



## SCDC POLICY

**NUMBER: OP-22.56**

**TITLE: STRUCTURED LIVING UNITS**

**ISSUE DATE: April 7, 2021**

**RESPONSIBLE AUTHORITY: OFFICE OF THE DEPUTY DIRECTOR OF OPERATIONS**

**POLICY MANUAL: OPERATIONS**

**SUPERSEDES: NONE - NEW POLICY**

**RELEVANT SCDC FORMS/SUPPLIES: 18-1, 18-39, 19-29A, 19-205, 19-206, 19-207, M-233, M-234**

**ACA/CAC STANDARDS: 4-4258, 4-4268, 4-4275**

**HEALTH SERVICES PROCEDURES: NONE**

**STATE/FEDERAL STATUTES: NONE**

**PURPOSE:** To outline Agency guidelines for the management of non-productive and non-compliant inmate behaviors through restricted housing assignments to Structured Living Units in designated SCDC institutions.

**POLICY STATEMENT:** In order to provide for the management of inmates whose behavior indicates a need for a more structured living environment than provided in General Population, but do not require placement in a Restricted Housing Unit, each SCDC institution will be required to follow guidelines contained within this policy.

### TABLE OF CONTENTS

1. [STRUCTURED LIVING UNIT PROGRAM](#)
2. [ASSIGNMENT TO A STRUCTURED LIVING UNIT](#)
3. [MANAGEMENT OF A STRUCTURED LIVING UNIT](#)
4. [LIVING CONDITIONS FOR STRUCTURED LIVING UNITS](#)
5. [SLU INSPECTIONS AND STAFF VISITS](#)
6. [STRUCTURED LIVING UNIT PROGRAM REVIEW AND EVALUATION](#)
7. [DEFINITIONS](#)

### SPECIFIC PROCEDURES

#### 1. STRUCTURED LIVING UNIT PROGRAM:

1.1 This operating procedure will apply to those inmates whose behavior indicates a need for a more structured living environment than provided in General Population, but do not require placement in a Restrictive Housing Unit.

1.2 Structured Living Units (SLU) allow institutions the latitude to reduce reliance on restrictive housing while providing a programmatic approach in addressing aggressive, assaultive, or maladaptive behaviors.

1.3 The SLU will also provide a transition period for preparing inmates to return from Restrictive Housing to General Population.

1.4 SLUs are designed to remove certain distractions that are available in General Population housing units and provide role models, programs, and access to programs in order to guide the inmate to more appropriate behaviors so that they may move to less restrictive environments.

1.5 An institution desiring to operate a SLU must submit a request to the Deputy Director of Operations. The request will include a written plan for implementation demonstrating that includes all requirements outlined in this policy can be met. Institutions approved to operate a SLU will receive a memo from the DDO or designee.

1.6 A SLU should be a discrete housing unit that houses only inmates assigned to the SLU.

1.7 Each inmate shall be issued a copy of the handout Understanding Structured Living Unit Housing. The handout shall include the following subjects:

- Criteria for placement in SLU.
- A SLU Behavior Contract to be signed by each inmate assigned to SLU, which specifies behavior and programmatic requirements to progress to the Transition Unit.
- Rules specific to the SLU.

- Daily operating schedule for the SLU.
- Privileges allowed in SLU.

**1.8** The R&E handbook provided to all inmates includes the criteria for placement in SLU and a general description of the privileges allowed.

**1.9** The Warden should select staff for the SLU based on their skills in working with high risk/needs inmates.

**1.9.1** The role of all staff in the SLU is to provide an intense level of interaction with inmates, and to use normal daily interactions to role model appropriate behavior and to teach inmates how to resolve issues.

**1.9.2** All staff that work in the SLU are critical to the change process. SLU security, case manager, and other assigned staff should have good communication skills and a demonstrated ability to use communication to de-escalate conflict and to motivate inmates towards compliance with rules and program expectations.

