

Dear Solitary Watch

July 24, 2019

Our DOC has enacted a New procedure called "VRS", that causes an entire block of almost 130 inmates to endure solitary confinement for up to 30 days when any inmate gets into a fight. I personally lost a lot when my block was locked down on July 15, 2019 after a few inmates that I do NOT know fought each other. I lost employment pay that I count on because I don't depend on my family for money, so now I cannot afford cable or an upcoming religious meal. I was NOT permitted to use the phone, or have visits, No showers, and No yard for 30 days. I was offered No hearing to explain why I should NOT be punished.

This is every inmate on this block. we are being punished for someone else. They turned our entire block in to solitary confinement. And we are NOT the first and won't be the last. F-A unit is also locked down for a fight on their block, last month I unit was locked down, and our block was locked down last month also.

I've enclosed a copy of my grievance I've submitted and a copy of the "VRS" Notice to all of us on this block. our grievance system is so corrupted I'm certain it will be denied for some

facetious reason, so, with the help of Mark Rokita,
(an inmate in contact with several organizations, and
well versed in the law) I intend to take this issue
to court. Mark Rokita will be doing the paperwork
for a class action, but we could use any help
available

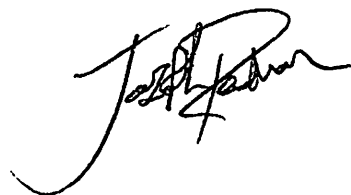
you could write to me, or to:

Smartcommunications/PADOL
Mark Rokita # Lj 8688
SCI Houtzdale
PO Box 33028
St. Petersburg, FL. 33733

He does most of the paper/legal
work for all us inmates

You have my permission to publish any or all
on this paper or enclosed documents

Sincerely,
Joseph Redman



FOR OFFICIAL USE
GRIEVANCE NUMBER

OFFICIAL INMATE GRIEVANCE

TO: FACILITY GRIEVANCE COORDINATOR <i>MRS Reifer</i>	FACILITY: <i>SCI Houtzdale</i>	DATE: <i>July 24, 2019</i>
FROM: (INMATE NAME & NUMBER) <i>Joseph Redman # MK1999</i>	SIGNATURE OF INMATE: <i>Joseph Redman</i>	
WORK ASSIGNMENT: <i>Block Worker</i>	HOUSING ASSIGNMENT: <i>DB Cell #14</i>	

INSTRUCTIONS:

1. Refer to the DC-ADM 804 for procedures on the inmate grievance system.
2. State your grievance in Block A in a brief and understandable manner.
3. List in Block B any action you may have taken to resolve this matter. Be sure to include the identity of staff members you have contacted.

A. Provide a brief, clear statement of your grievance. Additional paper may be used, maximum two pages (one DC-804 form and one one-sided 8½" x 11" page). State all relief that you are seeking.

On July 15, 2019 after a fight amongst inmates I do Not Know, I and the entire D-B unit was Locked down due to a New procedure called "VRS" (where if there is a fight between any inmate, The entire unit will be punished in many forms for 30 days). I am intentionally being punished for something I did NOT do. IT IS NOT MY responsibility to hinder other inmates from fighting, I can only control my actions on my journey to rehabilitation. SCI Houtzdale has now enacted a procedure that causes mass punishment to inmates for the actions of other inmates. Because of this malicious lock down I lost contact privileges with my family, e.g, phone calls, and visits. I lost my employment pay that in turn will cause me to loose my cable for (2) months and the funds to afford an upcoming religious meal. I was also forced to endure less than the hygenic standards for days without a shower, And I lost my yard privileges for (30) days. I was given No hearing or afforded an opportunity at due process.

I request the "VRS" procedure be reviewed under a constitutional standard and eradicated from this institution as a violation of the first, Eighth, and fourteenth Amendments in our U.S. Constitution. I request also, my employment pay to be reimbursed and any monetary award for continual sufferage to be determined.

B. List actions taken and staff you have contacted, before submitting this grievance.

Your grievance has been received and will be processed in accordance with DC-ADM 804.

