

Intensive Management and Restrictive Management Step-Down Programs for High Risk Inmates (SCDC Policy OP-22.38B)

Included in the Department of Corrections' (SCDC) May 24, 2019 letter to the House Legislative Oversight Committee (LOC). This information was provided in response to the following questions in LOC's May 16, 2019 letter to the Department of Corrections: "30. Please describe different types of housing units within SCDC that incorporate programs into the day to day living, including the requirements for an inmate to qualify for placement in the unit."

In addition to providing the information in this document, SCDC provided the following response:

- Structured Living Unit – policy is in draft form.
- Transition Unit – General Population - criteria: behavior compliant, waiting on job, education, vocational assignment.
- Work/Program Unit – General Population – criteria: behavior compliant, assigned a job, education, vocational, etc.
- Character Unit – General Population – Criteria can be reviewed in PS.10-17, Attachment A, Item 3, please see attached.
- Re-Entry Unit (Kershaw/Manning) – Criteria: can be reviewed in PS-10.14, please see attached.
- Addictions Treatment Unit YOA (Turbeville)– General Population – Criteria can be reviewed in OP-22.39, Section 2 and see definition of young offender.
- Addictions Treatment Unit Adult (Turbeville)– General Population – Criteria: approved/assigned by Mental Health.
- Shock Unit (Turbeville/Camille) – General Population – Criteria can be reviewed in PS-10.12, Section 1.2, please see attached.
- Restoring Promise (Lee/Turbeville) – General Population – Criteria is being developed by Young Offender Parole and Reentry Services.
- Restrictive Housing Unit – Restricted Population – Criteria can be reviewed in OP.22.38, please see attached.
- Death Row – Restricted Population/Managed as General Population – Criteria must be sentenced to death.
- Diversionary Housing Unit – Restricted Population – Criteria: Inmates assigned to Security Detention with a Mental Health classification of 3, awaiting assignment to a Behavior Management Program or Step-Down Program, for further information see HS-19.10, Section 3 will amended, please see attached.
- HLBMU – Restricted Population – Criteria can be reviewed in HS-19.10, Section 2, please see attached.
- LLBMU – Restricted Population – Criteria can be reviewed in HS-19.10, Section 3, please see attached.
- ICS – Restricted Population – Criteria can be reviewed in HS-19.04, Section 16, please see attached.
- Choices – Restricted Population – Criteria is - pending addition to policy HS-19.04 & HS- 19.12, please see attached.
- Crisis Stabilization Unit – Restricted Population – Criteria can be reviewed in HS-19.04, Section 6 &7, please see attached.
- Step Down – Restricted Population – Criteria can be reviewed in OP-22.38B, please see attached.
- Adjustment Unit – General Population – Criteria: SP inmates with unsubstantiated protective concerns refusing to live in General Population.
- Restorative Unit – General Population - Criteria: SP inmates (majority with Mental Health designation) with unsubstantiated protective concerns refusing to live in General Population.

- Special Concerns Unit - General Population – Criteria: SP inmates with unsubstantiated protective concerns refusing to live in General Population.
- Statewide Protective Custody – Restricted Population/Managed as General Population – Criteria can be reviewed in OP-22.23, please see attached.
- Mental Health Units (BRCI-Murray, Lee F1A,) – General Population – Criteria: Inmates with Mental Health designation.
- Infirmary – Medical – Criteria: Medical.



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).

NUMBER: OP-22.38B

TITLE: INTENSIVE MANAGEMENT AND RESTRICTIVE MANAGEMENT STEP-DOWN PROGRAMS FOR HIGH RISK INMATES

ISSUE DATE: November 16, 2017

RESPONSIBLE AUTHORITY: DIVISION OF CLASSIFICATION AND INMATE RECORDS

OPERATIONS MANUAL: OPERATIONS

SUPERSEDES: NONE- NEW POLICY

RELEVANT SCDC FORMS/SUPPLIES: 18-86, 18-87

ACA/CAC STANDARDS: 4-4249, 4-4253, 4-4254, 4-4255, 4-4301, 4-4442, 4-4444

STATE/FEDERAL STATUTES: S.C. Code Ann. §24-1-20

PURPOSE: The South Carolina Department of Corrections (SCDC) has established procedures for an incentive-based offender management program which will create a pathway for offenders to transition from the Restricted Housing Unit (RHU) in a manner that maintains public, staff, and offender safety. The Intensive Management and Restrictive Management Step-Down Programs house inmates in closed custody Behavioral Level 4 in general population status.