**1.9.3** Staffing levels identified in the institutions Master Post Chart should be adhered to, especially during hours inmates are out of their cells.

**1.9.4** The SLU housing unit Lieutenant will oversee operations and he/she will ensure each cell receives a visual inspection daily for compliance with rules, regulations, and sanitation.

**1.10** All programs for SLU inmates will be conducted separate from other inmates.

**1.10.1** Programs should be offered in the SLU wing to minimize inmate movement.

**1.10.2** At a minimum inmates shall complete:

**Changing Offender Behavior:**

- **Volume 1:** Recognizing Responsible Behavior.
- **Volume 2:** Practicing Responsibility.

**1.10.3** Additional programs may be assigned if behavior indicates a need. Unit staff will consult with the Program Coordinator to determine additional requirements.

**1.10.4** The SLU Housing Lieutenant or Sergeant may be trained by the Office of the Deputy Director of Programs, Reentry and Rehabilitative Services to present the in cell and out of cell programs and to appropriately document completion.

**1.10.5** Inmate Mentors assigned from the institutions Character unit may be trained to provide groups/programs in the SLU.

**1.11** The SLU Behavior Contract may require an inmate to complete a previously completed program.

**1.12** The SLU is considered a general population housing unit as inmates are out of their cells in excess of three (3) hours per day. Inmates will be assigned to the SLU for a minimum of 90 days. The goal is to transition inmates as soon as their behavior has improved and required programming is completed.

## **2. ASSIGNMENT TO A STRUCTURED LIVING UNIT:**

**2.1** Inmates who exhibit behaviors inappropriate for a less restrictive environment may be assigned to a SLU. General criteria include but are not limited to:

- Behaviors that are disruptive to facility operations.
- Failure to comply with authority.
- Release from Restrictive Housing Unit.
- Refusal to commit to or make progress in a programming plan.
- Refusal to attend assigned education.
- Refusal to work at assigned job.
- Referral from Disciplinary Hearing Officer.

**2.2** The Institutional Classification Committee (ICC) is responsible for making housing decisions relative to an inmate's assignment into and out of the SLU. The ICC members will include the Classification Case Manager/Designee serving as Chairperson and a minimum of two (2) additional voting members. A Qualified Mental Health Professional (QMHP) must be included as a voting member if the inmate has a mental health designation. Additional voting members may include, but are not limited to the Unit Manager, Housing Lieutenant, Institutional Program Coordinator, Unit Counselor, Unit Security staff or Institutional Intelligence Supervisor. The QMHP shall complete SCDC Form M-233, "QMHP Assessment - 7 Day Review For Initial Placement," prior to the inmate appearing before the ICC. The QMHP Assessment must include an evaluation on the need for higher level of care. All Committee decisions will be documented on the SCDC Form 18-1 Classification Committee Docket and will include the reason for assignment to or transfer out of the SLU.

**2.3** The ICC will be responsible for making and monitoring cell assignments. The committee will ensure that vulnerable inmates are separated to the extent possible from those inmates with histories of assaults. Double celling will be the norm with inmates directly compared for compatibility using the SCDC Form 18-3, "Cell Assignment Form," as outlined in SCDC Policy OP-21.04, "Inmate Classification Plan."

**2.4** The Classification Caseworker will be responsible for tracking inmates assigned to the SLU and scheduling inmates for the ICC. An entry date shall be recorded and maintained on each inmate in the SLU. This list will be updated every Monday or the next business day if Monday falls on a

holiday.

### **3. MANAGEMENT OF A STRUCTURED LIVING UNIT:**

**3.1** On entry into a SLU, staff will meet with each inmate to provide the following information:

- Thorough explanation of SLU operations and requirements.
- SCDC Form 19-205, "Understanding Structured Living Unit Housing."
- Goals and objectives of SLU assignment.
- Reason for inmate's assignment to SLU.
- Inmate opportunities and responsibilities for behavior change.
- Expectations for achievement including program participation, self-study completion, and behavior and attitude measures.
- Performances review procedures.
- Role of SLU staff in role modeling and supporting change.
- Completion of a letter stating (1) why you were assigned to SLU (2) what you have learned (3) what changes you have or intend to make (4) personal goals you have established. Inmates requiring assistance due to illiteracy or language barriers shall be assisted by a staff member or an approved inmate mentor.

