



RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE

DIRECTOR:

Wayne P. Sabat Jr.

**POLICY
NUMBER:
12.28 DOC**

**EFFECTIVE
DATE:
07/30/2023**

**SUBJECT:
RESTORATIVE HOUSING PROGRAM**

**LAST REVIEWED:
07/2023**

**SECTION:
SPECIAL MANAGEMENT**

**SUPERSEDES:
N/A**

AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10 (22), Powers of the director

REFERENCES: The most recent version of RIDOC policies 11.01 DOC, [Inmate Discipline](#); 12.27 DOC, [Conditions of Confinement](#); 13.03 DOC, [Access to the Courts and Legal Materials](#); 24.03 DOC, [Visits](#).

INMATE/PUBLIC ACCESS: YES

AVAILABLE IN SPANISH: YES

I. PURPOSE:

To establish written procedures for staff at the Rhode Island Department of Corrections (RIDOC) to govern the placement, conditions of confinement, programming, and supervision of individuals assigned to the Restorative Housing Program (RHP).

II. POLICY:

- A. RIDOC shall provide restorative housing conditions as required to preserve the order, safety, and security of its facilities to comply with the law, to manage inmate behavior, and provide necessary services to return inmates to general population or to conditions of confinement comparable to general population.
- B. Placement in the RHP shall only be used when there is a clear and documented threat to the safety and security of the facility or the public that cannot be mitigated through the use of less restrictive options or other alternative classification and housing placements.

- C. Placement in and release from the RHP will be governed by the Restorative Housing Program Committee (RHPC).
 - 1. Inmates determined to be pregnant shall not be placed in the RHP without prior approval of the Assistant Director of Institutions and Operations (ADIO).
 - 2. Inmates under the age of eighteen (18) shall not be placed in the RHP.
 - 3. Inmates shall not be placed in the RHP based solely on gang affiliation or identification as lesbian, gay, bisexual, gender diverse, or intersex.
- D. The RHP shall consist of three (3) steps. Each step will provide differential levels of out of cell time, increased privileges, and access to programs while out of their cells with Step 3 having the highest levels of out-of-cell time, access to programs and privileges. The promotion and/or demotion and release from the RHP will be based on the inmate's compliance with the RHP case plan and severity of past institutional violence.

III. DEFINITIONS:

- 1. **Departmental Hearing Officer** - a staff member who reports to the Director and is responsible for conducting all inmate administrative disciplinary hearings.
- 2. **Qualified Mental Health Professional (QMHP)** - a Licensed Mental Health Counselor (LMHC), Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), Psychologist, Psychiatric Advanced Practice Nurse (APRN), Psychiatrist, master's level clinician and others who, by their education, credentials, and experience are permitted by law to evaluate and care for the behavioral health needs of inmates.
- 3. **Restrictive Housing (RH)** - a type of detention that involves separation of an inmate from general population, voluntarily or involuntarily; restricted placement in a locked room or cell, whether alone or with another inmate (excluding being placed in the infirmary or suicide watch for medical purposes). Restrictive Housing consists of Disciplinary Confinement and Administrative Detention/Confinement.
- 4. **Restorative Housing Program (RHP)** - a separate program located at the High Security facility. Inmates will be assigned to the RHP by the Restorative Housing Program Committee (RHPC) if it has been determined that the inmate poses an

- unacceptable risk to the safety of others, significant damage or destruction of property, or to the operation of a correctional facility.
5. **Restorative Housing Program Committee (RHPC)** – a four-person committee established to review all referrals for placement in the RHP, all promotions or demotions within the three (3) RHP steps, and all releases from the RHP. The RHPC is chaired by the Deputy Warden of the High Security facility. All other members are appointed by the Director and represent the areas of the Classification Office, Security (Institutions/Operations), and Behavioral Health Services.
 6. **Seriously Persistently Mentally Ill (SPMI)** – an inmate that has been identified by a QMHP as meeting the criteria for having a serious and persistent mental illness based on their clinical diagnosis and/or level of functional impairment.