POLICY STATEMENT: Generally, long-term inmates in RHU have displayed an inability to conform to institutional standards of conduct; and the complexity of social, psychological, and behavioral factors have warranted them to be offered a higher level of care. Many of these behaviorally challenging inmates have not benefited from rehabilitation efforts in the community or at the institutional level.

Inmates in the Step-Down Program will be provided classes to help curtail their negative thinking and behavioral patterns. There are mandatory classes inmates are required to attend and additional classes inmates may choose from due to their individual needs. This program focuses on reducing the inmates' risk, not by risk-control, but by teaching them life skills so that they are able to behave in a productive, non-violent way.

In order to accomplish the Step-Down Program's goals effectively, specialized Step-Down Programs have been developed to individually help each inmate based on his needs, risk, and response to the program.

TABLE OF CONTENTS

SECTION ONE: STEP-DOWN PROGRAM INMATES

1. [CATEGORICAL DIVISION OF SDP INMATES](#)
2. [ELIGIBILITY CRITERIA FOR ASSIGNMENT](#)
3. [SDP REFERRAL/RECOMMENDATION PROCESS](#)

SECTION TWO: PROCEDURES FOR STEP-DOWN PROGRAM

4. [ASSESSMENT AND ORIENTATION](#)
5. [PHASE REQUIREMENTS](#)
6. [PHASE INCENTIVES](#)
7. [PHASE PROGRESSION](#)
8. [PHASE REGRESSION](#)
9. [EDUCATIONAL REQUIREMENTS FOR SDP INMATES](#)
10. [MANDATED PROGRAM REQUIREMENTS](#)
11. [ADDITIONAL CLASSES](#)
12. [FACILITATORS](#)
13. [STAFF TRAINING AND ASSIGNMENT](#)
14. [COMPLETION OF THE SDP INTENSIVE MANAGEMENT PROGRAM AND RESTRICTIVE MANAGEMENT](#)

PROGRAM

15. PLACEMENT IN LEVEL 5

SECTION ONE: STEP-DOWN PROGRAM INMATES

1. CATEGORICAL DIVISION OF SDP INMATES: Inmates placed in the Step-Down Program (SDP) will be divided into two (2) categories:

1.1 Intensive Management (IM) Step-Down Program (McCormick Correctional Institution): Inmates with the potential for extreme and deadly violence who have been a threat to the physical safety of other inmates or staff at one time, to include:

- Inmates with a history that indicates a willingness to carry out intentional serious or deadly harm;
- Inmates who have received additional charges of murder, voluntary manslaughter, or assault with intent to cause death while incarcerated;
- Inmates with institutional charges with the intent to seriously harm or cause death to staff or other offenders;
- Inmates with a high escape risk who have a history of planned and/or serious escape attempts; or
- Inmates with high profile crimes who have created heightened security.

1.2 Intensive Management inmates have generally been in long term segregation status and would fall into one or more of the following categories:

- Previous Substantiated Security Risk (SSR) status;
- Hostage Taking of staff or inmates;
- Riots;
- Sexual Assault of staff or inmates;
- Class I Escapes with force; and
- Involved in disruptive gang activity and is a confirmed leader, enforcer, disruptive core member, or recruiter of a security threat group.

1.3 Restrictive Management (RM) (Lee Correctional Institution): Inmates who are continually placed in RHU due to poor adjustment in general population who do not pose a deadly threat to staff or inmates, to include:

- Inmates with a chronic history of assaultive behavior directed at inmates or staff without the intent to inflict serious harm;
- Inmates with a pattern of repeated disruptive behavior where other interventions have not shown to be successful;
- Inmates with continually recurring disciplinary infractions that show a pattern of disrespect towards staff in a non-life threatening manner; or
- Inmates who continually receive disciplinary infractions for the purpose of remaining in RHU.

1.4 Restrictive Management inmates have generally been in and out of RHU for repeated disciplinary infractions and would be involved in one or more of the following, but not limited to:

- Fighting with/without a weapon;
- Striking inmates;
- Stealing from staff or inmates;
- Throwing bodily fluids on staff and/or inmates;
- Flooding cells in RHU;
- Damaging property;
- Continually being charged with contraband;
- Being disrespectful to staff;
- Frequently involved in use of force incidents;
- Poor adjustment to general population overall; and
- Class I Escape without force.

