

HANDBOOK FOR SMU INMATES

INTRODUCTION:

It is the policy of the Department of Corrections to maintain the Special Management Unit (SMU) to manage inmates who are disruptive and violent, in a safe, secure, and humane manner. The purpose of this handbook is to inform SMU inmates of general rules and regulations, which must be followed at all times, and of treatment programming that can assist inmates in returning to stable participation in general population at an appropriate state institution. Treatment program participation will be in accordance with inmate management levels and with inmate behavior.

SMU inmates are encouraged to discuss their needs and goals with staff. Conduct and attitude are continuously observed and will be reviewed regularly by staff. Each inmate will be given the opportunity to progress through specific program phases within the SMU. Advancement is based upon behavior and ability to adjust under reduced levels of supervision. The SMU will be governed by standards of behavior designed to promote a safe, secure, and humane environment. The following rules and regulations are not all inclusive. There will be times you will receive orders that are not mentioned in the handbook. When you receive an order, you must follow that order as instructed. Failure to do so will result in disciplinary action in accordance with Administrative Directive DC-ADM 801.

The SMU operates on respect. Respect your fellow inmates and staff and respect will be reciprocated to you.

The Unit Manager is responsible for the operation of the SMU in coordination with the RHU Captain. Any questions or concerns should be directed to SMU Staff. See the Officers and/or your counselor first. If your issue remains unresolved, then write a request to the Unit Manager.

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STAFFING

Superintendent – Mark Capozza
Superintendent Assistant (Grievance Coordinator) – Rhonda House
Deputy Superintendent for Facility Management – Scott Nickelson
Deputy Superintendent for Centralized Services – Eric Armel
Major of the Guard – Joseph Trempus
Major of the Unit Management – Shelly Mankey
SMU Unit Manager – Mr. Aurandt
RHU Captain – Wesley Tift
L Unit Lieutenants – Aston and Poska
SMU Counselor – Mr. Ankrom
Psychologist – Lisa Duncan
Unit Psychology – Mr. Burkovich
Hospital Administrator – Stephanie Wood
Chaplain – Frank Lewis
Librarian – Mr. McClelland
CCPM – Debra Hawkinberry
Inmate Accounting – Sandra Callaway
Business Manager – Mike Oppman
Mail Department – Mrs. Silbaugh
Parole – Jason Rosner

You can expect to see the following staff during rounds of the unit:

Medical doctor or physician assistant, daily; medical staff to distribute medication, conduct sick call, and other medical services on a daily basis; Chaplain, daily; Corrections Counselor, twice per week; psychology/psychiatry staff, five times weekly; facility maintenance staff, as needed; facility executive staff, per Department policy 6.3.1.; assigned Commissioned Officers; Unit Management Team members; Shift Commander, at least once per shift; Corrections Officers assigned escort duties to/from the unit; other staff as approved by the Shift Commander; and other personnel as directed by the Facility Manager.

HOUSING UNIT DEFINITIONS: Inmates will be afforded the opportunity to progress through specific phases within the SMU, based on their behavior, ability to adjust, and programming. Inmates should attempt to ultimately re-enter general population. Each phase will offer progressively more privileges and services.

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The program phases are as follows:

Phase V- This is for inmates in Disciplinary Custody. Department of Corrections policy 6.5.1. establishes their privileges and services. Inmates must stay in this phase until the expiration of their Disciplinary Custody time or until the SMU Review Team grants them an early release from Disciplinary Custody. These inmates will have limited activities and educational programs permitted by Department policy 6.5.1. The unit counselor, psychologist, and the Chaplain will see them at their cell. Library services will be limited to one (1) leisure book per week and legal needs only. Security and control are maintained at a maximum level.

Phase IV- This is the first Administrative Custody Phase and is the starting point for all inmates in Administrative Custody Status. These inmates will receive the required minimum privileges and services established by Department policy 6.5.1. These inmates will have increased privileges outlined on the SMU Privileges and Services Chart. One newspaper (daily exchange) and one magazine are permitted. Security and control are maintained at a maximum level. This phase will be (3) months in duration unless you receive negative Unit Team reports at which point it may be extended.

Phase III- This is still considered to be Administrative Custody, but the inmate is eligible for additional privileges and services as outlined in the SMU Privileges and Services Chart. In-cell/out-of-cell programming and in-cell/out-of-cell individual counseling commences at this phase. A radio, television, and tablet are permitted. This phase will be (3) months in duration unless you receive negative Unit Team reports at which point it may be extended.