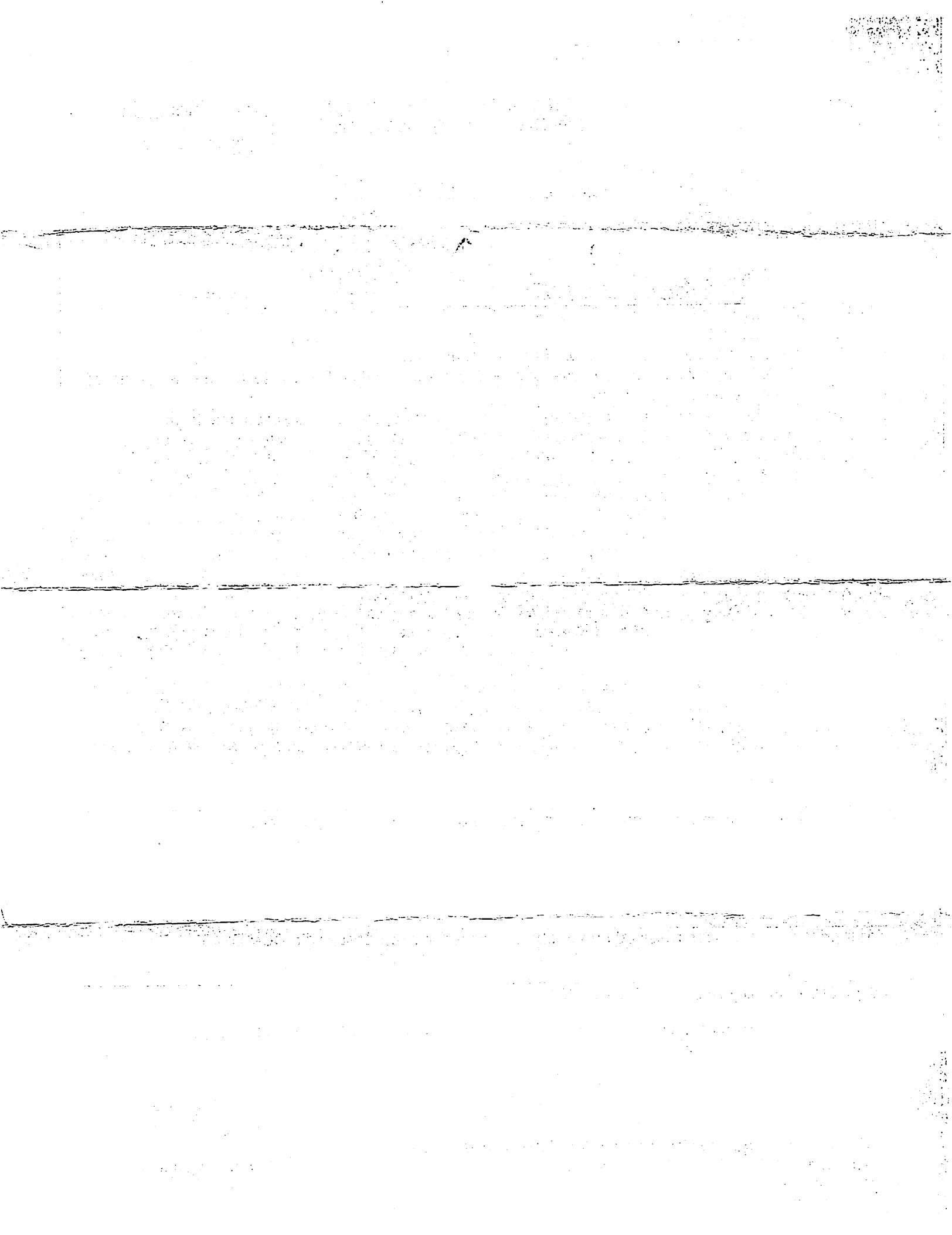
Signature of Facility Grievance Coordinator

Date

WHITE Facility Grievance Coordinator Copy
GOLDEN ROD Inmate Copy

CANARY File Copy

PINK Action Return Copy





LOCAL PROCEDURES MANUAL
Commonwealth of Pennsylvania • Department of Corrections
SCI - Houtzdale

JUL 09 2019

Policy Subject:

Violence Reduction Strategy

Policy Number:

DC-ADM 801 HOU 2

Date of Issue:

April 30, 2019

Authority:

Barry Smith
Superintendent

Effective Date:

April 30, 2019

Local Procedures Development:

All required procedures shall be developed in accordance with Department policy/procedure on this subject matter. The standards set forth in the governing Department policy/procedure are the minimum standard that must be achieved. These standards may be exceeded, but in all cases the minimum standards must be met.