1.5 Step Down Program inmates are not on RHU status. Inmates in this status are as the general population - Closed Custody.

2. ELIGIBILITY CRITERIA FOR ASSIGNMENT:

2.1 All inmates approved or recommended for release from RHU will be assessed on the following criteria for SDP Placement:

- Length of time spent in RHU;
- Reason for originally being placed in RHU;
- Mental health status;
- Disciplinary infractions received while in RHU;
- Criminal history;
- Max-out date; and
- Overall institutional conduct.

3. SDP REFERRAL/RECOMMENDATION PROCESS:

3.1 All inmates in RHU SD behavioral level III will be screened quarterly (every 90 days) for participation in the Intensive Management or Restrictive Management SDP by the Central Classification designees.

3.2 Upon recommendation for placement in the SDP, the ICC shall recommend an inmate for an SDP by sending the request to the SDP routing group via email. Justification must also be included for referral.

3.3 The Warden/security designee may recommend inmates for review to participate in the SDP by sending the request to the SDP e-mail routing group. Justification must also be included.

3.4 The RHU Coordinator will refer the names of eligible Security Detention inmates to the Step-Down Program Coordinators. Once reviewed for eligibility by the SDP Coordinators, the inmate's case will be presented to the Restrictive Housing Unit (RHU) Multi-disciplinary Committee for final approval.

3.5 The Restrictive Housing Unit (RHU) Multi-disciplinary Committee, which consists of the Deputy Director of Operations/designee, Division Director of Classification and Inmate Records/designee, Mental Health designee, Division Director of Security/designee, Step-Down Program Coordinator, and the RHU Program Coordinator, will review recommendations for inmates referred to the Intensive Management Step-Down Program at McCormick Correctional Institution and to the Restrictive Management Step-Down Program at Lee Correctional Institution for approval or disapproval. All inmates referred for admission or termination from the SDP must be approved by the RHU Multi-disciplinary Committee.

3.6 The institutional Step-Down Program Review Team, consisting of the SDP Program Coordinator (Chairperson) and at least two (2) voting members, will be responsible for making classification decisions relative to the inmate's needs at the institutional level. Decisions will be made as a formal committee and in accordance with SCDC Policy OP-21.04, "Inmate Classification Plan," to ensure that they are made in a rational, objective, and equitable manner.

3.7 Once inmates have been approved to participate in the SDP, they will be informed using SCDC Form 18-86, "Step Down Program Acceptance Letter," from Central Classification to the Classification Case Manager of this decision. The Classification Case Manager will meet with the inmate in person to explain the Central Classification decision within 72 hours of receipt of disposition.

4. ASSESSMENT AND ORIENTATION:

4.1 Inmates placed in the SDP will receive orientation within three (3) working days using SCDC Form 18-87, "Step Down Program Notification of Rules and Regulations," that will provide them with information about the SDP expectations, policies, and procedures, classes offered, and incentives. All inmates will be given a brochure outlining the entire program and may address any concerns at this time. During the orientation phase, staff will also complete assessments, identify needs of each inmate, and develop individual schedules for each inmate based on his/her needs.

4.2 All inmates will be required to sign SCDC Form 18-87, "Step Down Program Notification of Rules and Regulations," at the completion of orientation acknowledging their understanding of the rules and regulations and the requirements set forth to complete the program.

SECTION TWO: PROCEDURES FOR STEP-DOWN PROGRAM

NOTE: Inmates will be required to complete all three (3) phases of the Intensive Management (IM) SDP. Upon completion of one (1) phase, the inmate will progress to the next phase and will receive the incentives for that phase.

5. PHASE REQUIREMENTS:

5.1 The inmate SD status is suspended while participating in the SDP. Inmate failure to comply with SDP rules and regulations can result in the RHU Multi-Disciplinary Committee returning the inmate to RHU in security detention.

5.2 Intensive Management (IM) SDP: Inmates in the IM-SDP are required to complete a minimum of one (1) year in the program. This timeframe can be extended if the inmate has not advanced to each stage in the specified timeframe due to disciplinary infractions.

