

# WEBER COUNTY CORRECTIONAL FACILITY

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Volume

## SECURITY AND CONTROL

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Chapter

### JF 14 - SPECIAL INTENSIVE MANAGEMENT

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JF 14/01.00 **GENERAL**

JF 14/01.01 **Purpose**

The purpose of this chapter is to provide policy, procedures, and requirements for the special intensive management of inmates including:

- A. intensive management;
- B. strip cell procedures;
- C. use of the restraint chair; and
- D. lockdown procedures.

JF 14/01.02 **Cross Reference**

JB 17 - Blood Borne Pathogens  
JD 03 - Temporary Restrictions  
JD 06 - Inmate Disciplinary  
JE 04 - Communication: Courts and Counsel  
JF 05 - Use of Less Lethal Force and Restraints  
JF 06 - Emergency Procedures  
JF 13 - Special Action Team

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JF 14/01.03 **Definitions**

|                                    |                                                                                                                                                                         |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>After Incident Review Sheet</b> | a form detailing the major components of an incident (i.e., nature of the incident, those involved, etc.) and a chronological order of events and notifications         |
| <b>contaminated area</b>           | any location which has body fluids or caustic chemicals present and are not contained in a safe manner, which have potential to harm anyone without special precautions |
| <b>OIC</b>                         | Officer-In-Charge                                                                                                                                                       |
| <b>OS</b>                          | Operations Sergeant                                                                                                                                                     |
| <b>protective equipment</b>        | special clothing or equipment worn by a jail staff for protection against assault, infectious fluids, or caustic chemicals                                              |
| <b>restraint chair</b>             | AEDEC restraint chair, RC 1200 DLX; a chair to restrain violent prisoners                                                                                               |

|                             |                                                                                                                                                                                            |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>show of force</b>        | a demonstrated effort by jail staff with intent to use force by a directed movement or overt action, with or without weapons or tools, towards an inmate or suspect                        |
| <b>significant exposure</b> | contact of jail staff member's broken skin or mucous membrane with another's blood or bodily fluids other than tears or perspiration; or a skin puncture with a needle or other instrument |
| <b>strip cell</b>           | a cell with no property item and/or very limited property                                                                                                                                  |
| <b>TRO</b>                  | Temporary Restriction Order                                                                                                                                                                |
| <b>WCCF</b>                 | Weber County Correctional Facility                                                                                                                                                         |

JF 14/02.00 **INTENSIVE MANAGEMENT**

JF 14/02.01 **Policy**

It is the policy of the Weber County Correctional Facility:

- A. to maintain a safe, secure and orderly environment within the jail;
- B. to prevent attacks by inmates on other inmates, jail staff, visitors and other persons;
- C. to prevent escapes and attempts to escape;
- D. to prevent self-destructive behavior or self-inflicted inmate injuries;
- E. to prevent inmates from destroying county property;
- F. to prevent the persistent continuation of a health hazard or potential health hazard which may jeopardize the management of the jail;
- G. that the use of a strip cell as punishment shall not be permitted;
- H. that force shall be used to control and shall not be used to punish.

JF 14/02.02 **Rationale**

- A. The goal of the WCCF is to provide a safe environment for staff, inmates, volunteers, and other staff members within the WCCF.
- B. Steps may be taken by WCCF staff to further legitimate facility interests to include:
  - 1. safety of staff and inmates;
  - 2. security; and
  - 3. order and discipline within the facility.
- C. Standards shall be established to guide the responses of WCCF staff towards uncooperative and disruptive inmates who threaten safety, security, order, and discipline within the facility.
- D. Staff responses to uncooperative inmates shall be applied on a continuum of management alternatives based on inmate compliance.

- E. Force shall be used to manage inmate behavior and shall not be used to punish inmate behavior; therefore, only the amount of force necessary to gain control of an inmate shall be used.
- F. Inmate privileges may be restricted or denied as a result of actions taken by staff under this chapter; however:
  - 1. if privileges are restricted or denied, other alternatives shall be provided whenever possible; and
  - 2. the inmate should be returned to his former custody level and have privileges restored as soon as prudent and reasonably possible.

JF 14/02.03 **Procedure: Uncooperative Inmates**

A. **General**

- 1. When it becomes necessary to gain control of an inmate, staff shall take the necessary steps to restore and/or maintain order of a unit.
- 2. Disruptive or non-compliant inmates shall be given a warning and the opportunity to be cooperative prior to the use of force.
- 3. The use of force shall be consistent with requirements outlined in this policy.
- 4. All action involving the management of an uncooperative inmate shall be reported in the form of a report by all staff involved.