IV. **PROCEDURES:**

A. **Referral/Placement**

1. An inmate in Disciplinary Confinement may be referred to the RHPC by either the Classification Board, Warden, or the Departmental Hearing Officer by completing the RHPC Referral and Placement Decision form.
2. Prior to placement in the RHP, an inmate shall be screened by a Qualified Mental Health Professional (QMHP) to identify if the inmate is designated as seriously and persistently mentally ill (SPMI) and to assess whether the RHP is clinically contraindicated based on clinical standards adopted by RIDOC.
3. Additionally, the inmate shall be screened and interviewed by Health Care Services staff. The screening shall include a determination of any medical contraindications to placement in the RHP, including the existence of a physical disability that may preclude placement in the unit. In such cases, the inmate will not be placed in the RHP. This screening must be documented in the inmate's electronic medical record (EMR).
4. A RHPC Referral and Placement Decision form must be completed by the Classification Board, Warden, or the Departmental Hearing Officer indicating the basis for the referral and a copy provided to the inmate prior to the RHPC Hearing. If accepted to the RHP, the inmate shall be

transferred from their respective facility Disciplinary Confinement Unit upon completion of their sanctioned time.

5. The RHPC shall convene weekly to review referrals to the RHP, promotions/demotions to each step, and recommended releases from the RHP based on the inmate's level of participation, and compliance with their treatment plan.
 - a. At such hearings, the Chairperson arranges the attendance of, and/or seeks input from, intelligence staff and appropriate Health Care Services personnel if the inmate has concerns in these areas.
 - b. The RHPC may require other staff members to attend these hearings, as necessary, to provide relevant information regarding the inmate's possible placement in the RHP.
 - c. The inmate must be afforded an opportunity to appear before the RHPC hearing unless security issues preclude the inmate's attendance.
 - d. If the inmate does not attend the RHPC hearing, the reasons for non-attendance must be documented in the Restorative Housing review screen in INFACIS. In those situations, a face-to-face meeting must be held within seventy-two (72) hours of the RHPC hearing, excluding weekends and holidays, with the inmate by a member of the RHPC to communicate the RHPC's decision(s) and its basis for the decision(s).
 - e. All members of the RHPC shall vote on the placement/recommendation for the inmate. In the event there is a split decision on the recommendation, the Chairperson shall cast the deciding vote.
6. At the initial RHPC referral hearing, the RHPC will review the reason(s) for placement, threat to institutional security, pending disciplinary issues, disciplinary sanctions, classification issues, enemy situations, behavioral health issues, attitude toward authority, willingness, and ability to live with others, and any other pertinent information. These reviews shall be documented in the Restorative Housing review screen in INFACIS.

7. Once the RHPC has reached a decision on whether or not to place the inmate in the RHP, the inmate must be provided a copy of the decision and its basis as indicated on the RHPC Referral and Placement Decision form. Thereafter, the RHPC shall review each inmate for consideration of promotion or demotion every thirty (30) days. Promotion to each Step will be solely based on full compliance with the inmate's Individual Case Plan.
- B. Staffing/Observation
1. A Lieutenant is responsible for supervising the RHP. The assigned Lieutenant shall ensure the safe operation of the unit, including but not limited to, verifying rounds are being conducted and out of cell time is given to all inmates.
 2. Any Correctional Officer bidden to work in the RHP must receive specialized training on RHP Operations. See Section [IV.L.](#) for more information on staff training.
 3. Supervisors shall make rounds in the RHP no less than three (3) times per eight-hour shift.
 4. At a minimum, staff shall observe inmates twice per hour, with no more than thirty (30) minutes elapsing between each observation. These observations shall be staggered as to not show a pattern. Each tour must be documented in the logbook.
- C. Orientation
- All inmates accepted into the RHP will attend an orientation session to gain an understanding of the fundamentals of the program, including but not limited to:
1. an overview of the RHP;
 2. behavioral/programmatic expectations;
 3. an explanation of the step levels and the associated privileges that can be earned;
 4. how the case planning process works;

5. programs that are available to modify behavior and teach new skills for more positive interactions with peers/staff;
6. an explanation of staff roles within the RHP; and
7. how the review process works.

