


**HOWARD COUNTY DEPARTMENT OF CORRECTIONS  
POLICY & PROCEDURE**

	<b>SUBJECT:</b>	Classification
	<b>P &amp; P #:</b>	D-306
	<b>TITLE:</b>	Inmate/Detainee Administrative Segregation and Medical Housing
	<b>EFFECTIVE DATE:</b>	August 29, 2019
	<b>REVIEWED BY:</b>	<i>Andre McInnis</i> Andre McInnis, Classification Supervisor
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**POLICY:** It is the policy of the Howard County Department of Corrections to ensure the safety of inmates/detainees, staff and the security of the facility by providing separate and secure housing for inmates/detainees requiring special, close custody and supervision.

**REFERENCE:** Maryland Commission on Correctional Standards – Adult Detention Centers (MCCS ADC) Standards .01 H, P; .06 A; .07 A; Performance Based National Detention Standards (PBNDS) 2011 Sections 2.12 V. A. 2., G. 5.4, Federal Law S1435 Prison Rape Elimination Act of 2003 §115.41, HCDC Policies A-033 Protection from Sexual Abuse and Harassment; D-300 Classification; H-706 Inmate/Detainee Recreation; H-713 Inmate/Detainee Disciplinary Procedures; I-817 Suicide Prevention Plan; HCDC Post Orders #13 Administrative Segregation; #22 Special Management Unit; and, #8 Inmate/Detainee Recreation.

**DEFINITIONS:**

**Administrative Segregation:** Inmates/detainees are housed under this status when there is reason to believe their presence in general population may pose a threat to the security of the facility and to the life, health or property of self or others. Administrative Segregation is not considered to be punitive in nature. Inmates/detainees held in segregation pending a disciplinary hearing are on Administrative Segregation. Inmates held on segregation for protective custody reasons are on Administrative Segregation. In specific cases, medical cells may be used for administrative segregation.

Under no circumstances shall there be designated housing or programs for lesbian, gay, bisexual, transgender or intersex inmates/detainee based solely on their gender status or identification.

**Special Confinement Area:** F-3 has been designated for this purpose. Medical cells or a single cell in another appropriate unit may be used. This housing is used for inmates/detainees who are believed to be potentially suicidal in accordance with HCDC Policy I-817 Suicide Prevention Plan or inmates who have demonstrated extreme behavior that could pose a severe management problem.

QHCP – A Qualified Health Care Professional is a staff member of the medical contractor to include but not limited to doctors, nurses, nurse practitioners, or physician’s assistants, performing duties consistent with his/her training and licensure.

MHP – Mental Health Provider is a licensed mental health professional such as a licensed clinician, psychiatric nurse, psychologist or psychiatrist.

Inmate – For this policy and procedure, the term inmate shall include ICE detainees unless otherwise specified in this policy.

## **PROCEDURES:**

### **I. Placement on Administrative Segregation**

- A. The responsibility for placement on Administrative Segregation rests with the Shift Leader, Classification Supervisor, Security Chief, Deputy Director/Director and/or medical staff as appropriate and specified in this policy.
1. The Shift Leader shall document with detailed information except any information that would compromise the security and safety of the facility. Such sensitive information shall be submitted as an attachment and not be given to an inmate/detainee stating the reason for the Placement on Administrative Segregation HCDC Form D-306a attached as Appendix 1. The Shift Leader shall ensure that a copy of this form be immediately placed in the basefile and submit this report through the shift packet to the Director/designee and Classification Supervisor.
    - a. If the placement is an ICE detainee, the detainee shall sign for and be given a copy of the form (with careful consideration in these cases of the information to be omitted from the report, such as informant names and any sensitive security information).
    - b. The ICE detainee shall receive this copy immediately upon placement, unless exigent circumstances require otherwise. This shall be so noted on the form and the signed copy shall be placed in the basefile. A copy of the Administration order shall be immediately provided to the ICE Field Officer Director or designee.
    - c. The medical department shall be notified prior to an ICE detainee being placed on Administrative Segregation for medical clearance. If the medical department disapproves placement an Incident Report shall be written and submitted with notation on the infraction or Administrative Segregation form. The ICE detainee shall then be housed in the medical department due to medical reasons.
  2. The following are examples of reasons for placement on Administrative Segregation:
    - a. Inmate exhibits disruptive or assaultive behavior;
    - b. Inmate presents a potential danger to the security of the institution;

