



DEPARTMENT OF CORRECTIONS
Institutions



Title:	Administrative Housing Placement	DOC Policy: 40.3.3
Effective:	05/26/20	Supersedes: 07/21/08
Applicability:	Staff working in Institutions, Office of Population Management, and Behavioral Health Services	
Directives Cross-Reference:	Rules: Administrative Housing (Div 046)	
Attachments:	Administrative Housing Request (CD 1482)	

I. PURPOSE

The purpose of this policy is to provide guidelines to staff for the placement of Adults in Custody (AICs) in administrative housing for purposes of administrative segregation, voluntary protective custody, or involuntary protective custody in accordance with the rule on **Administrative Housing** (OAR 291-046). Administrative housing requests shall specifically describe the risk(s) an AIC poses to institution safety and security, if the AIC remained housed in general population.

II. DEFINITIONS

- A. **Adult in Custody (AIC):** Any person under the supervision of the Department of Corrections who is not on parole, probation, or post-prison supervision.
- B. **Administrative Housing:** Housing separate and apart from the general population, including facilities, rooms, or cells for AICs whose actions, or threats jeopardize the safety, security, and orderly operation of the facility, staff, visitors, or other AICs, or for those AICs who require protective custody and no other reasonable housing alternative is available.
- C. **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 pertinent.
- D. **Administrative Housing Request:** A form (CD1482) used to document the initiation of administrative housing process for those AICs whose notoriety, actions, or threats jeopardize the safety, security, and orderly operation of the facility, staff, visitors, or other AICs, for those AICs who consent in writing and for which no reasonable housing alternative is available, or for those AICs who are considered by staff to require protective custody but do not volunteer to sign consent for such placement. Requests must articulate that all viable housing alternatives have been exhausted prior to submission of an Administrative Housing Request.
- E. **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. Involuntary Process

1. Administrative segregation and involuntary protective custody requests will be submitted by the functional unit manager for review by hearings and SPM prior to the expiration of the 30-day hold.
 - a. Hearings will conduct a hearing to determine justification for the housing request and afford the AIC due process.
 - b. The hearing officer's finding will be reviewed by the Institutions Administrator. If placement is justified, the packet will be forwarded to the SPM Committee.
2. The SPM committee will determine housing assignment to any Department of Corrections Administrative Housing unit or alternative general population.

B. Voluntary Process

1. For all voluntary protective custody requests, the functional unit shall exhaust all viable housing options prior to submission of a voluntary administrative housing request. If all other housing options have been considered, then a voluntary packet may be submitted.
 - a. Packets shall be thorough and clearly articulate what alternative housing options have been considered and ruled out prior to the request for administrative housing.
 - b. The packet will be reviewed by the functional unit manager. If placement is justified, the packet will be forwarded to the SPM Committee.
2. The SPM Committee will determine housing assignment to any Department of Corrections Administrative Housing unit or alternative general population. If the administrative housing request is longer than 30 days.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: __signature on file _____

Michelle Mooney, Rules Coordinator

Approved: __signature on file_____

Heidi Steward, Deputy Director