B. **Uncooperative Inmate**

An officer who encounters an uncooperative inmate should take the following actions in the order which they are listed unless circumstances prevent the officer from completing one of the outlined steps.

- 1. **Verbal persuasion** - an attempt to verbally persuade the inmate to cooperate
- 2. **Verbal Warning** - if verbal persuasion fails, the inmate shall receive a warning identifying the consequences of non-cooperation (disciplinary action, use of force, etc.)
- 3. **Isolation of Inmate** - if the situation permits, separate the inmate from the immediate sight and sound of other inmates

4. **Show of Force** - if verbal warnings are not effective, back-up shall be called and an attempt to influence the inmate through the show of superior force shall be utilized

C. **Barricaded Inmate**

1. If an inmate barricades himself in his cell or other room, such action shall be deemed a threat to:
  - a. the safety of the inmate and/or staff;
  - b. the safety, order, security and/or discipline of the jail; and/or
  - c. the operational integrity of the jail.
2. If an inmate barricades himself in his cell or other area an attempt shall be made to encourage the inmate to exit the area using:
  - a. verbal persuasion; and
  - b. verbal warnings.
3. If the inmate cannot be persuaded to exit the barricaded area, a Special Action Team should be called to resolve the situation.

JF 14/02.04 **Procedure: Intensive Management**

A. **General**

1. Inmates may be housed on Intensive Management status:
  - a. when circumstances make it necessary to place an inmate in a more restrictive supervision level than that required by his assigned classification for non-punitive reasons;
  - b. when the behavior of an inmate becomes disruptive to the management and control of a housing unit beyond the limits of a TRO;
  - c. to protect staff and inmates from high risk or unpredictable behavior; and
  - d. when an inmate refuses to comply with directives the inmate solely controls, such as hygiene/sanitation, etc.
2. Intensive Management housing shall not be used as punishment.

- a. Instances of suspected abuse shall be reported to the Jail Commander.
  - b. Verified abuse may result in disciplinary action.
3. Intensive Management housing is an area within the WCCF.

B. Non-Compliant/Unpredictable Inmate

Jail staff who encounter a non-compliant/unpredictable inmate should take the following actions in the order listed unless circumstances prevent the officer from completing one of the outlined steps:

1. An attempt shall be made to **verbally persuade** the inmate to cooperate and comply or to bring his behavior/actions under self-control.
2. If verbal persuasion fails the inmate should receive a **verbal warning** identifying the consequences of non-compliance and/or uncontrolled high risk behavior (i.e., disciplinary action, Intensive Management).
3. If an inmate fails to comply by the use of verbal persuasion and/or verbal warnings, he may be transferred to Intensive Management housing. This housing assignment shall be considered temporary until reviewed as outlined in WCCF policy JD 03, Temporary Restrictions.

JF 14/02.05 **Procedure: Authorization/ Notification for Intensive Management**

A. Authorization

1. Authorization shall be obtained from the Operations Lieutenant to place an inmate on Intensive Management status.
2. In an emergency situation requiring immediate action, a Housing Unit Sergeant may approve temporary placement of an inmate on Intensive Management status to maintain the safety and security of any housing unit and/or the safety of staff and inmates.
3. The Operations Lieutenant shall be notified immediately and shall provide approval for the inmate to be continued on Intensive Management status.

B. Notification

When the inmate is initially placed on Intensive Management, the following notification process shall take place.

1. The Housing Unit Sergeant shall notify the inmate of his temporary placement on Intensive Management.
2. The inmate shall be advised of the reason he is being placed on Intensive Management.
3. The inmate shall be advised of the review process outlined in JF 14/02.06.
4. The notification process shall be documented by the Sergeant/designee in the inmate file.

JF 14/02.06    **Procedure: Review of Intensive Management Incidents**

- A. Within fourteen days of temporary placement, the placement shall be reviewed by the Operations Lieutenant.
- B. The following steps shall be taken prior to the Operations Lieutenant review:
  1. The Operations Sergeant for the referring unit shall provide documentation of the precipitating events and an outline/summary of the inmate's management history.
  2. The referring unit staff shall confer with the Operations Sergeant to develop recommendations which might aid the inmate in resolving the current management issue.
  3. All recommendations shall be forwarded to the Operations Lieutenant for consideration during the review process.
- C. The Operations Lieutenant shall determine, based upon documented information, whether the inmate shall continue to be housed on Intensive Management.
  1. If an inmate has been placed on Intensive Management for refusal to comply with directives for reasons he solely controls, he may submit a written statement of his intent to comply to the Operations Lieutenant during the initial review or at any time thereafter.
    - a. The Operations Lieutenant shall provide the opportunity and means for the inmate to comply through the normally scheduled operational procedures of the unit.
    - b. When the inmate has complied with the directives, the Operations Lieutenant shall verbally advise the Jail Commander/designee.