- c. Inmate presents a threat to him/her self or others;
  - d. Inmate is mentally deficient or emotionally disturbed and/or requires review by Mental Health and cannot be housed in general population;
  - e. Inmate refuses to obey a lawful order to include but not limited to a housing assignment or medical screening test;
  - f. Inmate requires medical isolation due to potential health threat to the general population as determined by a QHCP;
  - g. Inmate has been charged with a serious rule violation, is pending a disciplinary hearing and his/her behavior and/or charge warrants removal from general population (Note: In these cases, a Placement on Administrative Segregation form is not necessary. The Notice of Infraction will replace this form.);
  - h. Inmate requests protective custody;
  - i. To prevent the escape of the inmate where there is reason to believe that the inmate is an escape risk;
  - j. The Shift Leader or above has reason to believe protective custody is necessary;
  - k. Pending an investigation; or
  - l. Inmate is suspected of being a perpetrator in accordance to PREA standards.
- B. Use of the Special Confinement Area. See Section VII. for specific details on use of the Special Confinement Area.
- 1. The Shift Leader or above may place an inmate on Administrative Segregation in the Special Confinement Area, if the inmate's behavior is so disruptive that it requires a higher level of supervision, control and monitoring.
  - 2. The Shift Leader or above shall document this in the Placement on Administrative Segregation form in the designated area which shall be submitted to the Director/designee and Classification Supervisor with a copy in the basefile.
  - 3. Placement of an inmate in the Special Confinement Area for suicide watch is governed by HCDC Policy I-817.
- C. Any inmate moved into an Administrative Segregation unit from another unit shall be thoroughly strip searched prior to being placed into the segregation cell. The cell shall be searched prior to placement of the inmate and documented in the logbook.
- D. All property being placed in the Administrative Segregation unit with the inmate must be thoroughly searched. Prior to being placed on Administrative Segregation status for any reason, the inmate shall be required to surrender all clothing in the inmate's possession and shall be issued an orange colored jumpsuit. Inmates placed on suicide watch shall be issued a suicide smock and suicide blanket only in accordance with HCDC Policy I-817.

- E. ICE Agents shall be informed of the placement of an ICE detainee in Administrative Segregation immediately of said placement. This notification shall be made by the Security Chief or designee by using email, or other written communication.

## II. Review of Inmates Placed on Administrative Segregation

- A. All placements on Administrative Segregation must be reviewed via classification action, and where appropriate, the QHCP shall be consulted. Classification actions regarding placements in Administrative Segregation must be approved by the Director or designee.
  - 1. All placements on Administrative Segregation shall be reviewed by classification actions initially within 72 hours of placement and at least once every two (2) weeks thereafter. The inmate must be present on the initial review unless there is documentation the inmate is too disruptive for an in-person hearing, he/she shall receive written notice of their reason for administrative segregation placement. For any inmate held beyond the first two (2) week review, he/she shall be present for subsequent reviews at least once every 30 days. As part of this review, staff shall assess the inmate's mental health status and make any referrals as necessary to the MHP.
  - 2. ICE Detainee Review
    - a. ICE detainees placed on Administrative Segregation shall be reviewed within 72 hours of placement and evaluated seven (7) days thereafter for the first month. They shall be reviewed at least once every ten days thereafter. Each review shall include an interview with the detainee and a written record shall be made of the decision and the justification.
    - b. After (7) seven consecutive days in Administrative Segregation, the detainee may appeal the conclusion and recommendation of any review conducted to the Director.
    - c. After 30 days on Administrative Segregation and the detainee objects to that status, the Director shall review the case to determine whether the status should continue. A similar review shall occur each 30-days thereafter.
    - d. The Director shall notify the ICE Field Office when a detainee has been held in Administrative Segregation more than 30 days.
  - 3. If an inmate is under investigation for being a potential security threat, classification staff may request the status of the investigation. If classification staff believes there is a lack of progress with an investigation, staff shall advise the Director/designee.
- B. Inmates placed on Administrative Segregation pending disciplinary shall receive an impartial hearing and may receive a specific disciplinary segregation sentence in accordance with HCDC Policy H-713. A disciplinary action may include recommendation of review for Administrative Segregation upon completion of a disciplinary segregation sentence.

