



**DEPARTMENT OF CORRECTIONS  
MONTANA STATE PRISON  
OPERATIONAL PROCEDURE**

Procedure No. MSP 3.5.1	Subject: <b>LOCKED HOUSING OPERATIONS</b>
Reference: DOC Policy No. 3.5.1	Page 1 of 14 and 5 attachments
Effective Date: September 4, 2001	Revised: March 23, 2018
Signature: Jim Salmonsens / Warden	

**I. PURPOSE**

Montana State Prison maintains safe, secure housing for offenders who require separation from the general offender population for protection, detention or special management.

**II. DEFINITIONS**

Administrative Housing (AH) – A non-punitive housing status for offenders who request removal from the general population or require protection for their safety and well-being.

Disability – See DOC 3.3.15, Americans with Disabilities Act (ADA) Offender Accommodations, for the definition and an explanation of disability.

Disciplinary Detention – A punitive confinement determined by a due process impartial hearing that separates offenders from the general population for serious rule violations.

Emergency – An unforeseen combination of circumstances or the resulting state that calls for immediate action.

Safety Management cells – A temporary and non-punitive separation from regular housing to establish the safety of an inmate through mental health services.

Locked Housing – For the purpose of this operational procedure means the cells at MSP used for Pre-Hearing Confinement (PHC), AH, safety management cells and detention; and those designated to house Special Management and Maximum custody inmates.

Locked Housing Status Review – inmates in locked housing will have a monthly status review with the UMT to review their locked housing status review plan.

Medical Staff – Includes qualified health care professionals who have received instruction in identifying and interacting with individuals in need of health services.

Mental Health Professions – Includes qualified mental health professionals as well as mental health training correctional staff

Mental Health-Trained Correctional Staff – Correctional staff assigned to mental health specific roles in identifying and interacting with individuals in need of mental health services who have completed mental health training as outlined in DOC policy.

Pre-hearing Confinement – A short-term, non-punitive housing status that is used to safely and securely control high-risk or at-risk offenders.

Qualified Health Care Professionals – Includes physicians, physician assistants, nurses, nurse practitioners, dentists, mental health professionals, and others by virtue of their education, credentials, and experience are permitted by law to evaluate and care for patients.

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Qualified Mental Health Professionals – Includes psychiatrists, psychologists, psychiatric social workers, licensed professional counselors, psychiatric nurses, and others who by virtue of their education, credentials, and experience are permitted by law to evaluate and care for the mental health needs of patients.

Severe Mental Illness – A primary diagnosis of any of the following conditions (excluding mild, unspecified, or due to physiological disturbances and physical factors) which results in recurrent substantial impairment in carrying out major life activities in social, occupational and other important daily activities, based on the symptom criteria, duration of illness, and functional severity index listed in the most current edition of the Diagnostic and Statistical Manual of Mental Disorders and require assigned staff interventions to ensure the safety of the inmate, staff, other inmates, and overall facility operations. This includes offenders previously diagnosed with such mental illness and the previous diagnosis has been substantiated unless there is certification in the record that the diagnosis has been changed or altered as a result of a more recent mental health evaluation by a licensed mental health professional or symptoms of the illness are currently in remission as defined by the most current edition of the Diagnostic and Statistical Manual of Mental Disorders. (Schizophrenia, delusional disorder, schizophreniform, schizoaffective, bipolar I, bipolar II, major depressive disorder, panic disorder with or without agoraphobia, obsessive compulsive disorder, post-traumatic stress disorder, autism spectrum disorders, and borderline personality disorder)

Special Management – This term refers to inmates that are Atypical and/or Special Needs inmates. This is the outlining term under OMIS.

Special Needs – Inmates who may require accommodations, arrangements, or programming different from the general population inmates. Special Needs inmates may include, but are not limited to, developmentally disabled, mentally ill, physically handicapped, chronically ill, or chemically dependent.

### **III. PROCEDURES**

#### **A. General Requirements**

1. Locked housing is the primary resource for housing inmates who are a safety and security risk; and present a threat to others or themselves, placement for classification needs, or who for other reasons require removal from the general inmate population.
2. All inmates confined in locked housing will be subject to the conditions of this procedure until they are moved to general population, this includes if they have been classified to general population custody and are awaiting an open bed.
3. Inmates will only be released from locked housing through procedures outlined in *MSP Procedure 4.2.1, Inmate Classification System*.
4. Special design features and procedures within designated locked housing units or cells will be used to ensure the security of that unit, the facility, and the safety of staff and inmates. These may include additional grilles and other security features, enhanced movement control, searches, and other security procedures necessary to the operation of the unit.
5. Living conditions for locked housing will meet all basic needs. Observation of inmates must be maintained, and conversation between staff and inmates permitted.

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6. Inmates may be placed in locked housing through the classification or disciplinary process. Specific reporting, mental health intervention, and supervision requirements will be followed.
7. Health Services notification and review of an inmate's placement into locked housing will occur as follows:
  - a. when an inmate is placed in pre-hearing confinement (PHC). Command Post personnel will notify a qualified health care professional as soon as possible of all classification placements (annotated as PHC-CD) and disciplinary placements (annotated as PHC-DD) into PHC. The qualified health care professional will:
    - 1) review the inmate's health record to determine whether existing medical, dental, or mental health needs contraindicate the placement or require accommodation;
    - 2) document the review in the health record; and
    - 3) mental health professionals will monitor inmates in accordance with MSP HSE-09.0 to identify inmates who are exhibiting signs of psychological deterioration and those exhibiting other signs or symptoms of failing mental health. Custody staff will be promptly notified of these findings.
  - b. If qualified healthcare professional(s) determine locked housing placement may jeopardize the physical or mental health of the inmate; they will communicate recommendations for special needs accommodations to the Command Post and locked housing unit staff. In the event the recommended special needs accommodations cannot be immediately afforded, the inmate may be placed in the infirmary until a treatment plan, which would include security requirements, could be developed. At no point will this review interfere with assuring secure operations of the facility.
8. An inmate will only be placed in locked housing for special needs when there is documentation that a safeguard is warranted and no reasonable alternatives are available.
9. An inmate will only be placed in a locked housing unit safety management cell for special circumstances or management purposes and when there is documentation that his placement there is warranted and other reasonable alternatives are not available and/or appropriate under the current circumstances. This includes, but is not limited to:
  - a. placement may be in conjunction with the behavior management program (*MSP Procedure 3.5.5, Behavior Management Plans*);
  - b. placement must be approved by the on-duty shift commander;
  - c. placement must be immediately communicated to mental health professional;
  - d. unit staff must conduct visual checks on the inmates overall status at least every 60 minutes, and will report any irregularities immediately to the unit Sergeant and Shift Commander; and
  - e. Prior to an inmate being transferred into locked housing, the Unit Management Team (UMT) in the unit from which the inmate is transferred from shall complete an *Admission/Discharge Report form (ADR)*.
10. Before an inmate is placed in locked housing, the UMT or ARC must check the inmate's status in OMIS to identify any ADA accommodations. All reasonable accommodations will be considered before deciding to place an inmate into locked housing.

