



**DEPARTMENT OF CORRECTIONS
Institutions**



Title:	Special Population Management Committee	DOC Policy: 40.3.1
Effective:	1/13/15	Supersedes: 7/21/08
Applicability:	Institutions, Office of Population Management, and Behavioral Health Services	
Directives Cross-Reference:	Rules: Administrative Housing (Div 046) Intensive Management Unit (Div 055) Segregation (Disciplinary) (Div 011)	
Attachments:	None	

I. PURPOSE

The Special Population Management Committee (SPM) reviews Intensive Management Unit (IMU) assignment requests for inmates that classify at custody level 5 and demonstrate serious management concerns. The SPM Committee approves all IMU assignments, which include IMU diversions and accelerated diversion plans to the IMU program for inmates that receive long term Disciplinary Segregation Unit (DSU) sanctions, with serious mental health concerns. The SPM Committee oversees all IMU releases. In addition, the SPM Committee makes administrative housing assignments on all approved administrative housing referrals.

II. DEFINITIONS

- A. Administrative Housing: Housing separate and apart from the general population, including facilities, rooms, or cells for inmates whose actions, or threats jeopardize the safety, security, and orderly operation of the facility, staff, visitors, or other inmates or for those inmates who require protective custody and no other reasonable housing alternative is available.
- B. Administrative Housing Packet: A compilation of information that supports a request for administrative housing. The administrative housing packet will consist of CD 1482 along with any additional information the submitting party feels is pertinent.
- C. Custody Level 5: An inmate assigned to this custody level presents an extreme risk of escape, violence, or disruption to the safe, secure, and orderly operation of a Department of Corrections facility. No Level 5 inmates shall be housed in a general population housing unit.
- D. Intensive Management Unit Diversion: If an inmate is being considered for IMU assignment, and has been deemed seriously mentally ill (SMI) they will be housed in mental health special housing in lieu of IMU for the duration of the program or until there is a change in status.
- E. IMU Assignment Packet: A packet submitted to the SPM Committee to review for assigning an inmate to IMU. The IMU packet will consist of the Intensive Management Unit Administrative Action Sheet (CD8a).
- F. Inmate IMU Appeal Packet: The packet shall include the following:

- Request for administrative review form (CD1120aD)
 - Notice of administrative review rights/procedures
 - Delivery verification form
 - Copy of the Intensive Management Unit Administrative Action Sheet (CD8a)
 - Classification scoring form
- G. IMU Inmate Program Committee: An institution committee that reviews an inmate's movement among the program levels. The Assistant Superintendent of Correctional Rehabilitation will chair the committee. The committee will consist of staff from Correctional Rehabilitation, Behavioral Health Services, Security Threat Management, Religious Services, and security. Representatives from the Office of Population Management, Education section, Health Services, and Hearings may also attend.
- H. Intensive Management: The status of custody Level 5 inmates assigned to special security housing and programs in a designated intensive management unit or cell separate from general population housing units in Department of Corrections facilities.
- I. Office of Population Management: A functional unit of the department that oversees capacity and resource management, the inmate classification system, high risk inmate placement, Interstate Corrections Compact, treatment and program screening, Oregon Youth Authority/ghost caseloads, centralized Static 99R assessments, centralized transfer authority, and staff and inmate conflict review.
- J. Serious Management Concerns: Participation either individually, or in a group, in behavior which poses a significant threat to the safe and secure operation of the facility, including, but not limited to, threatening or inflicting bodily injury on another person, posing an immediate risk of escape, promoting or engaging in disruptive group behavior, promoting security threat group activities, or being involved in any other activity that could significantly threaten the safe and secure operation of the facility; and which poses a sufficient threat that, in the judgment of the department, such behavior can only be adequately controlled in appropriate special housing.
- K. Special Needs Inmate Evaluation Committee (SNIEC): An institution committee that reviews, evaluates, and manages the needs of special population inmates housed in the custody of Department of Corrections facilities.
- L. Special Population Management Committee (SPM): A committee that is chaired by a representative from the Office of Population Management and is composed of at least two additional Department staff from institution operations, and Behavioral Health Services who are responsible for reviewing referrals to the Intensive Management Unit (IMU), mental health special housing, or administrative housing.