### III. Removal from Administrative Segregation

Inmates shall be removed from Administrative Segregation as follows:

- A. By administrative action, the inmate may be recommended to be removed from Administrative Segregation. This action must be approved by the Classification/Work Release Supervisor, Security Chief or higher authority. When an ICE detainee is removed from Administrative Segregation a copy of their JMS log during said time shall be printed and placed in their basefile.
- B. The exception to this shall be for inmates placed on Administrative Segregation for medical or mental health reasons. The QHCP shall notify the Shift Leader and classification that the inmate may be housed in general population. By administrative action, the inmate shall be reviewed and re-assigned to his/her previous unit or new housing unit, in consultation with medical/mental health as necessary.
- C. Special Confinement Area – See Section VII. for information in use of special confinement area.

### IV. Medical Housing

Inmates may be placed on the Medical Unit for medical reasons. These inmates are not on administrative segregation unless specified. The placement and removal of these inmates is done by the medical department.

### V. Conditions of Administrative Segregation

#### A. Inmate Jumpsuit

1. Administrative Segregation inmates/detainees shall wear orange jumpsuits. The purpose of this jumpsuit is to readily identify Administrative Segregation inmates/detainee from the rest of the inmate/detainee population.
2. Any time it is necessary for an inmate on Administrative Segregation to be removed from the inmate's housing unit, he/she shall be required to wear the jumpsuit prior to exiting their cell.
3. The jumpsuit must be put on COMPLETELY AND PROPERLY prior to allowing the inmate/detainee to exit the cell.
4. An inmate/detainee who refuses to cooperate by wearing the jumpsuit shall not be allowed out of the inmate's cell and the Shift Leader/or Assistant Shift Leader shall be notified.

#### B. Recreation

1. Each inmate/detainee shall have a daily recreation period, unless circumstances, which are documented in writing, prohibit it. This recreation period shall be one (1) hour daily, seven (7) days per week, and shall be conducted in the dayroom area of the inmate's housing unit. In addition, all inmates/detainees on administrative segregation shall be offered one (1) hour of outdoor recreation, seven (7) days per week, weather permitting, unless documented security, safety

or medical considerations dictate otherwise. In addition, ICE Detainees on Administrative Segregation shall also be afforded the opportunity to one (1) hour out-of-cell leisure time daily, unless their disciplinary sanction specifies otherwise. All three (3) shifts shall coordinate efforts to accomplish this requirement. All above information shall be electronically documented in SallyPort and post log book.

2. Administrative Segregation recreation shall be conducted in accordance with the Administrative Segregation Post Order #13.

#### C. Shower

Inmates shall be given an opportunity to shower at the beginning of their daily recreation period. Inmates who do not receive recreation due to special circumstances, i.e. are on “shower-rec only”, shall be provided the opportunity to shower at least three times weekly which shall be recorded on JMS.

#### D. Commissary

Administrative Segregation inmates shall receive regular commissary, unless otherwise restricted by the Director or designee.

- #### E. Medical needs shall be handled consistent with the procedures for the general population.

1. The institutional nurse shall visit Administrative Segregation, Special Confinement and Medical unit areas daily and document same in the Housing Unit Logbook and in the column on the Security Rounds Check Sheet (E-404a). An inmate’s mental health status shall be reviewed and the review documented at least once every 30 days.
2. Inmates housed on the medical unit who are not on administrative segregation may be restricted due to their medical condition as determined by the QHCP. An incident report shall be submitted to the on-duty Shift Leader and Classification Supervisor. The inmate’s privileges and program status will be determined by the classification staff in consult with medical staff. The classification staff shall send a global email advising all staff of the status of any inmate housed on the medical unit.