## **B. Max Custody and Levels**

1. All inmates classified as max custody will be placed according to their level in either Locked Housing 1 (LHU1) or Locked Housing 2 (LHU2).

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2. Max custody will consist of levels 0 – 5. Inmates can increase their max incentive level by following their locked housing status review plan. The increase in levels will coincide with the increase of earned privileges.
3. Staff conducting the initial and monthly locked housing status review plans will consist at a minimum of not less than 2 staff members from the UMT, qualified mental health professional, and the ADA Coordinator with inmates who have disabilities. The ADA Coordinator may conference call in during the review.
4. Inmates classified to max custody will be given a locked housing status review plan within 30 days of their classification date. The locked housing status review plan will be developed by the UMT of the housing unit the inmate is assigned too. The locked housing status review plan may be altered during the locked housing status review or upon the identified need by the UMT. The locked housing status review for inmates will be reviewed monthly by the UMT. During the review, the UMT will take into account the inmate’s reentry institutional case plan for updates or changes if necessary.
5. Inmates must follow the locked housing status review plan to move up in custody levels, this includes being write-up free and completing treatment that is assigned in their locked housing status review plan. The number of days for each incentive level may consist of the following timeframe, but may be reduced or increased due to disciplinary infractions by the UMT:
  - a. level 0 is up to 30 days;
  - b. level 1 is up to 60 days;
  - c. level 2 is up to 90 days;
  - d. level 3 is up to 90 days;
  - e. level 4 is up to 180 days; and
  - f. level 5 is up to 180 days.
6. At the discretion of the LHU1 and LHU2 UMT, inmates may bypass levels if it is deemed fit by the UMT. To be eligible to bypass levels, inmates must be in compliance with their locked housing status review plan. The decision to bypass levels will be made at the inmates locked housing status review. Prior to bypassing a level, the AW of Housing must check the compliance of the inmate’s locked housing status review plan and give the UMT written consent that the inmate may bypass the level.
7. If an inmate is found guilty of one major disciplinary infraction, the inmate will lose their clear conduct and at the discretion of the UMT may revert back to the beginning of their current level. The UMT will review each case and consider factors such as mental health and safety issues before reverting inmates back to the start of their current level. The UMT will document any changes of levels in the monthly status review.
8. An inmate may be immediately reduced one level, per the UMT after being found guilty of two or more major disciplinary infraction reports while on their current level.
9. If the inmate receives a rule infraction and the inmate is found not guilty at the hearing or appeal, or the rule infraction is reduced to a minor infraction, the inmate will be reinstated to his previous incentive level.

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10. Inmates will be placed in locked housing through Administrative Review Committee or by being placed in PHC-DD or PHC-CD. Inmates may also be placed in a temporary locked housing for investigation purposes.
11. The Shift Commander or designee, Locked Housing Unit Manager, Qualified Mental Health Staff, and the sending Unit Manager will work in a collaborated effort to determine the max custody level placement of the inmate. The Locked Housing Unit Managers, Shift Commander, and sending Unit Manager will discuss the max custody level placement of the inmate at the Inmate Placement Meeting. The classification recommendation of the max custody level placement will be given to the ARC. The ARC will decide the final max custody level placement of the inmate.
12. Inmates may be moved to general population when they complete their locked housing status review plan. The timeframe for inmate placement will be reviewed at the inmate's locked housing status review.
13. Incentive level 0 will be reserved for inmates in PHC-DD and PHC-CD. Upon completion of detention time inmates classified to max custody will be placed at level 1. If an inmate is in PHC-CD and needs to be extended past the 3<sup>rd</sup> 72-hour notification, the inmate will be reclassified to max level 3.
14. Inmates who are placed in PHC-CD or PHC-DD will not lose their place in treatment or job status if they are found not guilty on a disciplinary rule infraction.
15. Before an inmate is moved from LHU1 to LHU2, the LHU1 Unit Manager must give a notification the Shift Commander.
16. After an inmate successfully completes locked housing status review plan, the inmate is eligible for general population. The following steps will be taken by the Locked Housing UMT:
  - a. the Locked Housing UMT will decide the most appropriate custody level to send the inmate to;
  - b. the Locked Housing UMT will contact the Unit Manager receiving the inmate and review the classification of the inmate; and
  - c. the Locked Housing Unit Manager will ask for a recommendation from the Shift Commander or Contract Placement Bureau staff (if appropriate) for the inmate to be moved to general population. The Shift Commander may reject or accept the recommendation to general population based on whether the inmate has had any violent behavior towards staff or other inmates in the last 180 days. The actions are as follows from the recommendation to general population:
    - 1) if the recommendation is accepted by the Shift Commander or Contract Placement Bureau staff (if appropriate) and screened by the classification unit, then the inmate will be cleared to enter general population; or
    - 2) if the recommendation is denied by the Shift Commander or Contract Placement Bureau staff (if appropriate), the AW Housing and AW of Security will decide the housing placement of the inmate.

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17. Inmates who are reduced an incentive level will not be allowed to keep any items in their possession that are not allowed at their current level. MSP staff will follow MSP Procedure 4.1.3, Inmate Personal Property.
18. Inmates under a sentence of death may reach max custody level 5 in LHU2, but are not eligible for general population placement.
19. The inmate incentive level system and earned privileges for each level is presented in the *Locked Housing Incentive Level Privileges* (attachment E)