- c. The decision to discontinue Intensive Management may then be made by the Jail Commander/ designee.
  - d. If an inmate continues to be uncooperative and fails to comply with directives, the Jail Commander/designee may elect to continue the inmate on Intensive Management.
- 2. If an inmate has been placed on Intensive Management for high risk, unpredictable or disruptive behavior, the decision to continue or remove from Intensive Management status shall be based upon:
  - a. the inmate's documented behavior while on Intensive Management;
  - b. the inmate's stated willingness or unwillingness to comply with the WCCF rules and regulations; and
  - c. the Jail Commander's/designee's determination that the potential high risk, unpredictable or disruptive behavior has diminished to a level manageable in less restrictive housing.
- 3. When the inmate is removed from Intensive Management, he may be returned to his former classification level and housing, unless associated circumstances require alternative housing or reclassification. If reclassification is necessary, a TRO should be initiated.
- 4. If an inmate is continued on Intensive Management status, a review shall be completed by the Operations Lieutenant every 15 days or at any lesser interval as he deems appropriate. During this period, a previously non-compliant or disruptive inmate who wishes to be reviewed shall submit a written request to the Operations Lieutenant.

JF 14/02.07    **Procedure: Authorized Daily Activities for Intensive Management Inmates**

Daily activities shall be governed by standard limits and may be increased or decreased at the discretion of the Operations Lieutenant based upon the safety, security, management, and control for the unit.

A.    **Showers**

Inmates shall be allowed the opportunity to shower three times per week. Showers shall be scheduled by staff.

B.    **Meals**

1. Inmates shall have the opportunity to receive meals three times per day.
2. Inmates shall be offered meals served on thermal trays as a standard practice. If the service of meals on thermal trays presents a risk to the safety, security, or orderly management of the unit, meals may be served in a more secure manner, including but not limited to, sack meals.

C. Telephone

1. Inmates shall be allowed the opportunity to make personal phone calls once every a week.
2. Legal phone calls shall be governed by the WCCF current practice on legal access.

D. Recreation

Inmates shall be allowed the opportunity for one hour of recreation/exercise per day unless otherwise restricted.

E. Commissary

Commissary orders shall be limited to once per week, and items may be restricted to a list of permitted personal hygiene items and writing materials only.

F. Religious Access

Inmates may receive one visit per week, unless otherwise approved, from chaplains, but may be required to remain in their cells during visits.

G. Library Services

Inmates may be allowed library exchange once per week consistent with housing unit library procedures.

H. Property

1. Inmates may be allowed to possess:
  - a. one standard issue of clothing and bedding;
  - b. one bar of soap;

- c. one roll of toilet paper;
  - d. personal hygiene items (deodorant, comb, toothbrush),
  - e. one tube of toothpaste;
  - f. four books;
  - g. a moderate amount of first class mail; and
  - h. two pencils.
2. If an abuse of property occurs which interferes with the safety, security or orderly management of the Intensive Management status, the property list may be reduced on the authorization of the Operations Lieutenant/designee.

I. Mail

Inmates shall not be permitted to receive mail other than First Class Mail.

J. Visiting

Inmates may be allowed one barrier visit per month consistent with requirements as allowed by the current visiting practices.

K. Education

Education programs shall be suspended for inmates being managed under Intensive Management.

L. Abuse of Privileges

- 1. The above-listed property, privileges, and activities may be restricted further to any inmate who is found guilty of any abusive or destructive act.
- 2. The Operations Lieutenant shall review and approve all reduction of privileges within three working days.

M. Mail

- 1. All first class mail shall be delivered to the inmate
- 2. Mail, other than first class mail, may be withheld from inmates who are on Intensive Management.

3. Mail staff shall receive and store mail withheld from an inmate temporarily placed on Intensive Management until the inmate's Intensive Management status is determined.
4. Inmates who are continued on Intensive Management by the review process shall be notified that mail other than first class mail may not be delivered and may be returned to sender.