- #### F. Clean bed linens and clothing laundering shall be provided weekly in accordance with HCDC Policy F-500 Laundry Services.

- #### G. Mail and visiting privileges shall be the same as for the general population unless there are substantial documented reasons for withholding these privileges approved by the Deputy Director/Director.

- #### H. Inmates shall have access to the Chaplain and counseling staff. Inter-disciplinary rounds (also known as Wellness Walks) are made in Administrative Segregation each week. These rounds include classification, mental health or other treatment staff and custody. The purpose of these rounds is to conduct wellness checks, address any pertinent concerns and for classification to complete necessary segregation reviews. These rounds shall be documented on the unit rounds sheet.

- I. Inmates on Administrative Segregation for medical isolation may be permitted to participate in services and programs as approved by medical. However, these are subject to consideration for the health and security of the affected inmate, staff, visitors, other inmates and the overall operation of the facility.
- J. The shift supervisor shall see every segregated ICE detainee daily including weekends and holidays. The Director or designee shall visit Administrative Segregation daily. All such visits shall be documented in the Housing Unit Logbook.
- K. For inmates/detainees on Administrative Segregation for medical isolation, special instructions may be communicated by medical staff to housing unit officers whenever necessary to promote the best treatment environment available within the constraints of this facility.

L. Razors

Inmates housed in an Administrative Segregation unit shall not be allowed to have any razor(s) in their possession.

1. Any razor(s) found in these units and/or cells shall be considered contraband and shall be immediately confiscated; and the inmate shall be issued an infraction by the staff member who finds the razor(s).
2. In accordance with ICE standards, ICE detainees who are on Administrative Segregation shall be afforded the same opportunity to shave as those in general population.

M. Haircuts

For Administrative Segregation and SMU, the haircut schedule is Saturday and Sunday, every other weekend on the 8 to 4 shift. Administrative Segregation haircuts shall be under the direct supervision of a correctional officer. The supervising officer shall document this activity on the inmate's JMS jail log or log book if JMS is not in service.

Inmates on Administrative Segregation may request legal reference material and allowable soft cover books through written request to the librarian. ICE detainees may access the law library upon request only in writing or via Kiosk or may have legal material delivered to them.

N. Telephone

Inmates on Administrative Segregation have access to the telephone during their recreation period unless restricted in accordance with HCDC policy and procedure.

VI. Documentation of Rounds and Activities

Security rounds shall be made at least once every thirty (30) minutes. The Director/designee may direct that more frequent rounds be made as required. Entries shall be made in JMS or the post log book as appropriate for any significant inmate activities. This shall include inmate's name and assigned cell.