D. Step Level Matrix

1. Step 1 - shall be for a period of thirty (30) days;
2. Step 2 - shall be for a period of thirty to sixty (30-60) days following Step 1;
3. Step 3 - shall be for a period of up to ninety (90) days following Step 2.

NOTE: The Restorative Housing Program Level Matrix (Attachment 1) shall be used to reference the privileges associated with each step.

E. RHP Conditions of Confinement

1. The basic level of conditions described in this section shall apply to all inmates in the RHP. However, individual inmates may require additional restrictions for order and/or control based upon their history or current behavior. Any such restrictions shall be noted and approved by the RHPC. The Restorative Housing Program Level Matrix (Attachment 1) provides more information on the conditions of confinement, based on step level, as discussed below. For more information on conditions of confinement for inmates in restrictive housing settings, please see the most recent version of RIDOC policy 12.27 DOC, [Conditions of Confinement](#).
 - a. Housing - each cell in the RHP shall have the following:
 - (1) A bed for each inmate, securely fastened to the cell;
 - (2) Clean bedding, including a mattress, blanket, sheets, pillow and pillowcase for each inmate;
 - (3) A sink with running water and flushable toilet facilities;

- (4) Adequate lighting for reading and observation purposes;
 - (5) A door and a food passage. Any solid cell door shall have a vision panel or shall be designed to allow light to enter and permit observation;
 - (6) Access to cleaning materials;
 - (7) Adequate ventilation.
- b. Clothing - inmates shall be provided appropriate clothing in accordance with Attachment 2.
- c. Hygiene - inmates shall be provided opportunities for personal hygiene and hair care services as follows:
- (1) A shower no less than seven (7) times per week;
 - (2) State issued toilet tissue, soap, towel, toothbrush, and toothpaste for daily use if the inmate has insufficient commissary funds to purchase these items;
 - (3) A weekly exchange of clean institutional clothes or availability of laundry services two (2) times weekly;
 - (4) False teeth, eyeglasses, hearing aids, and other essential items of personal hygiene and health; and
 - (5) Medication as prescribed.
- d. Food - inmates in the RHP shall be served the same quality and quantity of food as that available to inmates in general population.
- e. Services/Privileges - Services and privileges in the RHP are designed to encourage inmates to comply with Department and institutional rules and regulations and to motivate them to improve their conduct. An inmate in the RHP shall be entitled access to the following services in accordance with his/her step level:

- (1) Courts/Legal - inmates shall retain rights of access to the courts. Access shall include attorney/client visits and access to legal materials, legal reference materials and assistance in accordance with the most recent version of RIDOC policy 13.03 DOC, [Access to the Courts and Legal Materials](#).
- (2) Mail - inmates shall be provided the same opportunities for writing and receipt (not retention) of letters available to inmates in general population. Please see the most recent version of RIDOC policy 24.03 DOC, [Visits](#).
- (3) Telephone - inmates in the RHP shall be permitted telephone privileges in accordance with their step level and access to the judicial process. Family emergency calls as determined by the Warden shall be permitted.
- (4) Visits - visits and video visits shall be permitted in accordance with the inmate's step level.

NOTE: Video visitation for inmates in the RHP shall not be prohibited unless the use of the equipment resulted in the disciplinary infraction.

