



DEPARTMENT OF CORRECTIONS
Institutions



Title:	Conflict Management (Inmate)	DOC Policy: 40.1.12
Effective:	1/9/08	Supercedes: N/A
Applicability: All DOC employees and contractors		
Directives Cross-Reference: Rules: Prohibited Inmate Conduct – Div 105		
Attachments: Inmate Conflict Report form (CD 1473) Notice of Employee/Client Relationship form (CD 1472)		

I. PURPOSE

The purpose of this policy is to maintain an information system that monitors and controls the identification and separation of conflicts for those inmates who pose a serious threat to other inmates or employees/contractors within Department of Corrections facilities.

Applicability: This policy applies to all DOC employees that have responsibility for the classification, custody and control of inmates requiring management coordination and supervision.

II. DEFINITIONS

- A. Confidential Reliable Informant:** An inmate, who provides information that if known to others, could endanger the safety of the inmate, other inmates, or jeopardize the safe, secure and orderly operation of a DOC facility. Use of confidential information shall follow the same provisions as outlined in the DOC rule on **Prohibited Inmate Conduct**. Refer to OAR 291-105-0028(2).
- B. Conflict Approver:** An employee designated by the functional unit manager who approves verified conflicts that require physical separation from staff or other inmates and enters them in the Correctional Information System conflict screen.
- C. Conflict Investigator:** An employee designated by the functional unit manager who investigates all reported conflicts that require physical separation from staff or other inmates. The conflict investigator will forward verifiable documentation by submitting the appropriate conflict form to the conflict approver.
- D. Correctional Information System (W/W Relationship Screen):** A program within the Correctional Information System (CIS) that is used to record and monitor inmate conflict concerns.

- E. **Critical Associates:** Inmates that are considered co-conspirators involved in a documented incident that, if housed together, would create a serious management concern within a DOC facility.
- F. **DOC Contractor:** Any person under contractual arrangement to provide services to the department; any person employed by private or public sector agencies who is serving under department sanctioned assignment to provide services or support to department programs.
- G. **DOC Employee:** Any person employed full-time, part-time or under temporary appointment of DOC.
- H. **Inmate:** Any person under the supervision of the Department of Corrections who is not on parole, probation, or post-prison supervision status.
- I. **Inmate Conflict:** Inmate-to-inmate conflicts include, but are not limited to:
 - 1. Documented serious threat to personal safety;
 - 2. Documented history of assault with a weapon;
 - 3. Documented history of serious injury requiring medical attention;
 - 4. Documented serious incident in a county jail;
 - 5. A victim of a verifiable crime that occurred in the community;
 - 6. Documentation showing the inmate provided testimony against another inmate in court or provided information to law enforcement authorities; or
 - 7. Documented security threat/racial tension.
- J. **Oregon Corrections Enterprises (OCE) Contractor:** Any person under contractual agreement to provide services to OCE; any person employed by private or public sector agencies who is serving under OCE-sanctioned assignment to provide services or support to OCE programs.
- K. **Oregon Corrections Enterprises (OCE) Employee:** Any person employed full-time or part-time, or under temporary appointment by OCE.
- L. **Separation Level:** Inmate conflict management by separation of complexes, housing unit, work assignments, medical areas or by DOC facilities.
- M. **Staff Conflict:** Staff-to-inmate conflicts include, but are not limited to a:
 - 1. DOC/OCE employee or contractor who is a known relative or close personal acquaintance;
 - 2. Victim of a verifiable crime where serious physical injury occurred;

3. Recipient of a documented serious threat to their personal safety; or
4. Victim of a serious physical injury requiring medical attention, including the use of a weapon by an inmate.

III. POLICY

A. Responsibility and Management

1. Oversight: The Operations Division will provide oversight of the inmate conflict management system.
 - a. On a monthly basis, the Institution Security Managers will review the conflict management system reports for quality assurance. Conflict management reports will be distributed monthly to representatives of the Operation Division, institutions, Office of Population Management and the Security Threat Management Unit.
 - b. The Chief of Security will notify institutions when conflicts are outside the established timeframes; and the information will be dispersed to the appropriate conflict approvers.
 - c. The Operations Division will establish consistent guidelines and training to DOC staff in conflict procedures.
2. The Office of Population Management will conduct yearly auditing of the Conflict Management System within the DOC Correctional Information System (CIS).
3. The Office of Population Management will assist institutions on transfer requests for inmates who need housing assignments, but due to validated conflicts have difficult placement concerns.