VII. Use of Special Confinement Area – Not for Suicide Watch

- A. Use of the Special Confinement Area for Suicide Precautions is in strict compliance with HCDC Policy I-817. The policy herein pertains to use of the Special Confinement Area for disruptive inmates.**
- B. ALL inmates placed on "Special Confinement" status shall have ALL property removed from their possession.
1. All property shall be properly inventoried and stored.
  2. The inmate must be thoroughly strip searched prior to being placed in a cell.
  3. The cell to which the inmate is assigned shall be thoroughly searched prior to placing the inmate inside and documented in the log book.
  4. If the inmate is in possession of any prescribed medications, medical devices, such as inhalers, breathing devices, tanks and/or masks, prosthetic devices, braces, colostomy/ileostomy devices or walking aids such as crutches, canes, etc., QHCP shall be notified as soon as practicable, but prior to placement in a housing unit. The QHCP shall confer with the Shift Leader regarding the inmate's behavior and determine how the inmate may have necessary access to the necessary medical item.
- C. The inmate shall be placed in a single occupancy cell in unit F-3.
1. If there are no single cells available in F-3, the inmate shall be placed in a single cell in another appropriate unit, such as the medical area, as designated by the Shift Leader.
  2. The inmate shall be moved into unit F-3 as soon as a cell becomes available.
- D. Authorized Items
1. The inmate shall initially be placed in the safety smock and safety blanket. This shall be documented on the Supplemental Watch Log attached as Appendix 2.
  2. As a step-down level (referenced in Policy I-817) only the MHP shall recommend the inmate to receive additional clothing and property as specifically approved by the Security Chief or above. The following items may include; underwear, orange colored jumpsuit, foam slippers, specially designed bed roll and blanket.
- E. ALL inmates shall be in the Special Confinement Area for disruptive behavior on FIFTEEN (15) MINUTE SECURITY ROUNDS until authorization is provided by medical staff or the Shift Leader to do otherwise. The Supplemental Watch Log shall be used to document the rounds and activities of inmates on Special Confinement, in addition to the Post Log book.
- F. The Main Control Officer shall use the Supplemental Watch Log, Appendix 2 to document the camera monitoring of an inmate on Special Confinement (referenced in Post Order #2 Main Control Center).



- G. The QHCP shall observe and assess the inmate once per shift.
- H. The MHP shall assess the inmate as soon as available on duty, or sooner as indicated by the QHCP. In the event the inmate remains on special confinement beyond 72-hours, the MHP shall re-assess the inmate.
- I. Removal from Special Confinement.
  - 1. Upon approval of the Security Chief or higher, the inmate may be removed from the Special Confinement Area when placed there for behavioral reasons.
  - 2. The MHP must remove the inmate from Suicide Watch (see Policy HCDC I-817) or indicate that the inmate no longer requires special confinement for mental health reasons by completing the Suicide Precaution Status Change HCDC I-817c. In these cases, the Shift Leader shall move the inmate in coordination with the MHP. (Reminder: per Policy I-817, all inmates on step-down supervision in SCA are on 15 minute rounds). Note: There are special requirements for ICE detainees who may not be removed from suicide watch. (Reference Policy I-817 Suicide Prevention Plan).

VIII. Restraint Requirements for Movement of Administrative Segregation Inmates/Detainees

- A. All inmates designated as being on Administrative Segregation status, shall have handcuffs applied in front PRIOR to exiting their cell for escorting outside the unit for ANY reason. The Security Chief or above may require that the inmate/detainee be handcuffed behind the back, if the inmate's/detainee's behavior demonstrates the need for additional security. The Director may order that an extreme security risk inmate/detainee be restrained with leg irons for movement outside the unit. These orders shall be documented.
- B. Extracting an inmate/detainee from his/her housing unit while on Administrative Segregation status shall require a minimum of two (2) Correctional Officers.
  - 1. Prior to extracting an inmate/detainee from Administrative Segregation, all inmates in the unit must first be secured inside their assigned cells.
  - 2. After all inmates/detainees are secured inside their cells, the officers shall contact the Main Control Officer, via call box or radio, and advise of the intended extraction.
  - 3. Once all inmates/detainees are secured inside their cells, the Main Control Officer shall be instructed to open the inner vestibule door, while the outer door remains open, and one officer shall enter the unit to apply restraints, while the other observes and operates the cell door (This procedure only applies to Administrative Segregation).
  - 4. While the inmate/detainee is inside the cell, after properly putting on the orange jumpsuit, the inmate/detainee shall be instructed to place his/her hands through the slot in the cell door.