In the event a deviation or variance is required, a written request is to be submitted to the appropriate Regional Deputy Secretary and the Standards and Practices Unit for review and approval prior to implementation. Absent such approval, all procedures set forth in Department policy/procedure must be met.

Local procedures may be developed when there is no standing Department policy/procedure on a given subject matter. Local procedures may be developed to enhance Department policy/procedure and/or meet a specific facility concern.

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A. Violence Reduction Committee

1. SCI Houtzdale has established a Violence Reduction Committee (VRC) for the purpose of establishing a Violence Reduction Strategy for SCI Houtzdale. This strategy will be multidimensional to include proactive planning and response strategies that provide strategic oversight; assist with risk identification and needs assessments, and implement response strategies to prohibited violent acts. The VRC shall meet on a monthly basis as well as during any response to a prohibited violent act. Committee participation will be multidisciplinary and include, at a minimum:
 - a. Deputy Superintendent for Facilities Management (DSFM)
 - b. Deputy Superintendent for Centralized Services (DSCS)
 - c. Major of the Guard
 - d. Major of Unit Management
 - e. Corrections Classification Program Manager (CCPM)
 - f. Intelligence Gathering Captain/Lieutenant
 - g. Licensed Psychologist Manager (LPM)
 - h. Treatment Specialist
 - i. Activities Manager
 - j. Unit Managers
 - k. Counselors
 - l. Correction Officers, Sergeants, and Lieutenants
 - m. Medical Staff
 - n. Maintenance Staff

2. Prohibited Violent Acts

The Violence Reduction Committee (VRC) will focus on prohibited violent acts that meet the following criteria:

- a. **Staff Assaults** – (i.e., a staff assault where a weapon is used or displayed or a staff assault by any means or force likely to produce serious bodily injury.)
- b. **Fight/Assault with Weapon** – A fight/assault whereby a weapon is visibly displayed or used during the incident.
- c. **Multi-Offender Fight/Assault/Unauthorized Group Activity**– A fight/assault whereby the actual number of offenders involved in the incident is three or more.
- d. **Fight/Assault with Serious Bodily Injury** – A fight/assault whereby outside medical treatment is required per approval from the Facility Manager/Designee.
- e. **Drug and/or alcohol possession and/or distribution** which is determined to be a contributing factor that is associated with the commission of a Prohibited Violent Act.

3. Offender Notification

- a. Offenders will be notified of the Violence Reduction Strategy prior to implementation and on a recurring basis to enhance compliance.
 - (1) The Facility Manager/designee will ensure offenders are notified in writing.
 - (2) Offenders arriving at the institution will be notified during the first contact with the Initial Reception Committee (IRC).
- b. Offenders will be notified of the Violence Reduction Strategy and its general requirements through the inmate notification channel, housing unit notice and the inmate organization.

B. Risk and Needs Assessment

1. The DSCS/DSFM shall ensure that a Program Review Committee (PRC) Risk/Need Review (**Attachment A**) is completed on any offender who is placed in Pre-Hearing Confinement Status for a misconduct for charges 1, 11, 13, 16, 22, 23 or 36 (weapon involvement). PRC shall forward misconducts meeting the above criteria to the offender's counselor along with Attachment A, so that the counselor completes the top portion with the offender's information, misconduct charge, and Section 1 of the Risk/Need Review and return it to PRC prior to the offender's PRC review.
 - a. If an offender is rated as high on the PRC Risk/Need Review prior to being released to General Population, the DSCS/DSFM shall ensure that the offender is placed on PRC tracking. PRC tracking will include weekly contact with the assigned Unit Manager and Psychologist. All PRC directed contacts will be weekly for the first four (4) weeks followed by one (1) contact every two (2) weeks for one month, followed by one (1) contact per month for two (2) months. The Unit Team and Psychologist shall email a recommendation to the HOU-PRC email address with a recommendation to either remove or continue the offender on PRC tracking. The Unit Manager and assigned psychologist shall track their contacts on a SCI-Houtzdale PRC Tracking spreadsheet that is to be updated after each contact. ICAR entries shall also be made.
 - b. The PRC Risk/Need Review (attachment A) shall be maintained on the H: Drive and Unit Managers shall be responsible for ensuring that they review the folder for any inmate received on their unit from the RHU/DTU. The Unit Managers shall print the form, brief the unit teams on the inmate, sign the form, and maintain a folder on the housing unit.