JF 14/02.08    **Procedure: Documentation for Intensive Management**

- A. Initial documentation shall be completed by the initiating staff member including reports identifying:
  1. reasons for placement on Intensive Management;
  2. authorization; and
  3. any specialized condition of housing or privilege.
- B. Documentation of the temporary placement review shall be completed by the Operations Lieutenant/designee and shall include:
  1. the name of the individual reviewing the inmate's status;
  2. reason for review;
  3. date and time;
  4. a summary of the elements considered a part of the review process such as the causative factors which initiated placement, any discussion with staff, the inmate's stated intentions or agreements reached, etc.;
  5. any decision as to the inmate's status; and
  6. the date of the next review.
- C. Unit daily routine activities shall be logged in the unit's daily log.
- D. Changes in the routine daily activities shall be documented in an incident report, identifying:
  1. reason for change;
  2. who authorized change;

3. actions taken; and
  4. an inmate's decision not to take the opportunity to engage in a routine daily activity.
- E. Both appropriate behavior which demonstrates the inmate's willingness to comply with WCCF rules and regulations and non-compliant acts which demonstrate continued high risk, unpredictable and disruptive behavior, shall be documented in incident reports and chronological notes. The Operations Lieutenant shall document in a chronological note:
1. the specific date and time the inmate was provided the opportunity and means to comply with the precipitating Direct Order; and
  2. the specific date and time the inmate complied.
- F. Distribution of all reports by the OS/OIC prior to leaving shift shall include the:
1. Sheriff;
  2. Corrections Chief Deputy;
  3. Jail Commander;
  4. WCCF Operations Lieutenant;
  5. Medical Staff (if appropriate);
  6. Operations Sergeant; and
  7. the appropriate Housing Unit Officer.

JF 14/03.00    **STRIP CELL**

JF 14/03.01    **Policy**

It is the policy of the Weber County Correctional Facility that the use of a strip cell may only be utilized:

- A.     to control an inmate with self-destructive behavior;
- B.     to prevent an assault or an attempted assault on a staff member or another inmate;
- C.     to prevent an inmate from persistent destruction of jail property (i.e., flooding cell, setting fire, etc.);
- D.     to prevent the persistent continuation of a health hazard or potential health hazard;
- E.     when less restrictive measures are deemed ineffective to manage inmate behavior; and
- F.     that the use of a strip cell as punishment shall not be permitted.

JF 14/03.02    **Rationale**

See JF 14/02.02

JF 14/03.03    **Procedure: Authorization for Strip Cell Status**

- A.     Authorization shall be obtained from the Operations Lieutenant/designee prior to placing an inmate in a strip cell. The Operations Sergeant shall provide authorization in the absence of the Operations Lieutenant or Jail Commander.
- B.     Exceptions shall be when the strip cell has been ordered by a medical staff member. The Operations Lieutenant shall be notified as soon as possible and shall review the action within 72 hours.
- C.     In an emergency situation requiring immediate action, the Housing Unit Officer shall take necessary steps to gain control and to ensure the Operations Sergeant and Operations Lieutenant are immediately notified.

JF 14/03.04    **Procedure: Strip Cell Procedures**

A.    General

1.    When the behavior of an inmate is continually disruptive to the operation and order of a unit, staff shall take necessary steps to maintain order and may place an inmate in a strip cell.
2.    Disruptive or non-compliant inmates shall be given the opportunity to cooperate prior to being placed in a strip cell.
3.    The inmate should be taken off strip cell status as soon as it is reasonable to believe that the behavior leading to the use of the strip cell will not immediately resume.

B.    Uncooperative Inmates

The process outlined in JF 14/02.04, "Uncooperative Inmate", shall be utilized prior to placing an inmate in a strip cell.

C.    Initiating a TRO

A TRO shall be immediately completed as outlined in WCCF policy JD 03, Temporary Restrictions, by the initiating staff member for all inmates placed in a strip cell.

D.    Property

1.    Inmates placed in a strip cell normally should receive:
  - a.    a mattress;
  - b.    a suicide blanket;
  - c.    underclothing, (i.e., undershorts, bras, underpants); and
  - d.    toilet paper.
2.    Exceptions shall be approved by the Operations Lieutenant in conjunction with the OIC or medical staff. Exceptions shall be documented.

E.    Medical Requirements

1.    Inmates placed in a strip cell should be seen within 24 hours by medical staff.

2. The Operations Sergeant shall immediately notify the medical officer when an inmate is placed on strip-cell status.
3. WCCF medical staff shall monitor and document the condition of inmates placed on strip cell status.