5. Handcuffs shall be properly applied and the inmate/detainee shall be instructed to remove their hands from the door.
  6. After the inmate is allowed out of the cell, the door shall be closed and placed on “dead-lock” until the inmate is returned to the cell.
  7. Inmates/detainees housed in an Administrative Segregation unit, as well as inmates/detainees housed in any other unit under Administrative Segregation guidelines, are required to be frisk-searched immediately upon exiting their cells.
  8. An inmate/detainee who refuses to cooperate shall not be allowed out of the cell and the Shift Leader shall be notified.
  9. The inmate/detainee may be escorted by one correctional officer, unless the Shift Leader or higher orders special requirements for two officers. Two (2) officers shall be used for any inmate/detainee who has exhibited threatening or assaultive behavior.
  10. The handcuffs shall NOT be removed unless necessary for medical procedures or until the inmate/detainee is returned to the cell and is properly secured inside same.
- C. Returning an inmate/detainee to Administrative Segregation requires a minimum of two (2) Correctional Officers.
1. Prior to returning the inmate to his/her cell, all other inmates/detainees in the unit shall be required to return to their assigned cells and lock in.
  2. After all inmates/detainees are secured inside their assigned cells, the officers shall contact Main Control, via call box, and advise of the intended return.
  3. The Main Control Officer shall be instructed to open the inner vestibule door, while the outer door remains open, and one officer shall escort the inmate/detainee back to his/her assigned cell while the other observes and operates the cell door (This procedure only applies to Administrative Segregation).
  4. The inmate/detainee shall be frisk-searched prior to being secured in his/her assigned cell.
  5. After the inmate/detainee is secured inside his/her assigned cell and the cell door closed, the restraints shall be removed.
  6. Both officers shall exit the unit and have the inner vestibule door secured prior to allowing any inmate/detainee out of their cell.

IX. Meal Delivery and Cleaning of Units Housing Administrative Segregation Inmates/Detainees

- A. No general population inmate may enter the units housing Administrative Segregation inmates/detainees to deliver trays or otherwise be admitted to these units with the

- following exception. Only inmates who have been assigned to hallway sanitation may be utilized to clean the units. They shall be directly observed by security staff until departure from the unit. These workers shall be frisk searched upon entry and exit from the unit.
- B. All units housing Administrative Segregation inmates are to be cleaned as soon as possible after every meal service. All trash, food, utensils, cups, trays and/or containers shall be removed and spills and/or debris shall be cleaned up and/or removed.
  - C. Upon removal of an inmate/detainee each cell shall be searched and terminally cleaned with a 10 to 1 (water to bleach) solution by spraying the cell surface area. Surfaces shall be wiped down and floors mopped (Reference Policy F-501 Housekeeping/Inspection/Sanitation).
  - D. All searches and cleaning, including terminal cleaning shall be documented in the unit logbook.
  - E. Any exceptions to this policy are at the discretion of Shift Leader or higher authority and shall be documented appropriately.

X. Individual Treatment/Behavior Plans

- A. An Individual Treatment/Behavior Plan may be used for an individual on Administrative Segregation for disruptive or assaultive behavior, protective custody or mental health concerns, to allow the inmate progress to either the Special Management Unit or general population. The Individual Treatment /Behavior Plan may also be used to allow certain additional provisions for inmates who may not be suitable for general population.
- B. The Individual Treatment/Behavior Plan shall be reviewed and agreed upon by Administration, Custody, Medical/Mental Health (as necessary), program providers and the inmate. The plan must be approved by the Security Chief or higher.
- C. A copy shall be maintained in Intake and the inmate's/detainee's basefile. The officers assigned to the unit shall be given a copy to brief them on any requirements.

XI. Directors Prerogative

The Director has the authority to revise/change a policy or post order as needed to meet the operational demands of the Department. As the changes are initiated, they may be communicated by an email, memoranda or in rare circumstances verbal due to unforeseen situations.

**ATTACHMENTS:** Appendix 1 Placement on Administrative Segregation, HCDC Form D-306a.

Appendix 2 Supplemental Watch Log, HCDC Form I-817b.

**RESCISSIONS:** HCDC Policy D-306 Inmate Segregation effective February 15, 2018.

Appendix 1 to HCDC Policy D-306 Inmate/Detainee Administrative Segregation & Medical Housing

## Howard County Department of Corrections

### Placement on Administrative Segregation or Special Confinement Pending Classification Review

Inmate/Detainee Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Inmate/Detainee has been placed on:

- Administrative Segregation or**
- Special Confinement** due to the following:
  - Medical advises that inmate requires medical isolation (See medical incident report); or
  - Pending completion of an investigation (see explanation below);
  - Security and safety concerns, including inmate's personal safety (see explanation below); or
  - Mental Health Staff recommends placement (30 minute rounds).