**3.2** Staff will review the SLU Behavior Contract with each inmate assigned to the SLU and assign requirements for inmates to complete. The SLU Behavior Contract is part of SCDC Form 19-205, "Understanding Structured Living Unit Housing." The Program Coordinator and the Housing Lieutenant are responsible for these tasks:

**3.2.1** Assignment to the SLU is normally as an alternative to placement in RHU. Therefore, failure to sign SCDC Form 19-205, "Understanding Structured Living Unit Housing," may result in disciplinary action for the original offense and subsequent referral to the DHO.

**3.2.2** The inmate's movement out of SLU to the Transition Unit depends on progress with the SLU Behavior Contract.

**3.2.3** SCDC Form 19-205, "Understanding Structured Living Unit Housing," document will stipulate behavior expectations, programs, and assignments the inmate is expected to complete to qualify for a higher privilege general population housing unit. Additionally, this document should also specify any other specific requirements according to the inmate's needs. This document is generated by the ICC.

**3.2.4** Based on the inmate's needs, behavior expectations, programs, and assignments identified in SCDC Form 19-205, "Understanding Structured Living Unit Housing," may be modified at any time by the ICC and the changes initialed by the inmate.

**3.3** The behavior and attitude of inmates assigned to the SLU shall be observed daily and evaluated on a weekly basis by the Housing Lieutenant assigned to the Day shift on Friday of each week. SCDC Form 19-207, "Structured Living Unit - Inmate Behavior Weekly Evaluation," shall be utilized to document the weekly evaluation. This form shall be scanned to the shared folder and identified by the inmate name and SCDC number.

**3.4** Each SLU cell shall receive a daily visual inspection for compliance with rules and sanitation requirements. This shall be documented on SCDC Form 19-206, "SLU Daily Cell Inspection." This form shall be scanned to the shared folder and identified by institution and date.

**3.5** The ICC should consider inmates that meet the following criteria for advancement to higher privilege housing based on the inmate's positive behavior, demonstrated ability to make responsible choices, and accomplishment of the objectives in the SLU "Understanding Structured Living Unit Housing" document (SCDC Form 19-205):

**3.5.1** No disciplinary infractions or involvement in serious events (Level 1 and 2 Disciplinarys) documented by an incident report since assignment to the SLU or within the last 90 days

**3.5.2** Satisfactory completion of programs and goals designated on SLU Behavior Contract as determined by unit staff and the Program Coordinator.

**3.5.3** Completion of Self-Study assigned.

**3.5.4** Good personal hygiene and cell cleanliness based on regular cell inspection by staff.

**3.5.5** Inmates that refuse to submit the required letter indicated in Section 3.1 above, shall still be reviewed. Inmates shall be informed that failure to submit the letter reflects negatively on the perception of change in their behavior.

**3.6** At any time, based on their behaviors, inmates may be removed from the SLU for Short-Term/Pre-Hearing Detention, Disciplinary Detention, or reviewed by the ICC for a higher/lower security level review in accordance with operating procedures as outlined in SCDC Policies OP-21.04, "Inmate Classification Plan," or OP-22.38, "Restrictive Housing Unit," as applicable.

**3.7** The SLU ICC must review inmates within 90 days of their initial SLU review. Inmates will be reviewed at a minimum every 90 days. Procedures and documentation as outlined in SCDC Policy OP-21.04, "Inmate Classification Plan," must be adhered to. A Qualified Mental Health Professional (QMHP) must be included as a voting member if the inmate has a mental health designation. The QMHP shall complete SCDC Form M-234, "QMHP

Assessment 90 Day Retention/Release Review,” prior to the inmate appearing before the ICC. A determination of the need for higher level of care must be included. Committee actions include:

**3.7.2** Refer the inmate to a general population housing unit based on compliance with SLU Behavior Contract, SCDC Form 19-205, "Understanding Structured Living Unit Housing."