### **C. Conditions of Confinement**

1. Conditions of confinement in locked housing will reflect the least restrictive amount of control necessary to adequately supervise and safeguard inmates and staff.
2. Locked housing cells must be well ventilated, adequately lighted, appropriately heated, and maintained in sanitary condition at all times.
3. Locked housing cells must be equipped with beds that are securely fastened to the floor or wall of the cell.
4. Locked housing units, blocks, or cells must include but are not limited to having the following physical security features:
  - a. interlocking doors or grilles at entrances;
  - b. emergency access;
  - c. capability for restricting water flow;
  - d. handcuff ports and/or food slots in doors, grilles, and gates
  - e. locking capability for shower enclosures; and
  - f. necessary food service equipment.
5. Locked housing inmates will be furnished with a mattress and bedding. An inmate cannot be held in a locked housing unit without clothing, a mattress, blankets, and a pillow except when prescribed by the physician, psychiatrist, and/or clinical licensed health mental health/medical staff (for medical or psychiatric reasons) and by the Warden or designee for security reasons (acting out, flooding, setting fires, etc.). Refer to MSP Procedure 3.5.5, Behavior Management Plans for additional guidance.
6. Whenever a locked housing inmate has lost the privileges of any usually authorized item or activity, the appropriate documentation will be completed, submitted to the Command Post Shift Supervisor, a copy will be placed in the inmate's mini file, and document in OMIS.
7. Unit Manager and Command Post shift supervisor will place a water restriction status on inmates who engage in flooding or throwing water on staff. Unit staff will shut off the water supply to the inmate's cell and he will be placed on water restriction for 24 hours. Unit staff will ensure the inmate is afforded water every hour. The Water Usage Log (attachment A) will be documented on the unit log, pass down log, and cell log. Unit staff will lift the water restriction after 24 hours if the inmate doesn't flood or throw water while his water is on every hour. If the inmate continues to flood or throw water the water restriction will be extended for another 24 hours.
8. Locked housing inmates must have the opportunity to maintain an acceptable level of personal hygiene.

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9. Medical, personal hygiene, and laundry services must be provided on a regular schedule. In the case of medical services, in-cell or cell side visits by qualified staff may be considered as part of the regular medical schedule.

#### **D. Operating Procedures**

1. Staff observation rounds are as follows:
  - a. unit staff will personally observe each locked housing inmate on an irregular schedule; at least every 60 minutes on first and second shift, and every 30 minutes on third shift;
  - b. staff will document these checks on an *MSP Locked Housing Cell Door Sign Off/Check off form* (attachment D) attached to the door of each occupied cell;
  - c. an emergent circumstance may prevent or delay the observations/checks within the timeframes; staff must document the missed observation/check on an incident report and in the unit logbook. An emergent circumstance that would take precedence over these observations/checks include:
    - 1) inmate flooding;
    - 2) cell extractions;
    - 3) medical emergencies; or
    - 4) any unit emergency activity that requires immediate staff action.
 Staff will resume inmate observations as quickly as possible after the disrupting incident is resolved. All missed observations/checks will be documented in an incident report and submitted to the UMT.
  - d. The *MSP Locked Housing Cell Door Sign Off/Check off form* (attachment D) will be utilized in the following manner:
    - 1) unit staff will write their initials in the appropriate space on this form to document each inmate's showers and participation in recreation;
    - 2) the unit Sergeants will insure that the inmates full name, ID number, and accurate information are on the form. Sergeants will review the information before placing their initials in the appropriate space on the form. This will be completed during the required daily rounds;
    - 3) medical, mental health, and grievance staff will write their initials in the appropriate space on this form when they visit or conduct their required rounds; and
    - 4) unit Sergeants will forward completed forms to the Unit Manager or designee for review. After reviewing them the Unit manager or designee will forward them to Records staff for filing in the main file.
2. Other than for scheduled dayroom and swamping, control cage officers must not open a cell door unless the inmate is properly restrained per the inmate's max custody level and at least two staff members are present and instruct the cage officer to open a specific cell door. Staff will never allow the keys to the outer doors to be in contact with inmates. Control cage officers will operate the sally-port entrances in a manner that ensures only properly identified individuals are admitted.
3. Unit staff will restrain every inmate who is moved out of a cell per procedures outlined in the post orders. Exceptions may be allowed when the inmate is in a secure enclosure (such as a recreation area, shower, cell, dayroom, etc.), when the inmate is performing a work detail, or when a physician, physician assistant, or nurse practitioner deems it medically necessary.

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4. In cases of emergency treatment, escorting officers will only remove restraints when requested by the physician, psychiatrist, and/or clinical licensed health mental health/medical staff and only to the degree necessary to accommodate treatment. In this event escort officers will remain with the inmate at all times. Before restraints are removed staff must get approval from the Shift Commander to verify the amount of staff needed to control the situation and to maintain the security of the facility.
5. Except for regular intakes and cleaning duties, unit staff will not allow general population custody inmates to enter a locked housing unit. Cleaning duties consist of two and no more than four (in cases of extreme measure, it may be suitable for up to four minimum custody inmates to be assigned cleaning duties for one incident. When 4 inmates are needed for a cleanup, the UMT will get approval from the Shift Commander and the Shift Commander will review the situation for potential increase in staff supervision.) minimum custody inmates assigned for cleaning duties. The two minimum custody inmates may enter a locked housing unit as follows:
  - a. unit staff will strip search the inmates upon their entering and leaving the unit and must directly supervise the inmates at all times after they enter the unit;
  - b. unit staff will not allow the workers to have any contact or interaction with locked housing inmates;
  - c. the staff member supervising the inmate workers must be in the immediate area of the workers and must maintain constant visual observation of their activities; and
  - d. locked housing staff proceed as follows when supervising inmate workers:
    - 1) a floor officer will supervise the workers when they are in the unit; and
    - 2) the workers may perform cleaning tasks on the blocks, but a floor officer must be present on the block supervising/observing the work activities.
6. One locked housing inmate from each Maximum custody block may be assigned to work tasks on his block, but only for specified time periods. A floor officer will be present to observe these work activities from the corridor. If a floor officer is not available, the control cage officer may be used to observe inmate work activities, but only when activity on the other blocks are limited.
7. Procedures covering the following topics must be in the unit staff post orders. These procedures must be approved by the Associate Warden of Security and Associate Warden of Housing. These topics consist of the following:
  - a. special supervision orders (i.e., such as always having two or three staff members present before moving high risk inmates);
  - b. unclothed body search of all inmates entering the unit as a new housing assignment;
  - c. staff entry and exit, including a list of who is authorized and the scheduling of their visits;
  - d. inmate cleaning and barbering duties; and
  - e. crossover visits.
8. Procedures covering the following topics must be in the inmate housing unit rules. These procedures must be approved by the Associate Warden of Security and Associate Warden of Housing. The topics are as follows:
  - a. attorney visits; and
  - b. hobby activities (*Property List* (attachment B)).