5.2.1 Phase I: (3 Months Successful Participation):

5.2.1.1 Upon completion of orientation, inmates will be assigned to Phase I. Inmates in this phase will be expected to participate and attend all mandated classes, as well as a minimum of three (3) voluntary classes offered. If inmates do not possess their GED or High School Diploma, they will be screened during this phase and will be enrolled in school in Phase III. Inmates are to show an understanding of the SDP and be respectful to all staff and other inmates in the program. Inmates who abide by all requirements and actively participate in the program by demonstrating improvements in their behavior will be rewarded by more incentives.

5.2.1.2 For inmates to advance to Phase II:

Inmates will not be involved in any assaultive disciplinary whatsoever. This will be identified through the following disciplinary convictions:

- Fighting without a weapon;
- Striking Inmate;
- Threatening to Inflict;
- Possession of a Weapon;
- Riot/Inciting a Disturbance; and
- Non-Assaultive Major Disciplinary - (This will be reviewed on a case-by-case basis. Chronic negative behavior may result in remaining in Phase I for an additional ninety [90] days)

NOTE: The SDP Review Team will make a recommendation to remove the inmate.

Inmate will:

- Demonstrate respectful behaviors to self, staff, and inmates as will be evident through inmate expressing him/herself calmly during all class discussions and while in the SDP Dorm.
- Attend all classes enrolled in. Excessive, unexcused absences may result in remaining in Phase I for an additional (90) days.
- Be in compliance with SCDC Policy OP-22.13, "Inmate Grooming Standards."
- Keep cell clean at all times.
- Complete all journal assignments given at the completion of class and on time.

NOTE: Striking an Employee or Fighting With a Weapon will result in immediate removal from the SDP followed by a review by the RHU Multidisciplinary Committee for appropriate placement.

5.2.2 Phase II: (3 Months Successful Participation):

5.2.2.1 Inmates who have successfully completed Phase I and are approved by the Step-Down Program Review Team will advance to Phase II.

5.2.2.2 For inmates to advance to Phase II, they will:

- Continue to meet all Phase I Requirements.
- Complete at least (90) days of programming in Phase II.
- Demonstrate openness to constructive feedback from others.
- Acknowledge and accept responsibility for their actions that led them to being placed in RHU.
- Demonstrate management and control of impulsive behavior.
- Identify reasons change is needed.

NOTE: Non-Assaultive Major Disciplinary will be reviewed on a case-by-case basis. Chronic negative behavior may result in remaining in Phase II for an additional ninety (90) days. Inmates who are convicted of any assaultive major disciplinary while in Phase II will be reviewed by the Institutional SDP Review Team for reduction back to Phase I or removal from the SDP and placement in SD.

5.2.3 Phase III: (6 Months Successful Participation):

5.2.3.1 Inmates who have successfully completed Phase II requirements and are approved by the SDP Review Team will be advanced to Phase III. Inmates will receive additional incentives due to their positive behavior and will be in the least restrictive level of the SDP. Treatment and programs will continue based on each inmate's individual needs. Phase III inmates will serve as role models for inmates in Phase I and Phase II and, after a period of sustained appropriate behaviors, will be considered for release to the general population outside of SDP.

5.2.3.2 Advancement to the general population outside of the SDP will require the inmate to:

- Continue to meet all Phase I and Phase II requirements.
- If inmates do not possess their GED/Diploma, they will be enrolled in school in Phase III.
- Show pro-social behaviors by refraining from secretive, deceptive, and manipulative behaviors.
- Demonstrate an improvement in thinking and behavioral patterns by a change in past behavior and poor decisions.
- Demonstrate a use of acquired coping skills when faced with difficult day to day tasks or dilemmas.
- Not receive any negative informational reports for the remaining six (6) months in the program.
- Complete transition meeting with the SDP Review Team.

5.3 Restrictive Management (RM) SDP: Inmates considered for the SDP Program are in SD, ST or DD status and have repeated failures to adjust in the general population. Inmates are required to complete a minimum of six (6) months in the program. This timeframe can be expanded if the inmate has not advanced to each stage in the specified timeframe due to disciplinary infractions or poor adjustment.

5.3.1 Phase I: (90 Days Successful Participation):

5.3.1.1 Upon completion of orientation inmates will be assigned to Phase I. Inmates in this level will be expected to begin to participate and attend all mandated classes. If inmates do not have their GED, they will be tested to see what level they require. In Phase II they will be enrolled in school. Inmates are to show an understanding of the SDP and be respectful to all staff and other inmates in the program. Inmates who abide by all requirements and actively participate in the program by demonstrating improvements in their behavior will be rewarded by more incentives.