Explanation for placing inmate on administrative segregation or special confinement: \_\_\_\_\_

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- Supplemental Incident Reports attached.
- Inmate/Detainee Signature: \_\_\_\_\_
- Copy was given (with any sensitive information removed).
- Inmate was seen and cleared by medical.       Report attached.

***Must be signed when an inmate/detainee is placed on Administrative Segregation or Special Confinement except for those pending a disciplinary hearing where an infraction has been written.***

\_\_\_\_\_  
Shift Leader/Medical/Mental Health

\_\_\_\_\_  
Date and Time

**Distribution:** Original report to Director/designee/Classification Supervisor with Shift Leader packet, copy place in inmate/detainee basefile upon completion.

[ ] Continued

### Howard County Department of Corrections Supplemental Watch Log

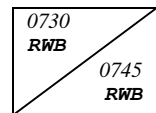
Inmate/Detainee Name: \_\_\_\_\_ Date: \_\_\_\_\_ Placement Time: \_\_\_\_\_

Housing Unit: \_\_\_\_\_, Cell #: \_\_\_\_\_ or Bunk #: \_\_\_\_\_

(If in medical, confirm the camera monitor is on). [ ] yes [ ] no

<b>Log Events – (Check One)</b> <input type="checkbox"/> Special Confinement - Behavior <input type="checkbox"/> Suicide Watch Events <input type="checkbox"/> Direct Suicide Supervision <input type="checkbox"/> Direct Suicide Supervision <b>(required for all ICE detainees placed on watch)</b> Smock Issued [ ] Yes Blanket Issued [ ] Yes		<b>Rounds: Check Designated Box</b>  <input type="checkbox"/> Unit Rounds or <input type="checkbox"/> Main Control Monitor (Refer to Policy)							
<b>Cell Inspection:</b> Time: _____ Initials: _____ _____ _____		00:00 TO	06:00 TO	12:00 TO	18:00 TO	00:30 TO	06:30 TO	12:30 TO	18:30 TO
<b>Smock Inspected:</b> Time: _____ Initials: _____ _____ _____		01:00 TO	07:00 TO	13:00 TO	19:00 TO	01:30 TO	07:30 TO	13:30 TO	19:30 TO
<b>Safety Meal (eaten)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Time: _____ Initials: _____ _____	<b>Liquid Ingested (drank)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Time: _____ Initials: _____ _____	02:30 TO	08:30 TO	14:30 TO	20:30 TO	03:00 TO	09:00 TO	15:00 TO	21:00 TO
<b>Shower Offered</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused Time: _____ Initials: _____ Comment: _____		03:30 TO	09:30 TO	15:30 TO	21:30 TO	04:00 TO	10:00 TO	16:00 TO	22:00 TO
<b>Inmate/Detainee Released</b> Date: _____ Time: _____ Release by (Print Name Below) _____		04:30 TO	10:30 TO	16:30 TO	22:30 TO	05:00 TO	11:00 TO	17:00 TO	23:00 TO
		05:30 TO	11:30 TO	17:30 TO	23:30 TO	06:00 TO	12:00 TO	18:00 TO	00:00 TO

• Main Control Monitoring shall be documented in the space provided (see example at right).  
 The Main Control Officer shall ensure his/her documented video monitoring is recorded every 15 minutes for inmates/detainees on watch/confinement.



• Main Control – N/A shall be placed in the Log Events (see above left).

• Events - Medical Visits / Mental Health / Classification / Supervisor Rounds below:

8 X 4 Shift: \_\_\_\_\_

**Medical Round:** \_\_\_\_\_

4 X 12 Shift: \_\_\_\_\_

**Medical Round:** \_\_\_\_\_

12X 8 Shift: \_\_\_\_\_

**Medical Round:** \_\_\_\_\_