C. Step-Down Unit (SDU)

1. The Facility Manager/Designee shall designate a Step-Down Unit (SDU) at SCI-Houtzdale on a Pod of an L3/L4 Housing Unit. The purpose of the housing unit shall be to receive any inmate who PRC directs to the SDU upon their release

from DC status in the RHU/DTU to general population either on early release, cell restriction, or at the expiration of their DC time. The purpose of the unit will be to reinforce prosocial and positive behaviors for inmates transitioning from DC status back to general population. As such, inmates on the SDU will be required to write essays, participate with staff in incentive structured recreation or perform extra duties on the housing unit as well as take correction action for negative behaviors. Dayroom and yards will be staggered for inmates in the SDU. The system will be divided into the following steps:

- a. **Phase One – Offenders initially received on the SDU shall be placed in Phase One of the program for a minimum period of 30 days. The purpose of Phase One will be to identify and provide remedial training for any shortcomings that contributed to the inmate's misconduct. Inmates in Phase One may receive additional duties such as writing essays and or receiving structured counseling sessions to assist in the identification of any problematic thinking.**
 - (1) Inmates in Phase One shall be fed on the unit.
 - (2) Inmates in Phase One shall be prohibited from attending main yard.
 - (3) Inmates in Phase One shall be offered unit only yard in the afternoon.
 - (4) Inmates in Phase One shall be offered dayroom in the morning Monday through Friday. Cell cleaning is done Saturday and Sunday.
 - (5) Inmates in Phase One must complete Eight (8) themed based essay's before being considered for Phase 2.
 - (6) Inmates in Phase One shall be permitted to attend one formal religious service per week.
 - (7) Inmates in Phase One shall be permitted one (1) phone call per week.
 - (8) Inmates in Phase Two shall be permitted one (1) visit or virtual visit per week (excluding legal visits).
 - (9) Inmates in Phase One shall be permitted to sign up to attend the law library by submitting a DC-135A Inmate Request addressed to the Library. Requests shall be processed in accordance with the SCI Houtzdale Inmate Handbook Supplement.
 - (10) Inmates in Phase One will sign up for showers during the morning recreation period 1st half.
 - (11) Inmates in Phase One who are on cell restriction will only be offered unit yard in the morning (first yard period).

- (12) Inmates in Phase One shall have access to the kiosk during the morning recreation period only.
 - (13) ***If the inmate in Phase 1 is a MH/ID stability 'D' inmate they shall be required to have weekly contact with the unit psychologist as part of their PRC Tracking. The housing unit PSS/PSA where the inmate is residing will be responsible for meeting with the inmate and updating the PRC tracking sheet.***
- b. Phase Two – Upon completion of Phase One, inmates shall transition to Phase 2 for a minimum period of 30 days. The purpose of Phase 2 will be to continue to work on pro-social behaviors.
- (1) Inmates in Phase 2 will be escorted to and from the dining hall to eat. The assigned staff member will collect inmate ID cards, escort inmates to the dining hall and scan the ID cards, monitor the meal and escort the inmates back to the housing unit. Inmates will be required to remain together on walkways and in the dining hall. Upon return to the housing unit inmate ID cards will be returned.
 - (2) Inmates in Phase 2 shall be prohibited from attending main yard.
 - (3) Inmates in Phase 2 shall be offered unit yard during the second half of the morning yard period.
 - (4) Inmates in Phase 2 shall be offered dayroom during the second half of the evening dayroom period.
 - (5) Inmates in Phase 2 must complete four (4) themed based essay's before being considered for promotion to Phase 3.
 - (6) Inmates in Phase 2 shall be permitted to attend one formal religious service per week.
 - (7) Inmates in Phase 2 shall be permitted one (1) phone call per day during either the morning or afternoon sign up time periods.
 - (8) Inmates in Phase Two shall be permitted one (1) visit or virtual visit per week (excluding legal visits).
 - (9) Inmates in Phase 2 shall be permitted to sign up to attend the law library by submitting a DC-135A Inmate Request addressed to the Library. Requests shall be processed in accordance with the SCI Houtzdale Inmate Handbook Supplement.
 - (10) Inmates in Phase 2 are permitted to sign up for general population shower times on the unit.
 - (11) Inmates in Phase 2 are permitted access to the kiosk per the sign-up sheet on the unit.