NOTE: Straight time inmates under the age of 21 are required to attend school and will begin in Phase I. (Refer to SCDC Policy PS-08.01 "Mandatory Educational Attendance Program.")

5.3.1.2 For inmates to advance to Phase II:

Inmate will not be involved in any assaultive disciplinary whatsoever. This will be identified through the following disciplinary convictions:

- **Fighting Without a Weapon.**
- **Striking Inmate.**
- **Threatening to Inflict.**
- **Possession of a Weapon.**
- **Riot/Inciting a Disturbance.**

NOTE: Rule violations will subject the inmate to disciplinary action and placement in RHU.

Inmate will:

- **Demonstrate respectful behaviors to self, staff, and inmates as will be evident through inmate expressing him/herself calmly during all class discussions and while in the SDP Dorm.**
- **Attend all classes enrolled in. Excessive, unexcused absences may result in remaining in Phase I for an additional ninety (90) days.**
- **Be in compliance with SCDC Policy OP-22.13, "Inmate Grooming Standards."**
- **Keep cell clean at all times.**
- **Complete all journal assignments given at the completion of class and on time.**

5.3.2 Phase II: (90 Days Successful Participation):

5.3.2.1 Inmates who have successfully completed Phase I and are approved by the SDP Review Team will advance to Phase II.

5.3.2.2 For inmates to advance to Phase II:

Inmate will:

- **Continue to meet all Phase I Requirements.**
- **Complete at least ninety (90) days of programming in Phase II.**
- **Not receive any major disciplinary infraction in Phase II. Minor or informal disciplinary infractions may result in the inmate remaining in Phase II for an additional ninety (90) days.**
- **Demonstrate openness to constructive feedback from others.**
- **Acknowledge and accept responsibility for actions that led him/her to being placed in RHU.**
- **Demonstrate management and control of impulsive behavior.**
- **Identify reasons change is needed.**

NOTE: Inmates who are convicted of any major disciplinary while in Phase II will be reviewed by the SDP Review Team for reduction back to Phase I.

6. PHASE INCENTIVES:

6.1 Intensive Management (IM) SDP:

6.1.1 Phase I Incentives:

- **Will be allowed out of cell from 8:00 AM - 3:00 PM.**
- **Lunch will be provided in the cafeteria; breakfast and dinner in the cell.**
- **Will be given recreation two (2) days/week.**
- **Visits: No visits allowed if on visitation restriction.**
- **Canteen: Spending limit of \$30 for inmates on canteen restriction.**

6.1.2 Phase II Incentives:

- **Will be allowed out of cell from 8:00 AM - 6:00 PM.**

- Lunch and dinner will be provided in the cafeteria; breakfast in the cell.
- Will be given recreation two (2) days/week.
- Visits: Allowed one (1) visit per month if on visitation restriction.
- Canteen: Spending limit of \$40 for inmates on canteen restriction.

6.1.3 Phase III Incentives:

- Inmates will be assigned job duties outside of SDP Dorm.
- Will be allowed out of cell from 8:00 AM - 8:00 PM.
- Breakfast will be provided in cell.
- Lunch and dinner will be provided in the cafeteria.
- Will be given recreation two (2) days/week.
- Visits: Allowed two (2) visits per month if on visitation restriction.
- Canteen: Spending limit of \$50 for inmates on canteen restriction.

6.2 Restrictive Management (RM) SDP:

6.2.1 Phase I Incentives:

- Will be allowed out of cell from 8:00 AM - 5:30 PM.
- Breakfast, lunch, and dinner in the cell.
- Will be given recreation at least three (3) days/week.
- Inmates who do not have their GED/Diploma will be tested to determine their level of education.
- Inmates who are under the age of 21 and do not have the GED or High School Diploma will be enrolled in school.
- Visits: three (3) visits/month (if on visitation restriction).
- Canteen: \$30 spending limit/week (if on canteen restriction).
- Inmates will be assigned jobs within the SDP.

6.2.2 Phase II Incentives:

- Will be allowed out of cell from 8:00 AM - 7:00 PM.
- Lunch and dinner will be provided in the cafeteria; breakfast in the cell.
- Will be given recreation at least three (3) days/week.
- Inmates will be assigned jobs outside of the SDP Dorm upon availability.
- Inmates who do not have the GED/Diploma will be enrolled in school.
- Visits: three (3) visits/month (if on visitation restriction).
- Canteen: \$50 spending limit/week (if on canteen restriction).

