmate ceases the actions that resulted in the placement.

30.5 The Warden, Associate Warden(s), Major or Duty Warden shall ensure that no review exceeds eight (8) hours and that no inmate exceeds seventy-two (72) hours in a control cell.

30.6 The Control Cell entry in the CRT shall be updated to close out the use of the control cell and a corresponding entry shall be entered in the RHU logbook.

31. SAFE CELLS: A "safe cell" is utilized to manage inmates assigned to an RHU or to MX who are a threat to themselves, voice suicidal thoughts, display suicidal gestures/behaviors, or exhibit bizarre behavior should be referred to the QMHP if on duty or to medical staff and placed in a "safe cell". Inmates placed in an RHU safe cell require constant watch (one on one) until assessed by a QMHP. Refer to SCDC Policy HS-19.03, "Inmate Suicide Prevention and Crisis Intervention." Safe cells shall not be utilized for other inmates except in exigent circumstances. They should be clean and ready to occupy if needed.

32. NON-RHU INMATES: Inmates not assigned to RH should not be allowed inside the unit except for those inmates properly vetted and assigned to a job or role that involves entering an RHU. All inmates shall be strip searched prior to entering and after exiting any secure area of RHU and will be closely supervised by RHU staff. The Warden or Associate Warden must approve all inmate workers assigned to tasks within an RHU.

33 DAMAGE, DESTRUCTION, AND/OR MISUSE OF PROPERTY:

33.1 An inmate's access to certain hygiene, clothing, and/or bedding items may be restricted by RHU staff for safety and security reasons, i.e. the inmate is destroying property, has engaged in self-harm, or has harmed others utilizing those items. All such restrictions must be approved by the RHU Supervisor, documented, and justified as outlined in SCDC Policy OP-22.36, "Damage, Destruction and Abuse of Property." (4-4263)

33.2 Anytime an inmate is found to have damaged, destroyed, or misused property, the unit supervisor will confiscate the property and document this confiscation on SCDC Form 19-20, "Restrictive Housing Unit Confiscation Report/Review."

33.3 Inmates housed in an RHU who damage, destroy, or misuse property may lose privileges and/or property items, as outlined in SCDC Policy OP-22.36, "Damage, Destruction and Abuse of Property." In addition, they may be regressed in Level as deemed appropriate by the ICC according to the procedures identified in Section 12 of this policy.

NOTE: This action can be taken in addition to formal disciplinary action against the inmate pursuant to SCDC Policy OP-22.14, "Inmate Disciplinary System." Inmates may be required to make restitution for the damaged/destroyed item pursuant to SCDC Policy ADM-15.01, "Repayment of Costs by Inmates."

34. DASHING PROTOCOLS: Dashing protocols may be imposed upon inmates who assault or attempt to assault staff with body fluids including, but not limited to, urine, blood, feces, vomit, saliva, or semen on an employee. The protocols are as follows:

34.1 Formally charge and refer to a disciplinary hearing.

34.2 Immediately refer to the incident to the Deputy Director of Investigation and Intelligence as an inmate may be criminally prosecuted pursuant to existing state statute (SC Code § 24-13-470 (2012)). (4-4265)

34.3 Reduce the inmate to Level 1 (Behavior Level 1) for up to 14 days in accordance with Section 11.

34.4 Confiscate the inmate cup, other bottles, and any items that may be utilized to assault staff with liquids. SCDC Form 19-20, "Restrictive Housing Unit Confiscation Report/Review," will be used by security staff to document this restriction.

34.5 The cup/bottle restriction shall last for up to 28 days with a weekly evaluation. During this time, he/she will be allowed to drink water out of the sink in his/her cell.

34.6 After 7 days of drinking from sink and without instances of dashing, the inmate will be provided a rolled rim paper cone once a day for 7 days.

34.7 After 7 days of utilizing a rolled rim paper cone without any instances of dashing, the inmate will be provided bag juice/milk/water.

34.8 After 7 days of utilizing bag juice/milk/water, the inmate's cup will be returned.

34.9 All bottles or other items that may be utilized to squirt liquids shall be removed from the cell during the 28-day period noted above. Inmates will be provided with a "3-in-1" dissolvable pack for shower, shampoo, and shave during each shower period. Additionally, inmates will be issued a finger brush which contains a finger brush and tooth brushing ingredients.

34.10 The inmate's behavior will be reviewed every (7) days by the RHU Supervisor or designee until the cup is returned for positive behavior or the dashing protocol is ended. The RHU Supervisor or designee's decisions will be documented on

SCDC Form 19-20. When an inmate engages in a pattern of this behavior, each occurrence will be handled individually. Also see Section 35 of this policy for information about using the Alternative Meal Service.

34.11 All documentation concerning the misuse of property/dashing will be filed in the inmate's institutional record and may be used by the ICC to adjust an inmate to a more restrictive custody assignment.

35. ALTERNATIVE MEAL SERVICE: An alternative meal service may be imposed upon an inmate on an individual basis when the inmate has utilized food or any type of food service utensil/equipment in a manner that is hazardous to self, staff, or other inmates. Examples are:

- Throwing food, food tray, cup, or utensils;
- Collecting or throwing human waste or any unidentified substances by way of tray, cup, or utensils; or
- Refusing to return uneaten food (4-4264)

NOTE: The alternative meal service under this section normally consists of a nutraloaf meal. If the institution does not have nutraloaf on hand and must order it from Food Services at Broad River Correctional Institution, the inmate may be served finger foods or a bag lunch as appropriate until the nutraloaf arrives.

35.1 The alternative meal service must be approved in writing by the Warden (or an approved designee at the level of Major or above) and by a qualified medical professional. The qualified medical professional will be required to review any medical condition that may preclude the inmate from being placed on the Alternative meal service. Section I of SCDC Form 19-85, "Nutraloaf Meal Service," will be used for this purpose. (4-4264)

35.2 Each inmate approved to be placed on the Alternative meal service must be provided with written notification of the same. Section II of SCDC Form 19-85, "Nutraloaf Meal Service," will be provided to the inmate for this purpose. (4-4264)

35.3 The use of alternative meal service under these guidelines must be reviewed every forty-eight (48) hours by the Major or other higher authority and by a qualified medical professional. Each use of the alternative meal service cannot exceed seven (7) days. Section III of SCDC Form 19-85, "Nutraloaf Meal Service," will be used to document these reviews. A copy of this form will be maintained in the inmate's institutional record.