(12) *If the inmate in Phase 2 is a MH/ID stability 'D' inmate they shall be required to have weekly contact with the unit psychologist as part of their PRC Tracking. The housing unit PSS/PSA where the inmate is residing will be responsible for meeting with the inmate and updating the PRC tracking sheet.*

c. *Phase Three – Upon completion of Phase 2, inmates will be transitioned to Phase 3 and may be housed in a general population housing unit off of the SDU. Phase 3 is minimum of 90 days. The purpose of Phase 3 is to provide a probationary period before discharging the inmate from the SDU. An inmate who completes Phase 3 and who does not engage in any Class 1 misconducts, or is not designated as a close associate of a prohibited violent act, shall be considered for discharge from the SDU.*

(1) *Inmates in Phase 3 shall have all privileges of a general population inmate.*

(2) *Inmates in Phase 3 shall be placed on PRC tracking and will be required to have weekly contact with their Unit Team. The Unit Team where the inmate is housed shall be responsible for updating the PRC tracking sheet.*

(3) *Inmates in Phase 3 who receive a misconduct for a Class 1 charge(s) 35 – 46 may be returned to Phase 1 of the SDU in lieu of a DC sanction per the SDU Team and/or PRC decision.*

2. SDU Discipline Procedures

a. The SDU will function with a three level discipline system. The purpose of the system is to give inmates the opportunity to correct behaviors at the lowest supervisory level possible without resorting to the issuance of a misconduct unless the behavior and/or actions of the inmate rise to the level of a misconduct. The system is divided into the following levels:

(1) Level One: Repeated violations of any of the SDU regulations will result in negative comments on the inmate's block card and may result in additional duties on the housing unit, remedial training, learning experience (essays), or counseling session.

(2) Level Two: Any inmate identified as not responding to remedial guidance will appear before the Unit Team Review Board (UTRB). This board will take place every Tuesday, consisting of at least four staff members to include, but not limited to, a Corrections Officer/Sergeant, Counselor, Psychologist and Unit Manager. The inmate's progress or lack of progress will be reviewed and evaluated. The UTRB is authorized to impose, but not limited to, any of the following incentive actions:

- Additional Duties

- Essays
- Repetition of block work
- Movement from current cell
- Psychological support
- Reduction of Level Status
- Loss of privileges (Phone, Kiosk, Commissary, and Dayroom, Etc.)

- (3) Level Three: The Unit Team Review Board (UTRB) may use all of the above sanctions plus have the option of re-cycling or temporarily suspending/removing an inmate from the program.

Disciplinary action incurred on the SDU, whether formal or informal, impacts upon the amount of time it will take an inmate to complete the SDU. Setbacks or loss of weeks in the program may be imposed for any of the following:

- Informal Resolution to a misconduct violation = 1 week loss of program time.
- Placement into AC status (Loss of weeks to be determined by UTRB)
- Cell Restriction = Time spent on CR will not count towards completion of the program.
- Sanctioned to DC status = Inmates returning to the RHU/DTU on DC status will be returned to the SDU upon release and recycled through the program.

3. Inmates may remain on the step-down unit for 60-days pending review by the Unit Team and recommendation that they be moved off of the unit.
- a. Inmates on the step-down unit will be granted unit only yard and dayroom and will be prohibited from going to main yard.
 - b. Inmates on the step-down unit who were released from DC status will not receive general population programming for 60-days.