JF 14/03.05    **Procedure: Documentation for Strip Cell Status**

- A. Incidents involving inmates being placed in a strip cell shall be documented in an incident report and logged in the unit Post Log. Reports shall include:
  1. who, what, where, when, how, why;
  2. reasons for placing an inmate in a strip cell;
  3. injuries, if any, and medical treatment, medication, etc., received;
  4. authorization for the use of a strip cell; and
  5. any other pertinent information.
- B. A TRO shall be completed and shall include:
  1. inmate's name;
  2. Name Number;
  3. date and time moved to strip cell;
  4. justification for the action;
  5. who authorized the action;
  6. inmate property authorized; and
  7. date and time returned to normal status (when applicable).
- C. Exceptions identified in this section shall be documented and reports shall be forwarded to the Jail Commander/designee for review.
- D. Documentation shall include the justification and nature of the exception.
- E. An After Incident Review Sheet and supporting documentation concerning inmates placed in a strip cell shall be distributed by the Operations Sergeant.
- F. Distribution of all reports by the OIC prior to leaving shift shall include the:



1. WCCF Chief Deputy;
2. Jail Commander;
3. WCCF Operations Lieutenant;
4. WCCF medical staff;
5. Operations Sergeant; and
6. the appropriate Housing Unit Officer.

JF 14/04.00    **LOCKDOWN**

JF 14/04.01    **Policy**

It is the policy of the Weber County Correctional Facility that individual or Unit lockdown status may be utilized in circumstances including, but not limited to:

- A.     providing a cooling-off period for agitated, combative or confrontive inmates;
- B.     stabilizing a volatile or difficult situation;
- C.     preventing or stopping persistent destruction of jail property; or
- D.     preventing assaults or attempted assaults on staff or other inmates.

JF 14/04.02    **Rationale**

See JF 14/02.02

JF 14/04.03    **Procedure: Lockdown of Inmates**

- A.     When a unit lockdown becomes necessary to gain control of a housing unit, staff shall take the necessary steps to ensure the safety of the unit and to maintain control of the unit.
- B.     Whenever an inmate or an entire housing section requires a more restrictive supervision level than that required by their assigned classification or a restriction of privileges a, TRO shall be initiated consistent with requirements outlined in WCCF policy JD 03, Temporary Restrictions.
- C.     When it becomes necessary to lockdown an inmate or a group of inmates to gain control, the procedures outlined JF 14/02.03, “Uncooperative Inmate” shall be used.

JF 14/04.04    **Procedure: Authorization for Lockdown**

- A.     During normal work hours, usually 0800 to 1700 hours, Monday through Friday, the following chain of command shall be followed for authorization of lockdown status.
- B.     Operations Lieutenant or Operations Sergeant/designee shall notify:
  - 1.     Jail Commander/designee who shall approve the action to be taken; and
  - 2.     the WCCF Chief Deputy as appropriate.

- C. After normal work hours, weekends, and holidays the following chain of command shall be followed in a lockdown status:
  - 1. In the absence of the Jail Commander the Operations Lieutenant/Sergeant shall notify the Jail Commander/designee by the most expedient means (i.e., radio, telephone, etc.)
  - 2. If the Jail Commander/designee can't be reached, and if the situation is such that further notifications are deemed appropriate, the Operations Lieutenant/Sergeant shall notify the WCCF Chief Deputy.
- D. If an emergency situation occurs after normal work hours requiring immediate action, the Operations/Housing Sergeant on duty shall take necessary steps to gain and/or control the incident and to ensure the Operations Lieutenant/designee is immediately contacted.

JF 14/04.05     **Procedure: Documentation of Lockdowns**

- A. Incidents requiring inmates being placed on a lockdown status shall be documented in an incident report and logged in the unit Post Log. Reports shall include:
  - 1. who, what, where, when, how, why;
  - 2. reasons for being placed on lockdown status;
  - 3. authorization; and
  - 4. any other pertinent information.
- B. A TRO shall be initiated and shall include:
  - 1. the inmate's name;
  - 2. the inmates name number;
  - 3. date and time of the lockdown;
  - 4. justification for the action;
  - 5. who authorized the action;
  - 6. date and time returned to normal status.
- C. Distribution of all reports by the OIC prior to leaving shift shall include the:

1. WCCF Chief Deputy;
2. Jail Commander;
3. WCCF Operations Lieutenant;
4. WCCF Medical staff (if appropriate);
5. Operations Sergeant, and
6. appropriate Housing Unit Officer.