35.4 If the inmate appears to need medical care, the officer **MUST** notify the nursing staff.

35.5 If the inmate engages in any of the behavior described above after being returned to regular meals, he/she may be returned to the alternative meal service for a period not exceeding seven (7) additional days following the procedures listed above. This additional period will begin at the time of the subsequent offense.

35.6 If an inmate continues to commit any of the violations described in Section 35 while he/she is being provided the alternative meal service, the inmate may be continued on the alternative meal service for an additional seven (7) days, provided that he/she is given regular meals for a period of twenty-four (24) hours prior to the start of his/her next alternative meal service period. The same procedures described in Section 35.1, will be followed to return the inmate to an alternative meal service. The 24-hour break will also be documented in the RHU permanent logbook.

36. TEMPERATURE CHECKS AND SANITATION INSPECTIONS: In an effort to monitor conditions in RHU, staff shall document temperatures and sanitation levels in all SAFE cells and in an additional four (4) random RHU cells during each shift. The appropriate temperature range should be between 68.0 – 78.0 degrees Fahrenheit. When the temperature falls outside of this range, RHU staff must document actions taken to address the out of range temperature. Additionally, when an inmate's cell is untidy or unsanitary RHU staff must document actions taken to address the untidy/unsanitary conditions. Temperature checks, sanitation inspections, and the actions taken to address out of range temps and unsanitary or untidy cells shall be documented in OATS.

SECTION SIX: STAFF TRAINING AND ASSIGNMENT

37. STAFF ASSIGNMENT, SELECTION, AND TRAINING: Restrictive Housing Units typically house inmates who recently have engaged in violent or seriously disruptive behaviors. Staff assigned to RH routinely communicate and interact with inmates in the unit and thus face a higher risk of exposure to dangerous situations compared to officers in other assignments. Accordingly, staff selected, trained, and assigned to work within an RHU should have the following qualities:

- Motivated.

- Proactive in their duties at work.
- Communicates effectively with inmates.
- Communicates effectively with staff.
- Good attendance record.
- Willingness to take direction.
- Possess a positive attitude.
- Works well with others.

37.1 Staff Selection: Staff selected to be assigned duties in an RHU shall have completed Mental Health First Aid Training or Crisis Intervention Training or must agree to complete the training during their assignment. All SCDC staff are provided RHU Orientation training during CO Basic. Officers assigned to work in an RHU will be immediately enrolled through the SCDC Learning Management System (LMS) in RHU Orientation Training (video training) as a refresher training regardless of the time elapsed between CO Basic and assignment to RHU. Each RHU Supervisor shall review applicable policies (RHU and Use of Force), procedures, and practices with all newly assigned staff. RHU Orientation Training will be entered into the employees training record through the LMS. RHU Orientation Training shall be completed annually as a refresher for those staff assigned to RHU for more than 12 months.

37.2 Specialized Training: Specialized training for RHU staff will include the following: RHU Orientation, RH Initiative/Policy, Documentation Requirements, Use of Force, Review of Post Orders, Anger/Stress Management, Pre-Crisis Intervention, the Level System, Mechanical Restraints, Video Camera Operations, Report Writing, Security Restraint Chair, Medical Restraint Chair, and Forced Cell Movement Team and Scenarios. This training must be documented and should be completed within one (1) year of assignment.

37.3 Evaluations: Personnel assigned to RHU shall be regularly evaluated by the RHU supervisory personnel and shall normally serve 12 months in an RHU position. At the 12-month mark, staff assigned to an RHU will be reviewed to determine if the staff member needs to be rotated out of the RHU.

37.4 Extension Request: Staff receiving a favorable evaluation may request to continue working in the RHU for an additional six (6) months. If this is approved, the staff member will be re-evaluated at the end of 18 months. Staff desiring to remain in an RHU longer than 18 months must receive a positive evaluation, and obtain approval, in writing, from the Warden and the Regional Director. Staff approved for an extension shall continue to be reviewed every 6 months.

37.5 Documentation: Wardens shall maintain an automated roster of RHU employees showing their length of service in RHU and documentation of each employee's evaluation at 12 months and subsequent 6-month intervals for those with a length of service of greater than 12 months. The roster will be forwarded to the Deputy Director of Operations on a quarterly basis (January, April, July, and October). (4-4259)

37.6 Positions: Security positions for an RHU are identified and designated on the Master Post Chart for the institution.

37.7 Filling of Vacant Positions: Positions will be filled only for a limited period of time (as identified above), and employee assignment will be considered temporary, not a permanent RHU assignment. The Recruiting and Employment Services Branch may be requested to assist the Warden with the announcement of available positions through the Agency's vacancy announcement process, or an individual may be reassigned without announcement. Vacancy announcements must clearly indicate that the position is temporary and assigned to the RHU. The ultimate selection of any RHU employee will be the responsibility of the Warden.

38. EMERGENCY PROCEDURES: Emergency procedures for RHU are contained in the post orders for Restrictive Housing. For all incidents outside the norm, OP 22.54 "Emergency Management" outlines an all hazards approach utilized by the agency for emergency management.

SECTION SEVEN: QUALITY MANAGEMENT PROCESS

39. QUALITY MANAGEMENT: The Office of the Deputy Director of Operations shall establish reporting and monitoring of the OATS to ensure policy compliance and consistency of operations. OATS reports shall include, but are not limited to inmate showers, temperature checks, sanitation inspections, inmate recreation, cell checks, and inmate laundry (clothing, linens, blankets).

39.1 The goal of DDO's quality management is to ensure all prisons with RHUs are performing as required per this policy. Wardens shall be notified weekly of their deficiencies. This allows for institutions to track their weekly or monthly achievement goals.