III. POLICY

A. Administrative Housing Placement

Upon receipt of an approved voluntary or involuntary administrative housing referral, the SPM Committee will determine housing assignment to any Department of Corrections Administrative Housing unit or alternative general population. The SPM Committee will notify the institution of their decision and arrange the inmate's placement.

B. Referrals for IMU Assignment

1. Once an inmate presents serious management concerns an institution representative shall submit an IMU packet to the institution SNIEC Committee for review. It is the responsibility of the institution where the inmate's conduct occurred to submit the IMU packet, regardless of where the inmate is housed in segregation.
2. SNIEC shall review the IMU packet to determine if the inmate's conduct warrants IMU assignment. If the inmate is approved for an IMU referral, the SNIEC Committee has 45 days from the final disciplinary order date to forward the IMU packet to the SPM Committee for consideration.
3. The SNIEC chair or designee will review the packet for final approval prior to forwarding the packet to the SPM Committee.
4. The Correctional Rehabilitation Services Manager or designee will notify the inmate in writing of the approved IMU referral. Upon this notification, the inmate has 14 days to submit a written rebuttal or mitigation response to the SPM Committee regarding his/her IMU referral.

C. SPM Committee Responsibilities:

1. Upon receipt of the IMU packet, the SPM Committee will review and make a decision within 30 days.
 - a. If the IMU packet is incomplete, the packet shall be returned to the institution's SNIEC chair or designee for resubmission.
 - b. If the IMU packet is submitted outside the established timeframes, the functional unit manager will be notified by the SPM Committee.
2. Upon approval of IMU placement, a representative from the Office of Population Management will notify the institution where the inmate is currently housed. It is the institution's responsibility to provide the inmate with a packet to appeal his/her IMU placement within ten days of the SPM Committee's approval.

D. Diversion from DSU to IMU

If an inmate is being considered for IMU assignment, and the IMU packet shows the inmate continues to demonstrate serious mental health concerns while housed in DSU, an accelerated transfer to the IMU program may be considered for the inmate's mental health programming needs. An inmate may also be considered for an IMU diversion based on the inmate's mental health needs. The following procedures shall occur for diversion to IMU:

1. The SPM Committee may request an additional mental health evaluation be completed on the inmate to determine appropriate placement and programming.
2. The SPM Behavioral Health Services representative will notify the facility of the request and the inmate will be placed in the Mental Health Infirmary (MHI) or appropriate housing for the mental health evaluation.
3. The Behavioral Health Services MHI program manager is responsible for notifying the SPM Behavioral Health Services supervisor when the evaluation

is complete and when the diversion plan, if applicable, is complete. Evaluations will be completed within 30 days, whenever possible, of the inmate's admission to the Mental Health Infirmery.

4. The SPM Behavioral Health Services supervisor will assess the inmate's evaluation and diversion plan. The SPM Behavioral Health Services supervisor/representative will present the inmate's diversion plan to the SPM Committee for early diversion to the IMU program.
 - a. The SPM Committee will review the inmate's IMU diversion plan for approval and facilitate placement in the appropriate institution.
 - b. The facility will be notified of the inmate's IMU diversion plan and will have one week to review the plan. The inmate will then be sent to the approved facility.

E. IMU Releases

Within 30 days of an inmate attaining IMU program level 4 or upon IMU Inmate Program Committee recommendation for release from IMU, the committee will forward a written notification to the Office of Population Management Administrator or designee documenting the inmate's IMU program performance and the inmate's projected release from IMU.

1. Inmates released from IMU will be referred back to the originating facility where the misconduct occurred that led to an IMU assignment, unless there are special placement concerns.
2. Any IMU releases that have special placement concerns shall be forwarded to the SPM Committee to make appropriate housing assignments.
3. The facility will notify the Office of Population Management Administrator or designee of the inmate's pending IMU release date, and complete the out-assignment section of the CD8a.
4. The Office of Population Management Administrator or designee will then remove the designator and enter the transfer request in the DOC400 as needed.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: signature on file
Birdie Worley, Rules Coordinator

Approved: signature on file
Mitch Morrow, Deputy Director