6.3 Incentives upon graduation from the SDP:

- Inmates will receive a status review at completion of the program.
- Inmates who are on canteen, telephone, and/or visitation restrictions will have these restrictions lifted.
- Inmates who qualify would have the opportunity to transfer to other programs offered within SCDC.
- Inmates who request to remain in the Step-Down Program to become a facilitator would be considered to do so and could help with future inmates coming into the program.

7. PHASE PROGRESSION:

7.1 Phase progression will be based solely on each inmate's ability to achieve and maintain specific requirements. The SDP Review Team and Qualified Mental Health Professional will review the progress of each inmate and determine whether each inmate advances to the next phase. If the inmate is not recommended for advancement, additional steps that are needed for advancement will be given to the inmate in person and in a private setting by a member of the SDP Review Team.

8. PHASE REGRESSION:

8.1 Regardless of the current phase the inmate is in, if he/she is convicted of a serious major disciplinary or refuses to participate in any part of the program, it may result in the inmate returning to a previous phase. The SDP Review Team will review each disciplinary on a case-by-case basis and make a determination. Consideration will be given to the length of time the inmate has spent in RHU, the reason he/she was originally placed in RHU, his/her mental health status, his/her risk-level, his/her willingness to participate in the program, and the safety and security of staff and other inmates.

8.2 All inmates who are removed from the SDP and placed back in RHU, who meet the criteria will be recommended for SD custody or placed in another program. All other inmates who do not meet the SD criteria will complete their DD time in RHU and then be placed back in the Step-Down Program a second time. The inmate will have to start the program over again in Phase I. "NOTE: Under no circumstances will an inmate be removed from the SDP, placed in RHU, and then released to general population."

9. EDUCATIONAL REQUIREMENTS FOR SDP INMATES:

9.1 Education will be the focal point of the Step-Down Program. All inmates, upon acceptance into the SDP, will be screened for completion of GED or High School Diploma. Inmates who have not obtained either will be enrolled (based on space availability) in education in Phase II (RM) or Phase III (IM). If they do not complete the educational requirements to obtain a GED upon completion of the SDP, they will continue their education once placed in general population outside of the SDP. Straight time inmates under the age of 21 are required to attend school and will begin in Phase I. (NOTE: Refer to SCDC Policy PS-08.01, "Mandatory Educational Attendance Program.")

10. MANDATED PROGRAM REQUIREMENTS:

10.1 All inmates will have mandatory classes that they must attend throughout Phases I and II. Advancement to each phase depends highly on whether inmates attend these classes, actively participate, and complete all journal assignments on time. The following is an outline of different classes offered:

10.1.1 Life Skills and Expressive Writing Class:

- This class is based on two parts: (1) learning life skills and (2) expressing one's self through writing.
- The life skills part consists of the following:
 - Accountability, responsibility, and authority.
 - Understanding one's personality characteristics (strengths and weaknesses).
 - Learning how to handle one's emotions, conflict, and stresses of life.
 - Understanding self-concept, constructive criticism, and setting goals in one's life.
- The expressive writing part consists of journal entries that the inmates are required to complete on a weekly basis. The journal's main purpose is to give the inmates a positive outlet to express their feelings, both good and bad. Some of the topics would consist of:
 - Describe your family using the parts of an airplane.
 - What is something you have done that you think is unforgivable?
 - Has your self-concept changed over the years? If so, how?

10.1.2 Thinking for a Change (T4C):

- 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. There are (3) main components:
 - Cognitive self-change.
 - Social Skills.
 - Problem Solving Skills.

10.1.3 Violence Prevention:

- Sexual violence prevention refers to efforts intended to stop the 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.

10.1.4 Victim Impact:

- The focus of this class is on victims and the impact of crime on them. Inmates learn victims' personal experiences which are the centerpiece of the program. The program provides offenders with the opportunities to change their thinking and their behavior while giving them an option to make amends to their victims, directly or indirectly.

10.1.5 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.

10.1.6 Art Class:

- 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.

10.1.7 Creative Writing:

- This covers a wide variety of writing styles to include: poetry, short-stories, autobiographies, and grammar.