B. Procedures - Intake Center

1. The Intake Captain or designee will conduct an initial intake security review for potential conflicts on all inmates who are admitted to the Oregon Department of Corrections.
2. All inmates will receive a copy of the Intake Inmate Handbook that describes the procedure for inmates to follow when reporting a potential conflict to a DOC employee.
3. All inmates will be informed during the Intake Admissions/Orientation class that if they have a conflict with another inmate, they will be required to provide documentation or assist DOC staff in obtaining documentation that verifies that their conflict meets the criteria.

4. All conflicts generated at the Intake Center will be referred to the Intake Captain or designee. This individual will be responsible for investigating the validity of the conflict, and if necessary, interview the inmate and the conflicting inmate party to determine if a conflict exists based upon the conflict criteria.
5. The Intake Captain or designee will also perform the responsibilities of the conflict approver for conflicts reported at Intake.

C. Procedures - Conflict Process

1. Conflict Identification:

- a. If a DOC/OCE employee or contractor becomes aware of a potential inmate-to-inmate conflict or a staff-to-inmate conflict, he/she shall promptly communicate the conflict in writing to the Institution Security Manager using either of the following forms, inclusive of all supporting documentation.
 - (1) All inmate-to-inmate conflicts require completion of the DOC Inmate Conflict Report form (CD 1473).
 - (2) All staff conflicts require completion of the DOC Notice of Employee/Client Relationship form (CD 1472) or Inmate Conflict Report form (CD 1473) and approval of the functional unit manager or designee prior to conflict validation.
- b. For staff-to-inmate conflicts, the conflict should raise to the level that it would prohibit the employee's ability to perform the duties of his/her job.

2. Conflict Documentation:

- a. The conflict investigator will be responsible for investigating the validity of inmate-to-inmate and staff-to-inmate conflicts when reported.
- b. Within **30 days** of a reported conflict, the conflict investigator will investigate all submitted conflicts and forward them to the conflict approver. The conflict investigator will interview the inmate and the conflicting inmate party to see if a conflict exists based upon the conflict criteria.
- c. All conflicts shall require specific documentation to be valid. Self-reported inmate information is not sufficient without further verification. If the information appears to be valid, the conflict documentation will be forwarded to the conflict approver. All supporting documentation shall be attached. Documentation will consist of, but not limited to:

- CD#1472, Notice of Employee/Client Relationship
- CD#1473, Inmate Conflict Report form
- Misconduct reports/Hearings Officer Findings of fact (cite the specific incident)
- Unusual Incident Reports
- District Attorney's documents
- Confidential reliable informants
- Law Enforcement Reports/database
- Indictments and/or judgment orders

3. Conflict Approval:

- a. The conflict approver will review all the information submitted for validation.
- b. Within **seven days**, all valid conflicts shall be approved outlining the reasons and level of separation needed to manage the inmate conflict. The reasons for a decision to approve or deny a conflict request shall be documented to demonstrate that the request was carefully considered. Recording of information shall include all applicable documents, numbers, dates, and details outlining the conflict verification.
- c. If the conflict meets the criteria, the conflict approver will:
 - (1) Reference in the notes section of the conflict screen how the criteria met the guidelines.
 - (2) Enter a 'Y' in the verification field.
 - (3) Enter a timeframe for review.
 - Staff conflicts: Indeterminate
 - Inmates: Conflicts where it is probable the circumstances will not change will be approved for an indeterminate timeframe. All other conflicts should be approved for a set period of time of not less than one year, and to be reviewed for changes at the end of the review period.
 - (4) Enter the appropriate SCF/Designator code.
 - (5) Indicate the level of separation.
- d. The conflict approver may request additional information, if the conflict investigator's information is insufficient for validation.
- e. If a previously approved conflict no longer meets the criteria, the conflict approver will:
 - (1) Enter an "N" in the verification field.

- (2) Enter a date in the discontinued field.
 - (3) Enter specific reason why the conflict was discontinued.
 - (4) Remove the SCF/designator code.
 - (5) The conflict can be changed by the verifier in response to additional information provided by the conflict investigator.
- f. **Only approved conflicts that adversely impact the placement of inmates will be recorded in the Corrections Information System conflict screens.**

D. Record Depository

The Inmate Conflict Report form (CD 1473) and supporting documentation will be placed in the inmate's institution working file under the assignment record in section two of the institution file. If the conflict documentation involves confidential informants, all confidential information will be forwarded to the central Security Threat Management unit.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.