Phase II- This is the first time that the inmate will be allowed out individually or in small groups without restraints. The inmate is still listed as Administrative Custody Status. It will be his introduction to out-of-cell programming and individual counseling once per week within the unit and to interact with other inmates. Because these inmates are in a modified release program, small group yard activities, education classes, and unrestrained unit activities are permitted with approval. As inmates progress in this phase, they may be assigned as block workers or janitors. Commissary, exercise, and leisure reading limits will be increased. Completion of this Phase will be followed by a transfer recommendation to Phase I status at an appropriate Department of Corrections Institution. This Phase will be (3) months in duration unless you receive negative Unit Team reports at which point it may be extended.

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Phase I- Phase I will be to a General Population unit at a designated Institution that will be determined by the Office of Population Management (OPM). Phase I is considered a probationary period in General Population. The time limit is ninety (90) days, but the designated institution can extend this period with just cause for an additional ninety (90) days. Failure to comply with requirements of general population while on probationary status can lead to a return to the SMU as a phase I failure.

PRESCRIPTIVE PROGRAMMING PLAN: This is a written plan used to document your identified areas of concern and/or weaknesses while in the SMU program. A list of suggested treatment programs and/or kinds of behavior are recommended, based on your needs, which may help you with weaknesses and/or problem areas identified. This form will be used to monitor your progress and develop definite goals and objectives and short-range time limits.

ADVANCEMENT WITHIN THE UNIT: Inmates will be reviewed every thirty days in order to monitor progress. Factors, such as time in phase, continued institution risk, number, type, and frequency of misconducts, involvement in self-improvement activities, block behaviors, and completion of specific goals as set by the unit team, will be considered prior to advancement to the next phase. Inmates will only be moved to the next phase upon recommendation of the Unit Management Team and approval of the Superintendent.

There is no minimum amount of time that an inmate must spend in AC Status. Advancement is determined by your behavior and efforts. An inmate who receives DC time for a misconduct when in Phase IV, III, II, or I will be returned to Phase V. Poor adjustment in Phase IV, III, and II may also result in demotion to Phase IV without a misconduct.

GENERAL RULES AND REGULATION:

MANDATORY PROCEDURES TO EXIT YOUR CELL

Before you exit your cell, for any reason, you are required to be strip-searched. Prior to the strip-search, you must have your cell light on. You will be strip-searched while still in your cell prior to your cell door being opened. The staff members performing the search will ensure your cell light is on and you are standing far enough away from the door to enable the officer to observe whether you have any objects in your hands. The officer, prior to the strip search, must search all clothing items, including RHU sneakers. You are not to approach the

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SMU Commissary Orders

SMU Phase 5:

Inmates are only permitted to order writing materials, every 2 weeks.

\$10 limit on orders.

SMU Phase 4:

Inmates are permitted to order hygiene products and writing materials with a

\$10 limit on orders.

Phone cards may be purchased.

SMU Phase 3:

Inmates are not permitted to order tobacco or clothing.

\$15 limit on orders.

Phone cards may be purchased.

SMU Phase 2:

Inmates are not permitted to order tobacco.

\$30 limit on orders.

Phone cards may be purchased.

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SMU Privileges and Services Chart¹				
Phase 5	Visits	One non-contact visit per month, immediate family, weekday.*	Exercise	Two hours, five days per week in single exercise yard
	Telephone	Emergency/ <i>Legal</i> only	Education	Assessed by Education Department and program prescribed, if there are no security concerns, and if approved by the Unit Management Team
	Radio/TV/Tablet	<i>Permitted upon PRC approval</i>	Commissary	Writing materials only, every two weeks, \$10 limit
	Individual Counseling/Psychology	<i>In-Cell Programming</i>	Personal Property	Shower shoes, address book, eyeglasses, dentures, wedding band and religious items, one records center box, 10 personal photos, written materials
	Activities	In-Cell (puzzles, word find, etc.)	Library	One recreational book, 1 for 1 exchange, Mini Law Library on unit. **
	Programming	<i>In-Cell Programming</i>	Employment	None
Phase 4	Visits	Two non-contact visits per month, immediate family, 1 weekday/1 weekend-holiday *	Exercise	Two hours, five days per week in single exercise yard.
	Telephone	One per month, phone card use permitted	Education	Special Education (required, under age 22), educational books provided by Education Dept.
	Radio/TV/Tablet	<i>Permitted upon PRC approval</i>	Commissary	Hygiene products, \$10 limit, phone card purchase and/or use permitted
	Individual Counseling/Psychology	<i>In-Cell Programming</i>	Personal Property	Shower shoes, address book, eyeglasses, dentures, wedding band and religious items, one records center box, 10 personal photos, written materials, one newspaper (daily exchange), one magazine
	Activities	In cell (puzzles, word find, etc.)	Library	Two recreational books, 1 for 1 exchange, Mini Law Library on Unit**
	Programming	<i>In-Cell Programming</i>	Employment	None

¹ 5-4A-4270