#### **E. Property and Contraband Control**



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1. Locked housing inmates are allowed different items of property from other housing facilities. Inmates in locked housing must be provided prescribed medication, appropriate clothing, and access to basic personal items for use in their cells, unless there is imminent danger of self-harm, destruction of prison property, or security threat to the institution. The *Property list* (attachment B) for allowable state issue and personal property items for inmates housed in PHC-CD, PHC-DD, Max Custody, and Administrative Housing.
2. To control contraband, staff must follow procedures outlined in *MSP Procedure 4.1.3, Inmate Personal Property*, *MSP Procedure 3.1.17b, Contraband Control*, and *MSP Procedure 3.1.17a, Searches*. This includes, but is not limited to:
  - a. unit staff will conduct a thorough search and inventory of all personal property brought into the unit by an inmate;
  - b. staff will conduct an unclothed body search on every inmate that enters the unit;
  - c. all property placed in storage must be thoroughly searched and inventoried and a copy of the inventory list given to the inmate; and
  - d. any item of contraband found must be processed in accordance with *MSP Procedure 3.1.17b, Contraband Control*.
3. Staff will conduct an unclothed body search on every locked housing unit inmate who has come into contact with the public or general population inmates before returning him to his cell.
4. Locked housing inmates are subject to inspections of medallion/medicine bag and gauge string daily. Altered medallion/medicine bag and gauge string are subject to disciplinary and will be documented in an incident report. Locked housing units available items are found in *MSP Procedure 4.1.3, Inmate Personal Property* and restrictions about medallions/medicine bags are found in the same procedure.

#### **F. Locked Unit Inmate Programs**

1. Inmates in PHC-DD may be housed in the same building as other locked housing unit inmates; however, they will be handled differently. Inmates in PHC-DD will be allowed only the following services and programs:
  - a. health services as outlined in section III.F.2.;
  - b. shower offered at least three times a week;
  - c. crisis counseling;
  - d. religious counseling;
  - e. religious reading material (limited);
  - f. social and legal correspondence; and
  - g. see attachment E of this procedure
2. Continuous confinement in disciplinary detention for more than 30 days requires the review and approval of the Warden or designee. If an inmate is held in continuous confinement in disciplinary detention for 30 consecutive days and still has additional detention time to be served, he will be moved to another max custody level ranging from level 2-3. After serving no more than ten days the inmate will be placed back in detention to resume serving the remaining detention time.

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3. The following programs and activities must be available to all locked housing inmates. Unit staff will document any exception in the unit log and prepare an incident report detailing the justification for the exception. The programs are as follows:
  - a. each locked housing inmate will receive a minimum of one hour of outdoor recreation and exercise, not less than five times each week, unless security or safety considerations dictate otherwise;
  - b. A locked housing inmate may be denied recreation or exercise based upon a determination that he is unmanageable or presents a serious danger to himself, others, or the security of the facility. This process includes the following:
    - 1) whenever a locked housing inmate's recreation or exercise is restricted, UMT must document it by filling out and processing an *MSP Recreation/Exercise Restriction for Inmates in Locked Housing Units form* (attachment C). The restriction will take effect immediately, but must be approved and signed within three working days by the Associate Warden of Housing or Security;
    - 2) recreation or exercise restrictions must be evaluated within five days (excluding weekends and holidays) by the UMT;
    - 3) UMT may extend the restriction if the inmate continues to pose too high of a risk after the initial restriction period. To extend a restriction the UMT must prepare and process another *MSP Recreation/Exercise Restriction for Inmates in Locked Housing Units form* (attachment C) as outlined above;
    - 4) a recreation or exercise restriction may not exceed 30 consecutive days (blocks of 5 days at a time) unless there is prior written approval from the Warden or designee;
    - 5) copies of completed *MSP Recreation/Exercise Restriction for Inmates in Locked Housing Units forms* (attachment C) must be retained in the inmate's main and unit mini-file;
    - 6) hearings officers and the UMT Disciplinary Committees must not sanction locked housing inmates to the loss of recreation or cell restriction unless security or safety considerations dictate otherwise;
    - 7) a floor officer will directly supervise inmates involved in recreation activities at all times; and
    - 8) only one inmate will be placed in each recreation yard enclosure. The Exception to this will be authorized for inmates on Level 5 of the EPP who are authorized for expanded recreation privileges and inmates assigned to AH housing.
  - c. Inmates will have the opportunity to shave and shower at least three times per week;
  - d. inmates will receive laundry, barbering, and hair care services and are to be issued and exchange clothing, bedding, and linen on the same basis as inmates in the general population;
  - e. crisis counseling and other social services may be provided on an in-cell basis. Inmates requiring private counseling may be moved in restraints to a separate room where they must remain under the observation of staff and in restraints;
  - f. in-cell education programs will be available. Inmates may possess approved educational materials, ordered through approved channels, provided such materials do not constitute a security risk;
  - g. leisure reading materials will be available in each locked housing unit on a checkout basis;
  - h. inmates will have access to legal materials on a checkout basis;
  - i. religious services and programs must be provided as outlined in *MSP Procedure 5.6.1, Religious Programming*;
  - j. correspondence must be provided as outlined in *MSP Procedure 3.3.6, Offender Mail*;
  - k. canteen will be in accordance with *MSP Procedure 1.2.10, Canteen*;

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1. health services must be provided as follows:
    - 1) locked housing inmates in safety management cells will be checked daily by medical staff and at least once a week by mental health professional;
    - 2) locked housing inmates who are not in safety management cells, will be checked at least 2 days a week by medical staff and at least once a week by mental health professional;
    - 3) locked housing inmates who are allowed periods of recreation or other routine social contact among themselves will be checked weekly by medical staff and at least once a week by mental health professional;
    - 4) documentation of health care rounds will be made on logs, the *MSP Locked Housing Cell Door Sign Off/Check off form* (attachment D) on each occupied cell, or in an inmate's health record. This will include:
      - a) the date and time of the contact; and
      - b) the signature or initials of the health care staff member making the rounds.
    - 5) Medical staff will document any significant medical findings in the inmate's health record;
    - 6) mental health professional will document any significant mental health findings in the inmate's health record as a Mental Health Contact Note; all documentation completed by non-licensed mental health professional must be reviewed and signed by a qualified mental health professional;
    - 7) due to the possibility of injury and depression in safety management cells, the evaluation by qualified health care professionals will include notation of bruises or other trauma markings, comments regarding the inmate's attitude and outlook (particularly as they might relate to suicidal ideation), and any health complaints;
    - 8) suicide watch cases identified by qualified health care professionals will be housed in the Infirmary whenever possible. Before placement in the Infirmary the qualified health care professional will confirm with the Shift Commander if the placement in the Infirmary is a security risk to the facility; and
    - 9) inmates with medical and psychiatric conditions must be handled according to the medical orders for those cases as long as those orders do not conflict with the security needs of the facility. If there is a conflict, the Unit Manager and Shift Commander or designee, and if necessary the Associate Warden of Security or designee, will resolve the issue with the health care professional in charge.
  - m. Visitations as outlined in *MSP Procedure 3.3.8, Offender Visiting*; and
  - n. social and legal phone calls. Access may be limited to certain hours per the unit rules depending on staff availability.
4. Unit staff will ensure inmates who are let out of their cells for program activities are kept in restraints at all times when they are in direct contact with staff.