39.2 Cell Checks: Institutions shall achieve 90% of required cell checks on a monthly basis.

39.3 Temperature Checks: Institutions shall achieve 90% of required temperature checks on a monthly basis.

39.4 Inmate Showers: Institutions shall achieve 90% of required inmate shower offerings on a monthly basis.

39.5 Inmate Recreation: Institutions shall achieve 90% of required inmate outdoor recreation offerings on a monthly basis.

39.6 Inmate Laundry: Institutions shall achieve 90% of required inmate laundry services (clothing, linens, blankets) on a monthly basis.

39.7 Cell Sanitation: Institutions shall achieve 90% of required sanitation checks on a monthly basis.

40. OUTCOME MEASURES: SCDC shall ensure the following outcome measures are tracked:

40.1 Average number of inmates in Restrictive Housing per month over the past 12 months divided by the daily population in the past 12 months.

40.2 Average number of inmates in Security Detention (to include SD and MX) per month over the past 12 months divided by the average daily population in the past 12 months.

40.3 Number of inmates released from Restrictive Housing by the appropriate authority within 24-hours in the past 12 months divided by the total placed in Restrictive Housing in the past 12 months.

40.4 Number of inmates in Security Detention (including SD and MX) that were released directly into the community within the past 12 months divided by the total number of inmates released in the past 12 months. (ACA Performance Standard 4B)

41. DEFINITIONS:

ADDO refers to the Assistant Deputy Director of Operations.

ADDBH refers to the Assistant Deputy Director of Behavioral Health.

AP refers to the RHU status for inmates Awaiting Program placement.

Business Day refers to any day other than a Saturday, Sunday, State or Federal holiday observed by state offices, or day on which government offices in the area in which the institution is located are officially closed for any other reason (ex: emergency closures due to weather).

Central Classification (CC) refers to those officials assigned to the SCDC Central Classification Office responsible for the statewide management of bed space and approval for release and admission to the Restrictive Housing Unit.

Disciplinary Detention (DD) refers to a form of separation from the general population in which inmates committing serious violations of conduct regulations are confined pursuant to SCDC Policy OP-22.14, "Inmate Disciplinary System."

DDO refers to the Deputy Director of Operations.

DDBH refers to the Deputy Director of Behavioral Health.

Extended Restrictive Housing refers to housing (SD or MX) that separates the inmate from the general population and while restricting the inmate to their cell for 22 hours or more per day and for more than 60 days for the safe and secure operation of the institution.

Invalid PC Unit (IPU) refers to a special-purpose housing unit for inmates who face similar threats found to be invalid by the Institutional Protective Custody Committee. The conditions of confinement in IPUs are comparable to those of general population units. (Changes in RED, added/amended by Change 1, dated July 28, 2023.)

Institutional Classification Committee (ICC) refers to the committee responsible for making classification decisions and/or recommendations relative to an inmate's needs at the institutional level. Decisions on custody and security advancement/reduction will be made as a formal committee to ensure that decisions are made in a rational, objective, and equitable manner.

Level System refers to a Step Down type program that allows inmates an opportunity to enhance and demonstrate their readiness to return to general population and/or the community through successful participation in prescribed programming and by earning progressive privileges through advancement in the established program levels. Inmates remain in the Level System and are considered as restrictive housing status in Levels 1 – 7.

Nutri-loaf refers to a food product (in the form of a loaf) which provides and meets requisite dietary needs and requirements and is provided to inmates in place of regular meals under limited circumstances approved by the Warden/designee and qualified medical officials.

Protective Concerns (SP) refers to the RHU status for inmates requesting protective custody or is at risk and may require a higher degree of safety and security.

Qualified Medical Professional, for the purpose of this policy, refers to a physician, physician's assistant, LPN, RN, or nurse practitioner.

Qualified Mental Health Professional (QMPH) refers to staff assigned to the Office of the Deputy Director of Behavioral Health who are licensed to provide mental health services to inmates housed in SCDC institutions.

Restrictive Housing (RH) refers to the housing of an inmate that involves: (1) removal from the general inmate population, whether voluntary or involuntary; (2) placement in a cell, whether alone or with another inmate; and (3) inability to leave the room or cell for the vast majority of the day, typically 22 hours or more.

Restrictive Housing Unit (RHU) refers to a housing unit that houses inmates who pose a direct threat to the safety of persons or a clear threat to the safe and secure operation of the institution and are separated from the general population for 22 hours or more per day.

Restrictive Housing Unit Multidisciplinary Committee (RHU MDC) refers to an integrated team approach to a classification review team. The members are comprised of three (3) voting members: one representative from DDO (Regional Director or higher), one representative from the Office of the Deputy Director of Behavioral Health (Division Director or higher), and one representative of the Division of Classification and Inmate Records (Assistant Division Director or higher). The members meet to make decisions on inmate placement in the Level System and/or for release from the Level System.

Security Detention (SD) refers to the placement of an inmate who meets approved criteria in a restrictive housing unit (RHU) for an extended period.

Security Detention Maximum (MX) refers to the placement of an inmate in who meets approved criteria and is reserved for inmates who constitute the greatest threat to the safety and security of the community, staff, others, and/or the secure operations of a correctional facility. For males, this placement is normally completed at Kirkland Max Unit. For females, this placement is normally completed at Camille Graham RHU.

Security Threat Group refers to any formal or informal organization, association, or group of three (3) or more inmates that has a common name, and whose members or associates engage or have engaged in two (2) or more activities that include planning, organizing, threatening, financing, soliciting, or committing unlawful acts or acts of misconduct classified as serious threats or potential threats to the safety and security of the public, the Agency, employees, visitors, and/or other inmates. Designation of a group as a Security Threat Group requires the approval of the Agency Director.

Serious Physical Harm refers to harm which causes permanent injury or death and/or requires immediate medical attention, emergency treatment, or hospitalization. In the case of attempted acts, the act will be considered an attempt to cause serious physical harm if the act, had it been successfully completed, would normally cause serious physical harm as defined above.