- (5) Electronics - inmates in the RHP shall be afforded tablets and radios.
- (6) Counseling - inmates shall continue to receive the services of an Adult Counselor in the RHP in accordance with their case plan. An Adult Counselor will be available to assigned inmates at least once every seven (7) calendar days.
- (7) Education - inmates shall have access to educational and library programs consistent with the security needs of the housing unit and/or facility depending on the step s/he is currently in. Individual education plans shall be maintained for those inmates under the age of twenty-one (21) who are deemed appropriate by the Education Unit and for those individuals with a disability until the age of twenty-two (22). Such inmates shall, at a minimum, receive a comprehensive educational plan review to determine the scope of needed services. Recommendations from the Education Unit shall be

accommodated by the facility consistent with the security needs of the housing unit.

- (8) Health Care - inmates shall have access to and be provided required medical, behavioral health, and dental services.
- (9) Religion - facility chaplains shall schedule, at a minimum, weekly visits to inmates in the RHP.
- (10) Recreation/Out-of-Cell Time - as outlined in the Restorative Housing Program Level Matrix (Attachment 1).

NOTE: Whenever an inmate in the RHP is denied any usually authorized item or service as defined by this policy, an Incident Report shall be completed by the Area Lieutenant and forwarded to the Shift Commander.

2. Sentence Credits

Inmates in the RHP shall receive statutory good time participation at the same rates as the general population, provided they have not been disciplined and sanctioned by the Departmental Hearing Officer.

F. Case Planning

1. Individual Case Plans must be created by the RHPC in conjunction with a QMHP within seven (7) days of acceptance into the RHP. Individual case plans shall include all programming and behavioral health recommendations for all inmates participating in the RHP based on individual needs and disciplinary infractions.
2. In determining programming needs, the RHPC/Adult Counselor must consider:
 - a. The safety and security of the inmate, and any known threats the inmate poses to the safety of staff, inmates, or others;
 - b. The inmate's behavioral health status and needs based on information and recommendations provided by Behavioral Health Services;

- c. The inmate's behavioral history while incarcerated and the results of any past intervention or attempts to move the inmates from the RHP to general population.
3. The Individual Case Plan shall identify the inmate's goals in each of the designated program areas including, but not limited to:
 - a. Compliance with the behavioral expectations of the RHP;
 - b. Cognitive behavioral skills programming progress, if applicable;
 - c. Skills building demonstration progress, if applicable;
4. Once the inmate reviews and signs the Individual Case Plan, the Adult Counselor provides the inmate with a copy. Case Plans must be approved by the Counseling Services Coordinator for all inmates in the RHP. If the inmate refuses to sign the case plan, the inmate shall remain in the determined step level until such time the inmate agrees to sign the case plan.
5. Individual Case Plans are reviewed by the RHPC at a minimum of every thirty (30) days to assess progress and positive adjustment. An updated Individual Case Plan shall be provided at each RHPC review.

NOTE: There may be instances when programming is not recommended by the RHPC. This would include inmates who have already completed programs that were recommended in the inmate's case plan.

6. Adult Counselors are responsible for monitoring the inmate's progress and providing case plan updates to the RHPC at each thirty (30) day review for inmates on their caseload.

G. Medical/Behavioral Health Services

1. Health Care Services

Each inmate in the RHP shall be visited daily by a member of Health Care Services (unless medical attention is needed more frequently) to ensure his or her health and well-being are maintained. These visits,

which are in addition to dispensing medication, must be announced, and must be documented in the EMR.

2. Behavioral Health

a. Referrals to Behavioral Health Services and response to inmates with serious or urgent behavioral health problems, as evidenced by a sudden or rapid change in an inmate's behavior or behavior that may endanger themselves or others if not treated immediately, shall be handled in accordance with Departmental procedures.

(1) If at any time a QMHP determines that continued placement in the RHP poses an imminent risk of substantial deterioration to the inmate's behavioral health, the information shall be reviewed by the RHPC.

(2) Any recommendations by the QMHP for reduction in RHP time or termination of RHP status shall be immediately referred to the RHPC and followed absent exigent circumstances that may warrant continued placement in the RHP. If despite the QMHP's recommendation, the RHPC believes continued placement is warranted, the rationale shall be documented in writing and reviewed by the Director or his/her designee.

b. SPMI Inmates

(1) An SPMI inmate who is held in the RHP shall have a clinically appropriate treatment plan developed by a QMHP in accordance with clinical standards.