## **G. Other Considerations**

1. All locked housing inmates must be reviewed every thirty days in compliance with *MSP Procedure 4.2.1, Inmate Classification System*. The inmate must be afforded the opportunity to be present. The review will address the inmate's adjustment to his present environment, mental health issues, and his disciplinary record during the review period, and any concerns the inmate may have. Notes from the review will be made in Chronological Notes in OMIS by the UMT.

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2. Electronic supervision by television monitors will serve as a security aid, but is not a substitute for staff supervision. Voice or other communication capability with inmates must be maintained at all times.
3. Locked housing UMT will document on the inmate's locked housing review status report each inmate who has a documented history of threatening to, or engaging in, spitting on, or throwing liquids (urine, feces, etc.) on or at staff or other inmates. In addition to this notation, locked housing unit staff will place a magnetic sign with the words "Caution - Liquids Threat" on the cell door of each inmate they determine poses a current threat to engage in these behaviors. The UMT will proceed as follows:
  - a. the UMT or Shift Commander will require each of these identified inmates to place a spit hood over his head before they open his cell door for any reason. The spit hood will be kept in place on the inmate's head until the inmate is secured back inside a cell. At the monthly locked housing status review the UMT will determine if the inmate's behaviors are under control. If it's determined that the inmate doesn't currently pose a threat to continue the behaviors, unit classification staff will document the reasons for this determination on the locked housing status review report;
  - b. the UMT will review the need for the sign and spit hood requirement at each monthly review and document the findings. The Shift Commander will be consulted prior to any consideration of lifting of the magnetic sign; and
  - c. the hood requirement may be lifted at the next monthly locked housing status review, but if the inmate continues the behaviors the spit hood requirement will continue until the next monthly locked housing status review. If the inmate is a repeat offender for this behavior the spit hood requirement will be in effect for the next six months.

#### **H. Food Service**

1. Meals must be the same as those served to general population inmates, except as stated in number 5 below. The exception is meat items with bones, for which a reasonable substitute will be served.
2. Inmates may not be used to serve food or control food portions.
3. Staff must ensure that food delivered to inmates is at the intended temperature and that the intended portions are served. Unit staff will take the temperature of all hot meals and record it on the retherm/hot tray log. Unit staff will also review the menu for each meal and ensure that all items are served.
4. All serving equipment must be maintained in sanitary conditions.
5. The alternative meal service is as follows:
  - a. alternative meal service may be provided to locked housing inmates who use food or food service equipment in a manner that is hazardous to himself, staff, or other inmates;
  - b. all alternative meals will be done on an individual basis;
  - c. the alternative meal service is based on health and safety considerations of the inmate and institution;
  - d. all alternative meals will meet the basic nutritional requirements;
  - e. inmates will only be placed on the alternative meal service with the written approval by the Warden or designee;

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- f. the substitution period will not exceed seven days; and
- g. a record of this action must be maintained for the affected inmate and placed in the main file upon the inmate's release from the alternative meal service.

### **I. Staff Training and Assignment**

1. Staff will be assigned to locked housing units on a rotational basis and will be selected based on their experience, judgment, and ability to manage inmates professionally.
2. All staff assigned to locked housing units must receive training that includes:
  - a. information regarding the types of inmates housed in the unit, including suicidal individuals;
  - b. the rules that govern the operation of locked housing units;
  - c. safety and security precautions unique to locked housing units; and
  - d. Department policies, MSP operational procedures, and Post Orders
3. The Shift Commander must not assign a Correctional Officer to a locked housing unit control cage post until the officer has a minimum of six months of experience. Officers with less than 6-months may be assigned to the floor only when paired with an Officer who is Post Certified. The Warden or designee may authorize an exception to this provision due to special circumstances. Such exceptions must be documented in writing.
4. Correctional officers and Sergeants assigned to a locked housing unit must be rotated in and out of the units at least every two years. Unit Managers and Case Managers in locked housing units must be rotated in and out of the units at least every three years. The rotation must be staggered so there is always experienced staff in the unit to train and work with newly assigned staff.
5. The Associate Warden of Housing and the Associate Warden of Security will review the staff assignments in locked housing units on a yearly basis with the Unit Managers and Shift Commanders to determine staff rotation.

### **J. Health and Well-Being Visits**

1. Each on-shift locked housing unit Sergeant must visit each living area in their assigned locked housing unit at least once each day.
2. A qualified health care professional must visit every locked housing block at least once each day (unless attention is needed more frequently).
3. A qualified mental professional member must visit every locked housing block at least once each calendar week (unless attention is needed more frequently).
4. Inmates will be allowed scheduled visits with program staff based on established protocols.
5. Unit staff must document all the above visits in the housing unit logbook.

### **K. Inmates with Disabilities**

1. Inmates shall not be punished by placement in locked housing as a result of their disability, for behavior that is a product of their disability, or if Designated Mental Health professional determine that placement in locked housing might exacerbate the inmate's mental disability, as

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provided in *DOC Policy 4.5.21, Locked Housing Offender Health Evaluation* and *MSP Procedure 3.4.100, Pre-hearing Confinement*.

2. Designated mental health professional shall conduct an initial review of all inmates placed in locked housing to determine: if they have a mental disability that amounts to a severe mental health problem as defined in section III.A.7. of this procedure, as well as an assessment of the inmate’s risk of suicide. If mental health professional determine that the inmate has a severe mental health problem, staff shall ensure that the inmate is placed in an area where necessary mental health services are available. This review shall be documented in the inmate’s mental health file.
  
3. In addition to the initial review mental health professional shall additionally provide regular meetings with inmates in locked housing. These meetings shall be documented in the inmate’s mental health file.

**IV. CLOSING**

Questions concerning this operational procedure should be directed to the Warden.

**V. ATTACHMENTS**

MSP Locked Housing Unit Water Usage Log form	attachment A
Property List	attachment B
MSP Recreation/Exercise Restriction for Inmates in Locked Housing Units form	attachment C
Locked Housing – Cell Door Sign Off/ Check – Off form	attachment D
Locked Housing Incentive Level Privileges	attachment E



## MSP Locked Housing Units – Max Custody level 0 Authorized Property/Inventory

Inmate: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Name ID Number Date

Staff Names (print): \_\_\_\_\_  
 \_\_\_\_\_

Property/Commissary Items	Authorized	Number in Possession	Condition - (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
<b>Bedding &amp; Linens</b>			
Blankets - state issue	2		
Hand towel – state issue	1		
Mattress - state issue	1		
Pillow - state issue	1		
Pillow case - state issue	1		
Sheets - state issue	2		

<b>Clothing &amp; Footwear</b>			
Briefs - state issue	1 pair		
Scrubs - top and bottom – state issue	1 each		
Shoes – black; slip-on – state issue	1 pair		
Socks - state issue	1 pair		