Short Term Detention (ST) refers to the temporary placement of an inmate charged with, or suspected of, a disciplinary violation in designated cells of a Restrictive Housing Unit.

Tablet Access refers to content available on the inmate tablet. Content is as follows:

Basic Access (Code 99) - BibleGateway, Calculator, Calendar, Career One Stop, Facility Messages, Health Notices, Khan Academy, Law Library, GTL Genesis (secure messages, requests to staff, document drop), Merriam-Webster dictionary, Notices, PREA video, Quran, Religious Library, Sundar Gutka, Phone Dialer, GTL Education (LMS including GED prep and Life Skills), and APEX education.

Basic Plus Access (Code 50) - BibleGateway, Calculator, Calendar, Career One Stop, Facility Messages, Health Notices, Khan Academy, Law Library, GTL Genesis (secure messages, requests to staff, document drop), Merriam-Webster dictionary, Notices, PREA video, Quran, Religious Library, Sundar Gutka, Phone Dialer, eBooks, FM Radio, Free Games (chess, hearts, solitaire, sudoku, word search), GTL Education (LMS including GED prep and Life Skills), and APEX education.

Premium Access (Code 01) - BibleGateway, Calculator, Calendar, Career One Stop, Facility Messages, Health Notices, Khan Academy, Law Library, GTL Genesis (secure messages, requests to staff, document drop), Merriam-Webster dictionary, Notices, PREA video, Quran, Religious Library, Sundar Gutka, Phone Dialer, eBooks, FM Radio, Free Games (chess, hearts, solitaire, sudoku, word search), GTL Education (LMS including GED prep and Life Skills), and APEX education. Optional paid subscription options for movies / TV, music, and games.

SIGNATURE ON FILE

s/Bryan P. Stirling, Director

Date of Signature

ORIGINAL SIGNED COPY MAINTAINED IN THE OFFICE OF POLICY DEVELOPMENT

ATTACHMENT A

LEVEL SYSTEM PROGRAMMING REQUIREMENTS LEVELS 3-6

SD and MX Level 3 – Intermediate Level - Every RHU and Kirkland Max:

Duration: SD-120 Days Maximum / MX-8-18 Months Maximum
(This is a mandatory pre-requisite to for release, SD Level 4, or MX Level 4).

Programming: Corrective Actions Journaling Series (in-cell).

This curriculum places responsibility on the individual themselves. The interactive journaling encourages each individual to develop a system of values and strategies that will lead to responsible thinking and positive behavior change.

The Con Game – Corrective Actions:

Exploring how the "con game" may be at the core of faulty beliefs.

Values – Corrective Actions:

Evaluating criminal values that influenced participants' lives.

Thinking Errors – Corrective Actions:

Examining basic thinking errors that lead to criminal behavior.

My Change Plan – Corrective Actions:

Exploring the stages of change and providing change strategies.

SD and MX Level 4 – Intermediate Level – Perry RHU (Step-Up) and Kirkland Max:

Duration: SD-90 Days Maximum / MX-10-18 Months Maximum

Programming: Challenge Curriculum (in-cell and/small groups).

This series provides a comprehensive curriculum for high security and step-down programs that was developed with the Department of Justice and Federal Bureau of Prisons. The focus is on primarily helping high-risk inmates live a life free of any criminal activity, violence, and drug use, while emphasizing the importance of building a healthy support community.

Orientation – Challenge:

Answers the question why am I here?

Rational Thinking – Challenge:

Exploring how thoughts and self-talk influence beliefs, feelings, and actions.

Criminal Lifestyles – Challenge:

Considering how criminal behavior develops from thinking and choices.

Violence Prevention – Challenge:

Exploring relationships with violence and how to break the cycle.

Communication Strategies – Challenge:

Exploring effective communication, controlling anger and healthy relationships.

Lifestyle Balance – Challenge:

Evaluating if participants' lives are in balance and making positive changes.

Transition – Challenge:

Exploring if expectations are realistic and covering key transition areas.

SD Level 5 – Least Restrictive Level – Perry Step Down Unit (Step In):

Duration: 90 Days Maximum.

Programming: Thinking for a Change (T4C) (out of cell groups).

This curriculum is a cognitive behavioral change program that was developed by the National Institute of Corrections (NIC) that addresses the cognitive, social, and emotional needs of offenders.

Three main components:

- Cognitive self-change.
- Social Skills.
- Problem Solving Skills.

SD Level 6 – Final Level – Perry Step Down Unit (Step-Out):

Level 6A would be located on B-Side in Q4 Dorm on Perry's yard. Inmates would be placed in Close Custody and would be confined to the wing, not able to leave. They would come out on a tier basis, with no more than (12) inmates out at any given time. Inmates would come out for (4) hours a day that would give them time for outside recreation, showers, and attend mandatory classes and group therapy held on the wing. Inmates would eat all meals in the dorm and able to purchase canteen that would be brought to them.

Duration: 180 Days Maximum.

Programming: Violence Prevention/Building Healthy Communities.

Sexual violence prevention refers to efforts intended to stop perpetration of unhealthy, harmful, dangerous, and illegal behaviors and acts, as well as victimization by others. Prevention efforts include developing the attitude, knowledge, skills, behaviors, and resources necessary to promote individual and community health, safety, and wellbeing.

Programming: Impact of Crime.

The focus of this class is on victims and the impact that particular crimes have had on them. Inmates learn victims' personal experiences which are the centerpiece of this program. The curriculum provides offenders with the opportunities to change their thinking and behavioral patterns while giving them an option to make amends to their victims, directly or indirectly.

Programming: 7 Habits on the Inside.

This curriculum is based on the 7 Habits of Highly Effective People, by Dr. Stephen R. Covey. It is a process that changes prison culture through helping individuals build a personal foundation on a principle centered life. The overarching goal is to help individuals achieve their highest potential inside and outside of prison. The 7 Habits on the Inside program is the first step in eliminating destructive habits and replacing them with productive habits. The 7 Habits are: Be Proactive®, Begin With the End in Mind®, Put First Things First®, Think Win-Win®, Seek First to Understand, Then to Be Understood®, Synergize®, and Sharpen the Saw®.