11. ADDITIONAL CLASSES: In addition to the mandatory classes that all inmates are required to complete, inmates will have the choice in choosing a minimum of three (3) additional classes to add to their schedule. The goal of these classes is to help inmates express themselves in a positive manner by developing positive hobbies. All classes will be held weekly and will be available during the entire duration of the program. The available classes will consist of the following:

11.1 Spanish Class:

- Inmates will be allowed the opportunity to learn a second language. In this class they will learn the alphabet, numbers, colors, days of the week, months, seasons, common phrases, verb tenses, etc.

11.2 Business Class:

- Inmates who are interested in understanding business will learn how to develop a business plan and how to start their own business.

11.3 Max-out Right:

- Inmates who have a max-out date in the near future would be encouraged to participate in this class. They will learn how to create a resume, how to look for jobs, and how to interview when applying for jobs.

11.4 Anxiety and Depression:

- This class will go over the types of anxiety we experience, what the causes for anxiety and depression are, and how to overcome this in a productive manner.

11.5 Parole Workshop:

- The primary focus of this class will be to help inmates gather all of their information to submit to the Parole Board in the form of a parole packet.

11.6 Substance Abuse:

- Substance abuse classes will be conducted by the mental health counselor in a separate class primarily for inmates in the SDP.

12. FACILITATORS:

12.1 Inmate facilitators from general population or graduates of the SDP will be recommended by the Institutional SDP Review Team and approved by the RHU Multi-disciplinary Team to help mentor/assist the inmates in the program. They will be chosen due to their individual characteristics, positive behavior while incarcerated or in the program, and their mentoring skills. Inmates who have previously mentored other inmates, have been viewed by staff as being a positive influence, and have good social skills would be ideal for these positions. The main duties of a facilitator are to help with the classes taught to the SDP inmates, help inmates with journal assignments or other areas of assistance, and overall try to influence the inmates in a positive manner. If bed space permits, facilitators will live within the SDP.

13. STAFF TRAINING AND ASSIGNMENT:

13.1 Assignment of both security and non-security personnel working in the SDP will be carefully reviewed and screened by both the Warden at the SDP institution and the Division Director of Classification and Inmate Records.

13.2 Training of staff who will be working in SDP Dorms is essential to support culture change. All staff working with inmates in this program will complete training in Effective Communication and Crisis Intervention Training (CIT).

14. COMPLETION OF THE SDP INTENSIVE MANAGEMENT PROGRAM AND RESTRICTIVE MANAGEMENT PROGRAM:

14.1 Upon successful completion of Phase III in Intensive Management and Phase II in Restrictive Management, the RHU Multi-Disciplinary Committee will review each inmate for appropriate institutional placement or placement in Behavioral Level 5.

14.2 If approved for release by the RHU Multi-Disciplinary Committee, the inmate will appear before the ICC for a status review and will then be placed in the appropriate correctional facility and housing unit.

14.3 Upon completion of the SDP, Central Classification staff will coordinate release from the SDP to the appropriate correctional facility and housing unit.

15. PLACEMENT IN LEVEL 5:

5.1 The Intensive Management-Step-Down Program will be designated bed space for Level 5 inmates.

15.1.1 Inmates who are referred for placement in Level 5 will be inmates whose presence outside the SDP would pose a threat to staff and/or other inmates. To continue the inmates' progress, it is believed to be in the inmates' best interest to remain in a specialized program environment with privileges that are commensurate with the general population.

15.1.2 Inmates in Level 5 will be reviewed every six (6) months for release to the general population.

15.2 Reasons for Placement in Level 5: Most common reasons for placement in Level 5 would consist of, but are not necessarily limited to:

15.2.1 History of assaultive and/or violent behavior;

15.2.2 Aggravated assaults on inmates or staff;

15.2.3 Murder and/or attempt to commit murder while incarcerated;

15.2.4 Holding a hostage or unlawfully detaining a person against his will while incarcerated;

15.2.5 Violent escapes or repeated attempted escapes;

15.2.6 Violent participation in a riot/riots or other institutional disorder;

15.2.7 The Agency Director or the Deputy Director of Operations/designee's determination, based on specified objective criteria set forth in writing, that there is a significant risk that the offender will cause injury to staff, other inmates, or members of the public if he/she is housed in general population, outside of the Intensive Management-Step-Down Program.

16. DEFINITIONS: NONE

SIGNATURE ON FILE

s/Bryan P. Stirling, Director

Date of Signature

ORIGINAL SIGNED COPY MAINTAINED IN THE OFFICE OF POLICY DEVELOPMENT