



DEPARTMENT OF CORRECTIONS
Institutions



Title:	Administrative Housing Placement	DOC Policy: 40.3.3
Effective:	7/21/08	Supercedes: N/A
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 document is to provide guidelines to institution staff for the placement of inmates 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 inmate poses to institution safety and security, if the inmate remained housed in general population.

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 minimally contain:
- Administrative Housing Request (CD 1482)
 - Classification summary (CD1120aD)
 - Photograph of the inmate
 - Relevant disciplinary findings of fact that includes a scanned copy of the misconduct report
 - Copies of any media related materials
 - Inmate's projected release date
 - Pertinent information regarding the inmate's security threat behavior
 - Copy of the inmate's Psychology Threat Risk Investigation (PTRI) (when applicable)
 - Copy of the inmate's risk investigation (when applicable) and information related to staff and inmate conflicts.
- C. **Administrative Housing Request:** A form (CD1482) used to document the initiation of administrative housing process for those inmates whose notoriety, actions, or threats jeopardize the safety, security, and orderly operation of the facility, staff, visitors, or other inmates, for those inmates who consent in writing and for which no reasonable

housing alternative is available, or for those inmates 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.

- D. Special Population Management Committee (SPM): A committee that is composed of at least three Department staff to include a representative from institution operations, Behavioral Health Services, and the Office of Population Management.

III. POLICY

A. Involuntary Process

1. Administrative segregation and involuntary protective custody requests will be submitted by the functional unit manager.
 - a. The Hearings section will conduct a hearing to determine justification for the housing request and afford the inmate with 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 SPM Committee.
2. The SPM committee will determine housing assignment to either OSP Administrative Special Housing (ASH) or SRCI Administrative Segregation Unit (ASU).

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 examined, then a voluntary packet may be submitted.
 - a. Packets shall be thorough and clearly articulate what alternative housing options have been examined 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 either OSP Administrative Special Housing or SRCI Administrative Segregation Unit if the administrative housing request is longer than 30 days.
 - a. The SPM committee will not be responsible for determining whether or not other housing options exist for an inmate.
 - b. Incomplete packets or packets that do not clearly rule out alternative housing options will be returned to the functional unit.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.