Programming: Anger Management.

Anger is a normal, healthy response to a threat when used appropriately. The goal of this class is to reduce inmates' emotional feelings and the physiological arousal that anger causes. The class will go over strategies to control one's anger and identify what general triggers should be avoided or managed to keep someone from going over the edge.

Programming: Art Therapy.

Art therapy alleviates stress in a productive and healthy way. Art class will be divided into segments that will consist of: sketching, painting, watercolors, and scratch art.

Programming: Sociology 101.

Overview of social problems within society and the communities around us while looking at problems from different world views. Inmates will be given the opportunity to develop and brainstorm ideas on problem solving for different problems around us.

Programming: Philosophy 101.

Introduction to philosophy focusing on logic, reasoning, and argumentation. Emphasis is given to the identification, analysis, and evaluation of arguments. The expectation of the program is for inmates to learn the formal and informal methods of deduction and induction and understand the fallacies of reasoning to be avoided in constructing logically sound arguments.

Programming: Creative Writing.

This class will cover an array of writing styles that would consist of grammar, punctuation, poetry, short-stories, and autobiographies.

SD Level 7 – (Step-Out):

Level 7 is an assignment available for inmates whose presence outside of the Level System would pose a threat to staff and/or other inmates. This placement will continue to provide the structure and specialized program environment of the Level System while allowing inmates to retain privileges that are commensurate with the general population. Inmates assigned Level 7 may serve as facilitators for classes/activities in the Step-Up Program provided they possess quality characteristics for mentoring, are viewed by staff as being a positive influence, possess good social skills, and have displayed positive behavior in the program.

Programming: GED, Work Keys, Vocational Training, Jobs.

ATTACHMENT B

LEVEL SYSTEM ACTIVITIES AND PRIVILEGES CHART (SD, DD, ST, SP, AP)

	Level 1 (BHL1)	Level 2 (BHL2)	Level 3 (BHL3)	Level 4 (BHL4)	Level 5 (SI)	Level 6 (SO)	Level 7 (SF)
Duration	14 days (SD)	120 days (SD) 60 days (DD/ST)	120 days (SD) 60 days (SP)	90 days (Step Up)	90 days (Step In)	180 days (Step Out)	Indefinite (Facilitator/Long Term)
Location	Any RHU	Any RHU	Any RHU	Perry RHU	Perry CI	Perry CI	Perry CI
Recreation	5 days per week *recreation enclosure	5 days per week *recreation enclosure	5 days per week *recreation enclosure	5 days per week *recreation enclosure	5 days per week *recreation enclosure	7 days per week *rotates between recreation enclosure and dayroom	7 days per week *rotates between recreation enclosure and dayroom
Showers	3 per week	3 per week	3 per week	3 per week	5 per week	Open	Open
Meals	In Cell	In Cell	In Cell	In Cell	In Cell	Wing Common Area/Cafeteria	Wing Common Area/Cafeteria
Mail/Canteen	Mail/Hygiene *hygiene	Mail/Hygiene *hygiene	Mail/Hygiene *hygiene	$15 weekly limit	$30 weekly limit	$50 weekly limit	$100 weekly limit

	issued bag items only	issued bag items only	issued bag items only				
Visits (if inmate has visitation privileges)	None	None - unless approved for a special visit by the Warden	None - unless approved for a special visit by the Warden	1 visit per month - (non-contact) max of 2 visitors- must be scheduled	2 visits per month- visitation room	4 visits per month- visitation room	8 visits per month- visitation room
Phone Calls (if inmate has phone privileges)	None	1 per month	1 per week	2 per week	4 per week	2 per day	4 per day
Tablet (if inmate has tablet privileges)	No	Yes, Basic	Yes, Basic Plus	Yes, Basic Plus	Yes, Basic Plus	Yes, Premium	Yes, Premium
Television	No	No television in cell - may have crank radio to watch wall mounted televisions	No television in cell - may have crank radio to watch wall mounted televisions	No television in cell - may have crank radio to watch wall mounted televisions	Yes	Yes	Yes
Radio	No	Yes. Crank radio to listen to wall mounted televisions	Yes. Crank radio to listen to wall mounted televisions	Yes. Crank radio to listen to wall mounted televisions	Yes	Yes	Yes
Restraints - Movement to Shower and Rec. (For all movement outside of the RHU, refer to requirements contained in OP-22.10)	Full Restraint 2-key system maximum security cuffs (1-key style), black box, belly chains, lead chain/padlock, leg irons, hobble chain	Two Sets of maximum security cuffs (behind back), lead chain, leg irons	One Set of maximum security cuffs (behind back), lead chain, leg irons	Maximum security cuffs, lead chain	Unrestrained movement to rec. enclosure and shower inside the unit	No restraints when out of cell	No restraints when out of cell
Escorted Movement (For out of unit escorts, refer to requirements contained in OP-22.10)	Escorted movement - minimum of two (2) certified officers, one (1) of whom will be of a supervisory rank of Sergeant or above (may be a corporal when necessary and as approved	Escorted movement - minimum of two (2) certified officers, one (1) of whom will be of a supervisory rank of Sergeant or above (may be a corporal when necessary and as approved by	Escort movement - minimum of two (2) certified officers	Escort movement - minimum of two (2) certified officers	Escort movement - minimum of one (1) certified officer	Certified Officer- pre sense when any inmate is out	Certified Officer- pre sense when any inmate is out

	by the Major or above)	the Major or above)					
Work Assignments	None	None	None	May be assigned in cell work activities	Rotating work assignments for unit	Rotating work assignments for unit	Rotating work assignments for unit
Programming - *GED, CD, MH programming offered at all levels	None	In cell only	In cell only	Group programming	Group programming	Group programming	Group programming

ATTACHMENT C

LEVEL SYSTEM ACTIVITIES AND PRIVILEGES CHART (MX)