**3.7.3** Assign a new review date of less than 90 days to allow the inmates additional time to improve on identified behavior or to complete an assignment.

**3.8** All ICC hearings must be recorded, except in cases where the inmate signs the SCDC Form 18-39, "Classification Waiver." Procedures for tape recording must be followed as outlined in SCDC Policy OP-21.04, "Inmate Classification Plan."

#### **4. LIVING CONDITIONS FOR STRUCTURED LIVING UNITS:**

**4.1** Inmates housed in the SLU will receive more than three (3) hours per day of dayroom/indoor recreation/outdoor recreation privileges and programmatic activities seven (7) days per week provided staffing is available. Inmates will have the opportunity to shower during this period of time. The number of inmates for dayroom, indoor recreation, or outdoor recreation may be limited to a manageable number to ensure appropriate custody and security. The following privileges and living conditions should be provided in all SLUs:

**4.1.1 Cell Assignment** - Double celling should be the norm with inmates directly compared for compatibility.

**4.1.2 Personal Property** - Inmates may bring personal property already in their possession to the SLU. Additional purchases may only be within the SLU Commissary/Canteen Limit. The SLU Review Team may remove electronic items for non-compliant behaviors.

**4.1.3 Commissary/Canteen** - Items delivered to and disbursed in the SLU. New personal property items may only be purchased within the weekly spend limit (cannot save unspent amounts for larger purchases). Weekly spend limits is \$35.

**4.1.4 Holiday Pack** - None.

**4.1.5 Inmate Movement** - Restricted to no more than one half tier at a time; escort shall be required when SLU inmates could contact inmates from outside the SLU.

**4.1.6 Meals** - Same menu as General Population; meals delivered to units. Inmates eat in cell; however, inmates tiering during meal time may eat at tables.

**4.1.7 Recreation** - Contact with non-SLU inmates is avoided; no tournaments; no access to the gym; recreation on rec. field one hour per day, 5 days per week, weather permitting.

**4.1.8 Lifestyle** - Television in pod, turned off no later than 6:00 PM and during formal counts and programs in pod area; in facilities with means to control, turn off electrical power in cells at 10:00 PM, turn on at wake up; return to cell nightly including weekends and holidays by 6:00 PM.

**4.1.9 Personal Hygiene** - Access to showers during out-of-cell time; must comply with grooming policy.

**4.1.10 Telephone** - Access during scheduled out of cell time in accordance with SCDC Policy ADM-15.02, "Telephone Use." Access during schedule out of cell times.

**4.1.11 Kiosk** - Access during scheduled out of cell time or through tablet access if available.

**4.1.12 Religious Practice** - Religious practice in cells; religious items allowed as per SCDC Policy OP-22.03, "Authorized Inmate Property And Disposition Of Unauthorized Property." Institutional Chaplains will be available upon written request and shall make SLU rounds weekly.

**4.1.13 Law Library** - Inmates in SLU will have access to legal reference materials in accordance with SCDC Policy GA-01.03, "Inmate Access to the Courts." (4-4268)

**4.1.14 Legal Visits** - Inmates in SLU may receive visits from their legal counsel pursuant to SCDC Policy OP-22.09, "Inmate Visitation." (4-4275)

**4.1.15 Work, Jobs** - Inmates assigned to SLU wing will be removed from any job held previously. Inmates in the SLU who have made sufficient positive progress in achieving their SLU Behavior Contract may qualify for jobs as ward keepers within the SLU.