D. Offender Assistance

Assistance will be provided to offenders in the form of programming and job opportunities.

E. Response to Prohibited Violent Acts

1. In the event of a prohibited violent act, the units where the involved offenders are housed will be immediately placed on lockdown or restricted movement.
2. The Shift Commander will initiate a Prohibited Violent Act Response Checklist (Attachment B) and ensure that the following occurs within 36-hours of the

incident unless an extension or exemption is approved by the Regional Deputy Secretary:

a. Identification of Perpetrators

The Security Office and Unit Team will respond to review offenders involved in the incident and identify perpetrators.

- (1) Perpetrators are offenders directly present in and willfully committing a prohibited violent act.
- (2) Other Participants are offenders directly present in a prohibited violent act whose actions represent non-willful participation.

b. Identification of Associates

- (1) The Security Office will assemble a team of custody and other employees from all areas of the institution to include the unit(s) where the involved offenders are housed. Multiple shifts shall be represented.
- (2) Each team member will complete a separate Offender Associate (Attachment C) List for each identified perpetrator, listing the perpetrator's associates. Associates are offenders known to interact with the perpetrator and forward it to the security office.

c. Determination of Close Associates

For each perpetrator, the Security Office will review the offender associate lists to determine the perpetrator's close associates.

- (1) Close associates are offenders who are group affiliated and/or are known to interact with the perpetrator on a regular basis and whose interaction encouraged, influenced, or has the potential to influence the perpetrator's behavior.
- (2) Close associates will be determined based on identification as an associate on multiple team members' Close Associate Lists.

d. Application of Restrictions

- (1) For each perpetrator, the Facility Manager/Designee or Incident Commander will:

- i. Issue a DC-709 Security Level 5 Housing Unit Inmate Activity Restriction Form (6.5.1, Attachment 1-L), for any inmate being placed in L5 housing due to a Prohibited Violent Act. This restriction will at a minimum, restrict offender movement for at least seven (7) days.

- ii. Review the Offender Close Associate Recommendation and determine the close associates to include for restrictions. Approval from the Regional Deputy Secretary will be required to impose restrictions on more than nine (9) close associates for any one perpetrator.
 - iii. Select restrictions from the Violence Reduction Strategy Restriction Grid (Attachment D) to impose on the perpetrator and close associates.
 - iv. Notify the perpetrator and close associate(s) via a hearing with the Unit Manager, Counselor and assigned Psychologist of the restrictions using the Notification of Restrictions (Attachment F). Offenders will be notified in writing, at least 24-hours in advance of the hearing, by using the Perpetrator/Close Associate Hearing Notice (Attachment G).
- (2) Restrictions will begin immediately after the facility returns to normal operations and remain in effect for 30-days. Restrictions will be applied in addition to any sanctions imposed through the disciplinary process.
 - (3) At the time the restrictions begin, cell searches will be initiated for perpetrators and close associates per 6.3.1 Section 30, Searches.
 - (4) PRC has the discretion to terminate the restrictions early upon recommendation of the Unit Team based on the offender's positive adjustment.
3. The completed checklist shall be distributed to: CR-HOU Admin, CR-HOU Captains and CR-HOU Unit Managers.

F. Post-Response Review

1. Within two business days of return to normal operations, the facility administration will meet to debrief the response and provide information to offenders.
 - a. Responding employees and Security Office will meet to debrief the incident and response.
 - b. The Unit Team will verbally notify offenders housed in the impacted units of the reasons for restrictions and reinforce non-violent messages. Other participants will also be notified, when applicable.
2. The Unit Manager assigned will complete and submit the Prohibited Violent Act Post Response Review Checklist (Attachment E) and all completed Group Violence Reduction Strategy forms to the Facility Manager for review within seven (7) working days of return to normal operations.

3. If two (2) or more prohibited violent acts occur within thirty (30) days, split tire recreation will be extended on the effected POD/UNIT for thirty (30) days past the second prohibited violent act.
- This policy supersedes local policy DC-ADM 801 HOU 2 dated June 3, 2016.