	Level 1 (MXL1)	**Level 2 (MXL2)**	**Level 3 (MXL3)**	**Level 4 (MXL4)**
Duration	14 days	6-12 months	8-18 months	10-18 months
Location	Kirkland Max	Kirkland Max	Kirkland Max	Kirkland Max
Recreation	5 days per week *recreation enclosure	5 days per week *recreation enclosure	5 days per week *recreation enclosure	5 days per week *recreation enclosure
Showers	3 per week	3 per week	4 per week	5 per week

Meals	In Cell	In Cell	In Cell	In Cell
Mail/Canteen	Mail/Hygiene *hygiene issued bag items only	Mail/Hygiene *hygiene issued bag items only	Mail/Hygiene *hygiene issued bag items only	Mail/Hygiene *hygiene issued bag items only
Visits (if inmate has visitation privileges)	None	None - unless approved **for a special visit by the Warden (immediate family)**	None - unless approved **for a special visit by the Warden (immediate family)**	1 visit per month - (non-contact) max of **1 visitor (immediate family) - must be scheduled**
Phone Calls (if inmate has phone privileges)	None	1 per month	1 per week	2 per week
Tablet (if inmate has tablet privileges)	No	No	Yes, Basic	Yes, Basic Plus
Television	No	Wall mounted television in cell	Wall mounted television in cell	Wall mounted television in cell
Radio	No	Yes, Crank radio	Yes, Crank radio	Yes, Crank radio
Restraints - Movement to Shower and/or Rec. (For all movement outside of the RHU, refer to requirements contained in OP-22.10)	Full Restraint 2 - key system maximum security cuffs (1 - key style), black box, belly chains, lead chain/padlock (second key style), leg irons, hobble chain	Full Restraint 2 - key system maximum security cuffs (1 - key style), black box, belly chains, lead chain/padlock (second key style), leg irons, hobble chain	Full Restraint 2 - key system maximum security cuffs (1 - key style), black box, belly chains, lead chain/padlock (second key style), leg irons	Two Sets of maximum security cuffs (behind back), lead chain, leg irons
Escorted Movement (For out of unit escorts, refer to requirements contained in OP-22.10)	Escorted movement - minimum of two (2) certified officers, one (1) of whom will be of a supervisory rank of Sergeant or above (may be a corporal when necessary and as approved by Majors or above)	Escorted movement - minimum of two (2) certified officers, one (1) of whom will be of a supervisory rank of Sergeant or above (may be a corporal when necessary and as approved by Majors or above)	Escorted movement - minimum of two (2) certified officers	Escorted movement - minimum of two (2) certified officers
Work Assignments	None	None	None	None
Programming *GED, CD, MH programming offered at all levels	None	In cell only	Group programming at restraint chairs	Group programming at restraint chairs

ATTACHMENT D

AUTHORIZED PROPERTY LIST (SD, DD, ST, SP, AP)

Item	Note	Level 1	Level 2 (Including DD and ST)	Level 3 (Including SP and AP)	Level 4	Level 5	Level 6 and 7
Boots	State-issued or canteen purchased	0	0	0	0	1	Allowed Same Property As General Population
Clogs/Bobos	State-issued	1	1	1	1	1	
Eye Glasses/Dentures		1	1	1	1	1	
Jacket	As Needed - Weather Permitting	1	1	1	1	1	
Jumpsuit	State-issued	1	1	1	1	0	
Shirts	State-issued orange	0	0	0	0	2	
Pants	State-issued orange	0	0	0	0	2	
Shorts (athletic)	Purchased from canteen	0	0	0	1	1	
Kippah	Officially recognized as Jewish	1	1	1	1	1	
Kufi	Officially recognized as Muslim	1	1	1	1	1	
Scarf	For Muslim women head covering	1	1	1	1	1	
Undershirt (White)	Only if purchased from canteen	0	0	0	3	4	
Socks		1	2	2	3	4	
Sweat shirt/pants		0	0	0	0	1	
Tennis Shoes	Only if purchased from canteen	0	0	1	1	1	
Underwear	Females-consists of underwear & bra	1	2	2	3	4	
Wedding Band		1	1	1	1	1	
Bed Sheets		2	2	2	2	2	
Blanket	Only issued during cold weather	1	1	1	1	1	
Laundry Bag		1	1	1	1	1	
Mattress		1	1	1	1	1	
Pillow		1	1	1	1	1	
Pillow Case		1	1	1	1	1	
Prayer Rug	Officially recognized as Muslim	1	1	1	1	1	
Towels		1	1	2	2	2	
Wash Cloth		1	1	2	2	2	
Deodorant		1	1	1	1	1	
Small Comb		1	1	1	1	1	
Soap/ 3 in 1		1	1	1	1	1	
Tooth Brush		1	1	1	1	1	
Tooth Paste		1	1	1	1	1	
Address Book		1	1	1	1	1	

Legal Material-15" x 12" x 10" Box		1	1	1	1	1
Library Book	**Exchanged on a one for one basis, in addition to religious source book**	0	1	2	3	4
Magazine		0	0	1	2	2
Newspaper		0	0	0	0	1
Personal Letters		0	10	15	20	25
Photographs	**Dimensions may not exceed 4x6, must meet Policy PS-10.08 standards**	0	3	5	10	15
Photo Album		0	0	0	0	1
Religious Source Book	**Copy of the primary source book for their religion (4-4269)**	1	1	1	1	1
Chess, Checkers, or Dominoes	**Purchased from canteen**	0	0	0	1	2
Playing and Uno Cards	**Purchased from canteen**	0	1	1	1	1
Watch	**No more than $35.00 in value**	0	0	1	1	1
Crank Radio		0	1	1	1	1
Headset/Earbuds	**Issued/Purchased from canteen**	0	1	1	1	1
Personal Radio		0	0	1	1	1
Tablet	**RHU Issued**	0	1	1	1	0
Tablet	**Personal Issued**	0	0	0	0	1

ATTACHMENT E

AUTHORIZED PROPERTY LIST (MX)