<b>Hygiene &amp; Health</b>			
Denture adhesive (issued to indigent)	1 box		
Hair brush – security approved - state Issue	1		
Hair tie – no metal - state Issue	1		
Soap – bar; ½oz. - state Issue	1		
Toilet paper - roll - state issue	1		
Toothbrush – 4" max; blue; flexible - state issue	1		
Toothpaste - clear tube; 1½oz. - state issue	1		

<b>Writing / Mailing / Stationary</b>			
Envelope – pre-stamped; regular (issued to indigent)	5		
Envelope – 10"x13" (issued to indigent)	3		
Envelope - plain (issued to indigent)	5		
Paper – (issued to indigent)	10 sheets		
Pen – flex - state issue	1		

<b>Miscellaneous / General Items</b>			
Address book (if part of property prior to placement)	1		
Book – state issue (after 5 days)	1		
Cup - Styrofoam - state issue	2		
Eyewear	Per HSR		
OSR; Medical Kites; Grievances			
Legal papers - received while in PHC/Detention			
Personal letters - received while in PHC/Detention			
Ring – wedding (if worn when admitted to unit)	1		
Religious publication - state issue; per request	1		

Staff Signature: \_\_\_\_\_

Date:        /        /

Staff Signature: \_\_\_\_\_

Date:        /        /

\*Copies to Property Department, Inmate, and to Unit Manager



## MSP Locked Housing Units Level 1 Authorized Property/Inventory

Inmate: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Name ID Number Date

Staff Names (print): \_\_\_\_\_  
 \_\_\_\_\_

Property/Commissary Items	Authorized	Number in Possession	Condition - (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
<b>Bedding &amp; Linens</b>			
Blankets - state issue	2		
Hand towel – state issue	1		
Mattress - state issue	1		
Pillow - state issue	1		
Pillow case - state issue	1		
Sheets - state issue	2		

<b>Clothing &amp; Footwear</b>			
Briefs - Boxers state issue	1		
Cap – baseball blue	1		
Cap – stocking; blue	1		
Scrubs - top and bottom – state issue	1 each		
Shoes – Velcro; slip-on	1 pair of either		
Shoes – black; slip-on - state issue	not both		
Socks - state issue	1		

<b>Electronic</b>			
Ear Buds – 3ft cord	1 of either not		
Headphone – stereo; clear	both		
Remote	1		
Battery (for Remote)	2		
TV - 7" or 13" (only after 20 days clear conduct on the block)	1		
TV coax cable – 6 ft. maximum	1		
Watch – clear; unisex; wrist; digital; no metal back	1		
Watch battery	1		

<b>Hygiene &amp; Health</b>			
Antacid - generic	1 package		
Cough drops	1 bag		
Denture adhesive (issued to indigent)	1 box		
Dental floss – single use packet	10		
Deodorant - 1/2oz.; clear stick; no alcohol	1		
Eyewear	Per HSR		
Fiber tablets	1 bottle		
Hair brush – security approved	1		
Hair tie – no metal	1		
Lip balm – clear plastic tube	1		
Soap – bar	1		
Toilet paper – roll	4		
Toothbrush – 4" max; blue; flexible	1		
Toothpaste - clear tube; fluoride	1		
Vitamin – multiple; clear bottle	1		



## MSP Locked Housing Units - Custody Level 2 & 3 Authorized Property/Inventory

Inmate: \_\_\_\_\_ Name \_\_\_\_\_ ID Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_

Staff Names (print): \_\_\_\_\_  
 \_\_\_\_\_

Property / Commissary Items	Authorized	Number in Possession	Condition (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
<b>Bedding &amp; Linens</b>			
Blankets - state issue	2		
Hand towel - state issue	1		
Mattress - state issue	1		
Pillow - state issue	1		
Pillow case - state issue	1		
Sheets - state issue	2		

<b>Clothing &amp; Footwear</b>			
Briefs - Boxers Level 3 only	9		
Briefs- state issue	1		
Cap - baseball blue	1		
Cap - stocking; blue	1		
Scrubs - top and bottom - state issue	1 of each		
Shoes - Velcro; slip-on	1 pair of either		
Shoes - black; slip-on - state issue	not both		
Shoes - Shower	1 pair		
Socks - Level 3 only	10 Pair		
Socks state issue			
Thermal bottom Level 3 only	2		
Thermal top Level 3 only	2		

<b>Electronic</b>			
Battery	4		
Clock Radio - clear	1		
Cord - headphone extension; 6 ft.	1		
Ear Buds - 3ft cord	1 of either not		
Headphone - clear	both		
Razor - electric Level 3 only	1		
Razor head - electric replacement Level 3 only	1		
Remote	1		
TV - 7" or 13"	1		
TV coax cable - 6 foot maximum	1		
Watch - clear; unisex; wrist; digital; no metal back	1		
Watch battery	1		

<b>Hygiene &amp; Health</b>			
Acetaminophen - 2 count packet	10 packets		
Antacid - generic	1 package		
Aspirin - 2 count packet	10 packets		
Cough drops	1 bag		
Dental floss - single use packet	10		
Denture adhesive - (issued to indigent)	1 box		
Deodorant - 1/2oz. clear stick; no alcohol	1		
Eyewear	Per HSR		
Eye drops - saline	1 bottle		
Fiber tablets	1 bottle		
Hair brush - security approved	1		
Hair tie - no metal	1		
Hemorrhoid crême - 2 oz. tube	1		
Hemorrhoid suppositories - 12 count package	1		
Hydrocortisone ointment - 1 oz. tube	1		
Ibuprofen - 2 count packet	10 packets		
Lip balm - clear plastic tube	1		
Soap - bar	1		
Toilet paper - roll - 1 state issue for indigent	4		
Toothbrush - 4" max; blue; flexible	1		
Toothpaste - clear tube; fluoride	1		
Vitamin - multiple; clear plastic bottle	1		