**4.1.16 Education** - Educational opportunities may be offered in the wing through tablets if available.

**4.1.17 Family Visitation** - Two visits per month.

**4.1.18 Mental Health** - A Qualified Mental Health Professional will conduct rounds at least weekly. Inmates with a mental health classification will be seen by a Qualified Mental Health Professional in accordance with HS-19.04, "Mental Health Services - General Provisions," (see Section 4.3) or more frequently if clinically necessary. All psychiatric services will be provided in accordance with the inmate's level of care classification, or more frequently if deemed necessary.

**4.2** Any privilege/living condition not listed should be the same as for general population housing units. SCDC Form 19-205, "Understanding Structured Living Unit Housing," should address methods to access services such as medical, mental health, legal services, barbering/hair care, etc.

**4.3** Inmates with a mental health classification of L4 or L5 may be assigned to a structured living unit (L3 and higher shall not). L4 and L5 inmates shall be seen by a QMHP according to the provisions outlined in HS-19.04, "Mental Health Services - General Provisions." These provisions are:

- **L4 Outpatient** - Seen by QMHPs at least every ninety (90) days, or more often if clinically indicated, and require a treatment plan update every six (6) months.
- **L5 Work Release Eligible** - Seen by QMHPs at least every six (6) months, or more if clinically indicated, and require a treatment plan annually.

## **5. SLU INSPECTIONS AND STAFF VISITS:**

**5.1** Monitoring of the SLU will be conducted on a regular basis. This monitoring enables responsible officials to observe and evaluate conditions of confinement, to include face to face interaction with inmates in the SLU. It shall be the responsibility of each individual to conduct rounds as specified below and to document this on SCDC Form 19-164A, "General Population Housing Unit Unannounced Rounds Log." These rounds will also be documented by the Housing Unit Officer in the Log Book. Rounds shall be conducted in accordance with the following schedule:

**5.2** The SLU Supervisor shall spend the majority of their day in the SLU. They shall conduct a quality round of the SLU at the beginning and end of shift to ensure the health and well-being of inmates assigned to the SLU. (4-4258)

**5.3** The Classification Caseworker assigned to the SLU 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 SLU with classification related questions/issues must submit their questions/issues to their Classification Caseworker utilizing 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)

**5.4** Medical staff will sick call in the SLU and conduct rounds at least daily to ensure the health and well-being of inmates.

**5.5** A Qualified Mental Health Provider will conduct rounds at least weekly and as requested by SLU staff.

**5.6** The Major will conduct rounds at least twice per week.

**5.7** The Warden, Associate Warden of Operations, and the Associate Warden of Programs will each conduct rounds at least weekly. The Warden, Associate Wardens, and Major, will stagger their rounds to ensure rounds are conducted by at least one of them every business day.

**5.8** The Duty Warden will conduct rounds daily on weekends and holidays.

**5.9** The Shift Supervisor will conduct rounds on each shift daily.

## **6. STRUCTURED LIVING UNIT PROGRAM REVIEW AND EVALUATION:**

**6.1** SLU design and operation is modeled on national research in penological evidence based practices proven to change criminal behavior. SCDC will conduct on-going evaluation of the SLU model and adjust the model based on findings.

**6.2** RIM shall collect measures for all SLUs including:

- Inmate name, number, and length of stay in SLU.
- Programs attended.
- Number transferred from SLU to higher privilege housing and length of stay.
- Number transferred from SLU to higher security and length of stay.

## **7. DEFINITIONS:**

**Restrictive Housing Unit** - A housing unit designated to house those inmates whose movement and housing must be strictly monitored to protect themselves and others. A general term for special purpose bed assignments including security detention, short-term detention, and disciplinary detention.

**Structured Living Unit (SLU)** - A unit or pod designated to house inmates that have been identified as needing a more structured living environment than in a regular general population but do not need the level of control in a Restrictive Housing Unit.

**SIGNATURE ON FILE**

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s/Bryan P. Stirling, Director

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**Date of Signature**

**ORIGINAL SIGNED COPY MAINTAINED IN THE OFFICE OF POLICY DEVELOPMENT.**