Item	Note	Level 1	Level 2	Level 3	Level 4
Boots	**State-issued or canteen purchased**	0	0	0	0
Clogs/Bobos	**State-issued**	1	1	1	1
Eye Glasses/Dentures		1	1	1	1
Jacket	**As Needed - Weather Permitting**	1	1	1	1
Jumpsuit	**State-issued**	1	1	1	1
Shirts	**State-issued orange**	0	0	0	0
Pants	**State-issued orange**	0	0	0	0
Shorts (athletic)	**Purchased from canteen**	0	0	0	1
Kippah	**Officially recognized as Jewish**	1	1	1	1
Kufi	**Officially recognized as Muslim**	1	1	1	1
Scarf	**For Muslim women head covering**	1	1	1	1
Undershirt (White)	**Only if purchased from canteen**	0	0	1	2
Socks		1	2	2	3
Sweat shirt/pants		0	0	0	0
Tennis Shoes	**Only if purchased from canteen**	0	0	0	1

Underwear	**Females - Consist of underwear & bra**	1	2	2	3
Wedding Band		1	1	1	1
Bed Sheets		2	2	2	2
Blanket	**Only issued during cold weather**	1	1	1	1
Laundry Bag		1	1	1	1
Mattress		1	1	1	1
Pillow		1	1	1	1
Pillowcase		1	1	1	1
Prayer Rug	**Officially recognized as Muslim**	1	1	1	1
Towel		1	1	1	2
Wash Cloth		1	1	1	2
Deodorant		1	1	1	1
Small Comb		1	1	1	1
Soap/3 in 1		1	1	1	1
Tooth Brush		1	1	1	1
Toothpaste		1	1	1	1
Address Book		1	1	1	1
Legal Material 15" x 12" x 10" Box		1	1	1	1
Library Book	**Exchanged on a one for one basis, in addition to religious source book**	0	1	2	3
Magazine		0	0	1	2
Newspaper		0	0	0	0
Personal Letters		0	5	10	15
Photographs	**Dimensions may not exceed 4x6, must meet Policy PS-10.08 standards**	0	2	4	8
Photo Album		0	0	0	0
Religious Source Book	**Copy of the primary source book for their religion (4-4269)**	1	1	1	1
Chess, Checkers, or Dominoes	**Purchased from canteen**	0	0	0	1
Playing and Uno Cards	**Purchased from canteen**	0	0	1	1
Watch	**No more than $35.00 in value**	0	0	0	1
Crank Radio		0	1	1	1
Headset/Earbuds	**Purchased from canteen**	0	1	1	1
Personal Radio		0	0	0	1
Tablet	**Facility Issued**	0	0	1	1

ATTACHMENT F

PHYSICAL FITNESS

AN IN-CELL EXERCISE PROGRAM

The South Carolina Department of Corrections has endorsed the following exercise program for those inmates who are, for whatever reason, required to remain in their cells most of the time (i.e., institutional lockdown, Restrictive Housing Unit, Substantiated Security Risk Unit, Death Row, etc.). The program is called Physical Fitness: An In-Cell Exercise Program for Inmates. In this program, the benefits of physical fitness are discussed, along with setting a schedule and staying on it, and, most importantly, the listing and explanation of those exercises that are appropriate for both men and women. This Attachment should be disseminated to inmates whenever they are confined to their cells or housing areas and are not authorized recreation.

INTRODUCTION:

Physical fitness involves a sound program of exercise. Exercise is important in improving respiration, circulation, digestion, and many other bodily systems. A good exercise program is a type of preventive medicine against breakdown of the human machine. Included are a few basic exercises for men and women that can be done in living areas and can be effective for personal fitness.

Inmates with medical problems or physical disabilities should have a consultation with a physician before attempting any physical exercise program. If you have not exercised for a long time, take it easy. Too active an exercise period can lead to physical set-backs. Start slowly and gradually increase the number of exercises.

Set a schedule and stick to it. Do not be rushed. Never exercise directly after meals. The best time to exercise might be in the morning when you first get up or an hour or so before you go to bed at night.

It is suggested that you gradually build up your exercise period. Do not try to do too much at first. When you first start your program, repeat each exercise only two (2) times, increasing by one (1) repetition every two (2) or three (3) days, until you reach your desired number. Space your sessions with deep breathing pauses of a few seconds. If there is not a clock available, time yourself by counting "one thousand one, one thousand two," etc., to the number of seconds desired.

It is recommended that each participant employ the three phases of physical fitness training (warm-up, conditioning and cool down) when using this In-Cell Exercise Program:

PHYSICAL FITNESS WARM-UP AND COOL DOWN EXERCISES:

A. Start with warming the body up by slowly walking/jogging in place for about one (1) minute, then move to rotational exercises.

1. NECK ROTATION: Rotate clockwise three (3) times, repeat in opposite direction three (3) times. (2 sets, 5 seconds each direction.)

2. ARMS AND SHOULDERS ROTATION: Rotate the shoulders forward in a large circular motion, repeat in opposite direction. (2 sets, 5 seconds each direction.)

3. HIP ROTATION: Rotate the hips clockwise while keeping the back straight, repeat in opposite direction. (2 sets, 5 seconds each direction.)

4. KNEE AND ANKLE ROTATION: With hands above the knees, rotate the legs clockwise, repeat in opposite direction. (2 sets, 5 seconds each direction.)

B. Then move to static stretches starting at the top of the body and working your way to the bottom. Hold each stretch a minimum of 20-30 seconds. In cold climate, hold stretches longer.

1. OVERHEAD ARM PULL STRETCH: (2 sets, 10 seconds each direction.)

2. CHEST STRETCH: (3 sets, 10 seconds each direction.)

3. UPPER BACK STRETCH: (3 sets, 10 seconds each direction.)

4. ABDOMINAL STRETCH: (3 sets, 10 seconds each direction.)

5. THIGH STRETCH: (2 sets, 10 seconds each direction.)

6. HAMSTRING STRETCH (STANDING): (2 sets, 20 seconds each direction.)

7. GROIN STRETCH (STANDING, SEATED OR SEATED STRADDLE): (2 sets, 20 seconds each direction.)

8. CALF STRETCH: VARIATION: TOE PULL: (2 sets, 10 seconds each direction.)

C. EXERCISE OR CONDITIONING (SEE INSTRUCTIONS BELOW)

EXERCISES FOR MEN:

1. TOE TOUCHES: From a standing position and keeping knees straight, bend forward and touch your toes, or go as far down as possible. Do not jerk or bounce in the stretched position. Repeat this six (6) times. Now unlock your knees and bend

over again, this time concentrating on a maximum stretch for the lower back muscles. Repeat this exercise six (6) times also.