**MSP Locked Housing Units – Max Custody Levels 4 & 5 Authorized Property/Inventory**

Inmate: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Name ID Number Date

Staff Names (print): \_\_\_\_\_

Property/Commissary Items	Authorized	Number in Possession	Condition – (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
<b>Bedding &amp; Linens</b>			
Blankets – state issue	2		
Hand towel – state issue	1		
Mattress – state issue	1		
Pillow – state issue	1		
Pillow case – state issue	1		
Sheets – state issue	2		
<b>Clothing &amp; Footwear</b>			
Boxer shorts – white	9 – any combination		
Briefs – white			
Cap – baseball blue			
Cap – stocking; blue	1		
Shirt – Tee; white	9		
Shorts – gym; gray	1		
Shoes – Velcro; slip-on	1 pair		
Shoes – shower	1 pair		
Socks – white	9 pair		
Sweatpant – gray; no pockets	1		
Sweatshirt – gray; no hood or pockets	1		
Thermal bottom	2		
Thermal top	2		
<b>Electronic</b>			
Battery	12 combined		
Battery charger	1		
Cord – headphone extension; 6 ft	1		
Ear Buds – 3ft cord	1		
Game device- small; clear; handheld; battery	1		
Headphone- stereo; clear	1		
Clock radio	1		
MP3 player or radio; clear	1		
MP3 player AC power adapter	1		
MP3 player screen protector sheets (3-pack)	1 pack		
MP3 player protector cover	1		
Razor – electric	1		
Razor head – electric replacement	1		
Remote	1		
TV - 7" or 13" (only after 20 days clear conduct on the block)	1		
TV cable – coaxial; 6 foot maximum	1		
Three Prong Plug Adapter	1		
Voltage surge protector strip	1		
Watch – unisex; wrist; digital; clear; no metal back	1		
Watch battery	1		
<b>Hygiene &amp; Health</b>			
Acetaminophen – 2 count packet	10 packets		
Antacid – generic	1 package		
Antifungal crème – Tolnafatate; ½ ounce tube	1 tube		
Anti-gas tablets – Gas-X	1 package		
Aspirin – 2 count packet	10 packets		
Cough drops	1 bag		
Dental floss – single use packet	10		
Denture adhesive (issued to indigent)	1 box		
Deodorant	2		
Eyewear	Per HSR		
Eye drops – saline	1 bottle		
Fiber tablets	1 bottle		
Hair brush – security approved	1		
Hair tie – no metal	1		
Hemorrhoid crème – 2 oz. tube	1		
Hemorrhoid suppositories – 12 count package	1		
Hydrocortisone ointment – 1 oz. tube	1		
Ibuprofen – 2 count packet	10 packets		
Lip balm – clear plastic tube	1		
Mirror – shaving; acrylic; 6" x 4½"	1		

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Nasal spray – Ocean	1 bottle		
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**MSP Locked Housing Units – Max Custody Levels 4 & 5 Authorized Property/Inventory (continued)**

Inmate: \_\_\_\_\_ Name \_\_\_\_\_ ID Number \_\_\_\_\_ / / Date \_\_\_\_\_

Staff Names (print): \_\_\_\_\_

Property/Commissary Items	Authorized	Number in Possession	Condition (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
<b>Food &amp; Beverage Items</b>			
Meat Snacks (sausage, tub of jerky, beef stick)	3 any combo		
Bread – wheat	1 loaf		
Bread – white			
Candy bag – Atomic Fire Balls	2 Bags any combination		
Candy bag – Jolly Rancher; assorted			
Candy bag – licorice mix			
Candy bag – M & M; plain			
Candy bag – Saltwater Taffy			
Candy bag – sugar-free			
Candy bars - Assorted	5 bars – any combination		
Cheese – squeeze tube; cheddar or jalapeno	2 any combination		
Chips Assorted	2 bags (any combo)		
Cocoa / hot chocolate mix; 8 ounce bag	2		
Coffee – instant; decaffeinated	2 pouches – any combination		
Coffee – instant; regular			
Coffee creamer – liquid; packet	10		
Cookies – assorted	2 packages – any combination		
Cookies – chocolate chip			
Cookies – crème wafer; sugar free			
Cookies – fig bar Assorted flavors			
Cookies, Grandma			
Cookies – sandwich Assorted Flavors			
Cracker – snack or saltine	2 any combo		
Drink Mix Assorted – fruit, lemonade, Gatorade, tang, ice tea, grape drink mix)	5 pouches any combination		
Drink Mix – Crystal Light – individual packets		1 box	
Granola bar – assorted	8		
Honey – squeeze	1		
Honey Buns	6		
Jelly – grape; packet	20 combined		
Jelly – strawberry; packet			
Ketchup – packet	10		
Margarine – packet	10		
Mayonnaise – packet	10		
Mustard – packet	10		
Nutra- grain bar	7		
Nuts – mixed or peanuts	2 any combo		
Nutty Bars	1 box		
Oatmeal – hot instant; assorted	1 box		
Peanut butter – creamy; packet	20		
Pie – apple – 4 ounces	5		
Pie –cherry - 4 ounces	5		
Pop – 4 flavors; 20oz plastic bottle	8		
Pouch – chicken chunks	10 any combination		
Pouch – chili with beans; hot			
Pouch – refried beans; regular			
Pouch – chili with beans; regular			
Pouch – mac & cheese; microwave			
Pouch – tuna fish			
Pouch – beef stew			
Ramen Assorted Flavors	10 any combination		
Soup Instant package	1		
Sugar substitute	1 small box		
Sunflower seeds – without shells	1 package		
Tea bags – caffeine free; 10-12 bags/box	1 box		
Tea Bags Green Tea	1 package		
Tortilla – flour	1 package		
Trail mix Assorted Flavors	2 package		

Staff Signature: \_\_\_\_\_

Date: / /

Staff Signature: \_\_\_\_\_

Date: / /

\*Copies to Property Department, Inmate, and to Unit Manager



## MSP Locked Housing Units – AHI Hobby

Hobby & Items			
Beading (limited)			
Permit – Max art (with clear conduct)	1 permit		
Permit – Max level paper weaving (with clear conduct)			
Construction paper (paper weaving)	10 sheets		
Origami paper stock (paper weaving)	55 sheets		
Pencils (colored and plain) - security approved	12 combined		
Paper - 14" x 11" sheets	10		
Eraser	3		

## MSP Recreation/Exercise Restriction for Inmates in Locked Housing Units

(this form must be completed anytime an inmate is restricted from recreation)

Inmate Name & ID#:	Date of Request: ____/____/____	Requesting Supervisor:
--------------------	------------------------------------	------------------------

<p style="text-align: center;">Housing Unit</p> <input type="checkbox"/> LHU1 <input type="checkbox"/> LHU2	<p style="text-align: center;">Inmate Status:</p> <input type="checkbox"/> Administrative Housing <input type="checkbox"/> Maximum Custody	<p style="text-align: center;">Previous Restrictions</p> <hr style="width: 80%; margin: 0 auto;"/> <hr style="width: 80%; margin: 0 auto;"/> <hr style="width: 80%; margin: 0 auto;"/> <hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center;">Dates Restricted:</p> <p>From: _____/_____/_____</p> <p>To: _____/_____/_____</p>
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Inmate \_\_\_\_\_ is being denied access to recreation/exercise area due to the risk(s) he currently poses to the security or safety of others.

(Describe the risks(s) in detail.)