2. SIT-UPS: This is the most basic of all stomach exercises. It is suggested that you do the partial sit-up, with hang time as follows: Lie down with legs together, knees bent so that your feet are flat on the floor. Clasp your hands behind neck and bring your shoulders and upper back off the floor slowly, sitting up as far as possible. As the sitting position is reached, bring your arms forward and stretch them out in front to their limit. Hold this sit-up position for 10 seconds, then slowly return back to original position. Repeat this exercise five (5) times.

3. LEG LIFT: Lying on your back, put your arms at the sides, palms down, your feet together and your legs straight. Now raise feet 18 to 24 inches, hold for five (5) seconds. Never bring your feet high enough to gain a resting position at the top of the raise. Now lower feet to within three (3) inches of the starting position. Your feet should not come to rest until the end of the exercises. Repeat this exercise five (5) times.

4. REVERSE DIPS: While lying on your back, place your hands on the edge of your bunk or some other secure furniture. With your elbows straight and in a vertical position stretch your legs in front of you (heels down). Keep your body straight and hips up, lower yourself down until your hips are only a few inches above the floor by bending the elbows, then push up until arms are straight again. Repeat five (5) times.

5. PUSH-UPS: Lie on the floor with your legs extended straight and your stomach facing the floor. Place your hands, palms down, on the floor about shoulder width (your arms should now be bent). Extend arms to a straight position. Now bending at the elbow, lower body to a position where nose is touching the floor. Keeping legs and back straight, return to a starting position. Start with five (5) to 10 push-ups, slowly working up to 25.

6. KNEEBENDS: Stand with feet about eight (8) inches apart. Hold arms straight in front at shoulder level for balance. Keep upper body straight as you lower hips to the seat level of a chair or a bunk. Return to an upright position. Repeat six (6) times.

7. SIDE BENDS: Stand up with your left hand against your left thigh. Now bend to the left until your fingertips are just below your left knee. Return to standing position. Now switch to the right side and repeat this procedure. Repeat this exercise to left and right side five (5) times. Increase this number as you progress.

EXERCISES FOR WOMEN:

1. LEG STRETCHING EXERCISES: This exercise is very easy to do. While lying down with feet together push one (1) leg down as though your are trying to lengthen it. Point your toes and feel the pull from your hips down to your heels. Hold this position for 10 seconds then relax. After a moment's rest, repeat the exercise with your other leg. Repeat this exercise six (6) times on each side. If this exercise is done in the morning, it may be repeated at night if you wish. After finishing the leg stretching exercise, get up slowly, and stretch once more with the arms above the head.

2. KNEE BENDS: Stand with feet about eight (8) inches apart. Hold your arms straight in front at shoulder level for balance. Keep your upper body straight as you lower your hips to the seat level of a chair or a bunk. Return to an upright position. Repeat six (6) times.

3. CHEST EXERCISES: Stand with your arms raised to shoulder level, elbows bent, and the heel of one hand pressing against the other. Move your arms to the right. Keep facing forward. Still pressing one (1) hand against the other, move arms to the left.

4. HIP EXERCISE: Stand with your hands on your hips and raise your right knee. Stretch your right leg behind you. Complete your quota with your right leg, then repeat with your left leg.

5. BACK AND HIP EXERCISE: Stand with your legs apart and hands clasped behind your head. Bend forward, twist, and try to touch your right knee with your left elbow. Exhale as you bend down. As you straighten up, inhale. Repeat, trying to touch your left knee with your right elbows.

6. SUPPLENESS EXERCISE: Lie on your back, knees and arms bent, palms flat under shoulders with fingers in, feet apart. Pressing evenly with hands and feet, and moving knees forward, raise your hips, then your shoulders off the floor. In a continuous motion, raise your spine, evenly bending your shoulders and hips to a back-bend position. Avoid exaggerated bending in your lower-back region. This can be prevented by holding-in your stomach muscles in contraction.

7. BEAUTY STRETCH EXERCISE: Stand with your legs apart and your arms up over your head, with your fingers clasped and palms turned up. Stretch high and inhale. Keep stretching and slowly bend to the right, sliding against an

imaginary wall. Exhale, stretch up again and inhale. Continue the motion, keep stretching, bend your body to the left, exhale. To loosen up every muscle of your body, bend forward and then relax a few seconds.

ISOMETRIC EXERCISES:

1. NECK EXERCISES:

A. Sitting or standing, with your fingers interlaced and your hands on your forehead, forcibly exert a forward push of your head while resisting equally hard with hands.

B. Sitting or standing, with your fingers interlaced and your hands behind your head, push your head backward while exerting a forward pull with your hands.

C. Sitting or standing, with the palm of your left hand on left side of your head, push with your left hand while resisting with your head and your neck. Reverse, using your right hand on the right side of your head.

2. ARM AND CHEST EXERCISES:

A. Standing with your feet slightly apart, flex your right elbow, close to your body with your palm up. Place your left hand over your right hand. Forcibly attempt to curl right arm upward, while giving equally strong resistance with the left hand. Repeat with your left arm.

B. Stand with your feet comfortably spaced, knees slightly bent. Clasp your hands, palms together, close to chest. Press your hands together and hold.

C. Stand with your feet slightly apart and your knees slightly bent. Grip your fingers with your arms close to your chest. Pull hard and hold.

CONCLUSION:

Although the exercises in this leaflet are designed for men or for women or as isometric, any or all might be beneficial to you. One should pick those exercises which can be accomplished without undue strain to your body, although your pulse and breathing rates should be increased when you are exercising. It is also important that you practice the steps involved in each exercise prior to trying to do the complete exercise or an exercise routine. "For your good health," remember that physical exercise is essential.