- Violent: \_\_\_\_\_
- Assaultive: \_\_\_\_\_
- Threatening: \_\_\_\_\_
- Behavior Management Plan \_\_\_\_\_
- Other \_\_\_\_\_

Approved
  Denied

\_\_\_\_\_  
Signature/Date of requesting Staff

\_\_\_\_\_  
Deputy Warden or Associate Warden of Housing or designee/Date

This restriction must be evaluated within five days (excluding weekends and holidays) by the Administrative Review Committee. If the inmate continues to pose too high of a risk the restriction may be extended after submission and approval of another *MSP Recreation/Exercise Restriction for Inmates in Locked Housing Units* form, and the five-day review process will be repeated.

**WHITE** – Records File

**CANARY** – Unit mini-file

## MSP Locked Housing Cell Door Sign Off/Check off form

### Montana State Prison Locked Housing Unit Program Record

**Inmate** : \_\_\_\_\_ **ID** #: \_\_\_\_\_ **Unit** : \_\_\_\_\_ **Cel** I #: \_\_\_\_\_  
last name first name

The staff member who provides the service will legibly print their initials in the appropriate space.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Date:</b>	/ /	/ /	/ /	/ /	/ /	/ /	/ /
Shower							
Recreation							
1 <sup>st</sup> Shift Sergeant							
2 <sup>nd</sup> Shift Sergeant							
Medical Staff Visit							
Mental Health professional							
Grievance Staff							

A unit staff member will personally observe/check on the inmate at irregular intervals at least every hour on 1st and 2nd shift, and every half hour on 3rd shift. These checks will include counts and security checks. The staff member who conducts the check will print their initials in the shaded time slot when the check is conducted. The 1st and 2nd shift supervisors and a 3rd shift CO will check this form to verify that all required checks were made during their shift.

DATE		Sunday		/ /											
2400-0030	0030	0100	0130	0200	0230	0300	0330	0400	0430-0500	0500	0530	0600-0700	0700	0800-0900	0900-1000
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1000-1100	1100	1200	1300	1400	1500	1600	1700	1800	1900-2000	2000	2100	2200-2230	2230	2300-2330	2330-2400
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	1200	1300	1400	1500	1600	1700	1800	1900		2100	2200		2300		

  

DATE		Monday		/ /											
2400-0030	0030	0100	0130	0200	0230	0300	0330	0400	0430-0500	0500	0530	0600-0700	0700	0800-0900	0900-1000
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1000-1100	1100	1200	1300	1400	1500	1600	1700	1800	1900-2000	2000	2100	2200-2230	2230	2300-2330	2330-2400
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	1200	1300	1400	1500	1600	1700	1800	1900		2100	2200		2300		

  

DATE		Tuesday		/ /											
2400-0030	0030	0100	0130	0200	0230	0300	0330	0400	0430-0500	0500	0530	0600-0700	0700	0800-0900	0900-1000
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1000-1100	1100	1200	1300	1400	1500	1600	1700	1800	1900-2000	2000	2100	2200-2230	2230	2300-2330	2330-2400
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	1200	1300	1400	1500	1600	1700	1800	1900		2100	2200		2300		

  

DATE		Wednesday		/ /											
2400-0030	0030	0100	0130	0200	0230	0300	0330	0400	0430-0500	0500	0530	0600-0700	0700	0800-0900	0900-1000
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1000-1100	1100	1200	1300	1400	1500	1600	1700	1800	1900-2000	2000	2100	2200-2230	2230	2300-2330	2330-2400
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	1200	1300	1400	1500	1600	1700	1800	1900		2100	2200		2300		

  

DATE		Thursday		/ /											
2400-0030	0030	0100	0130	0200	0230	0300	0330	0400	0430-0500	0500	0530	0600-0700	0700	0800-0900	0900-1000
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1000-1100	1100	1200	1300	1400	1500	1600	1700	1800	1900-2000	2000	2100	2200-2230	2230	2300-2330	2330-2400
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	1200	1300	1400	1500	1600	1700	1800	1900		2100	2200		2300		

  

DATE		Friday		/ /											
2400-0030	0030	0100	0130	0200	0230	0300	0330	0400	0430-0500	0500	0530	0600-0700	0700	0800-0900	0900-1000
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1000-1100	1100	1200	1300	1400	1500	1600	1700	1800	1900-2000	2000	2100	2200-2230	2230	2300-2330	2330-2400
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	1200	1300	1400	1500	1600	1700	1800	1900		2100	2200		2300		

  

DATE		Saturday		/ /											
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2400-0030	0030-0100	0100-0130	0130-0200	0200-0230	0230-0300	0300-0330	0330-0400	0400-0430	0430-0500	0500-0530	0530-0600	0600-0700	0700-0800	0800-0900	0900-1000
1000-1100	1100-1200	1200-1300	1300-1400	1400-1500	1500-1600	1600-1700	1700-1800	1800-1900	1900-2000	2000-2100	2100-2200	2200-2230	2230-2300	2300-2330	2330-2400

**Notes:** \_\_\_\_\_

CC: Records file  
effective April 2011

MSP 3.5.1, Locked Housing Operations

Attachment D

Effective Date: May 4, 2011

# Locked Housing Incentive Level Privileges

Level	Duration according to locked housing status review	Phone Calls	Electronics	Food Sales	Canteen	Cell Study	Hobby	Dayroom or applicable by facility	Rec Yard
0	30 day	None	None	Not available	\$15 limit	At the discretion of UMT	none	None	None
1	60 days	2 calls a month	Yes, one electronic device; a write-up may result in loss of electronic device for 20 days	Not available	\$20 limit	May participate	none	none	One hour for five days a week in confined rec area
2	90 days	3 calls a month	Yes, one electronic device; a write-up may result in loss of electronic device for 20 days	May participate	\$25 limit	May participate	Max level art	none	One hour for five days a week in confined rec area
3	90 days	4 calls a month	Yes, and a write-up may result in loss of electronic devices for 20 days	May participate	\$35 limit	May participate	Max level art	Daily per unit schedule	One hour for five days a week in confined rec area
4	180 days	No limit during dayroom	Yes, and a write-up may result in loss of electronic devices for 20 days	May participate	\$40 limit	May participate	Max level art and paper folding	Daily per unit schedule	One hour 6 days a week in confined rec area
5	180 days plus inmate's classification and the Administrative Review Committee	No limit during dayroom	Yes, and a write-up may result in loss of electronic devices for 20 days	May participate	\$50 limit	May participate	Max level art, paper folding	Daily per unit schedule with approved partner at the discretion of the UMT	One hour 6 days a week in confined rec area and one hour for one day in max custody yard with approved partners (up to 4 in Rec. yard with approval from UMT, AW of Housing, and AW of Security)