(2) An individual designated as SPMI shall not be placed in the RHP for more than thirty (30) continuous days unless:

(a) The RHPC determines an immediate and present danger to others or the safety of the institution. Initial approval must be received from the Warden and documented. Recommendations are sent to the ADIO.

(b) There is no bed space in either the Residential

Treatment Unit (RTU) or the Behavioral Management Unit (BMU) and the inmate is awaiting a bed in either unit.

H. Recreation/Out-of-Cell Time

1. Inmates assigned to the RHP Step 1 will be offered out-of-cell time per day, shower, barber, visits, and program activities (e.g., chaplaincy, law library, Behavioral Health Services, health care, education services, etc.) as outlined in the Restorative Housing Program Level Matrix (Attachment 1).
2. Those assigned to Step 2 and Step 3 shall be offered recreation and out-of-cell time as outlined in the Restorative Housing Program Level Matrix (Attachment 1).
3. To maximize out-of-cell activities, the RHP Warden or designee shall assess whether, and to what extent, out-of-cell activities per inmate are consistent with the safety and security of all staff and inmates in RHP. Such additional out-of-cell activities may include, but not be limited to, additional recreation periods, longer recreational periods, or other forms of out-of-cell time.
4. In assessing whether additional out-of-cell activities or programs can safely be offered, the Warden or designee shall consider any factors deemed pertinent to such assessment, including but not limited to, the number of inmates in the RHP, the number of available Correctional Officers, the number of available program staff, the availability of physical space in the Unit, the nature of the threat posed by particular inmates, and/or the climate of the RHP.
5. Out-of-cell time may be temporarily restricted or suspended for a specific inmate if the RHP Warden determines the activity to be a threat to the safety and security of the facility or any person. In any such event, the deprivation of such entitlement shall be documented.
6. The RHP shift supervisor may deny out-of-cell time if the inmate presents a threat to the unit's safety and security. The reason for denial shall be noted in the logbook, an incident report completed, and the RHP Warden and RHPC notified.
7. Whenever an inmate's out-of-cell time is restricted for more than five (5)

consecutive days, the restriction and any health concerns shall be reviewed and approved in writing by a Deputy Warden or above.

I. Security Measures

Absent exigent circumstances, prior to the unlocking or opening of any living cell door, a Lieutenant or above shall be present in the housing module, housing unit or section. A second security staff member shall also be present. Security staff must apply restraints to RHP Step 1 inmates for all out-of-cell activities.

NOTE: The use of physical restraints to confine an inmate's movements within the cell are prohibited.

1. Searches

- a. Every inmate is to be searched (i.e., pat down) prior to leaving his or her cell and again upon return to his or her cell.
- b. It is the responsibility of the RHP Unit Officer to ensure that every cell in the RHP is searched weekly.
- c. Any inmates traveling through, but not assigned to the RHP, shall be strip-searched upon arrival and prior to departure.
- d. All packages, mail, boxes, etc., must be searched prior to their entry into the RHP. Privileged mail shall be handled as outlined in the most recent version of RIDOC policy, 24.01 DOC, [Inmate Mail](#).

2. Inspections

- a. Every cell is inspected daily, and all trash shall be removed.
- b. Security inspections shall be conducted on a regularly scheduled basis in all areas of the unit for the purposes of controlling contraband and detecting any breaches of security.
- c. Prior to and at the conclusion of every yard period, the fence ties will be checked, and a logbook kept indicating ties are accounted for.

- d. All bars in the RHP shall be tapped at least twice daily at a time conducive to the facility operation and said checks will be noted in the log.
- e. Prior to conversing with an inmate in the RHP, **staff shall ensure that the food pass is secured.**
- f. Adult Counselors, QMHPs, Chaplains, Nurses, and/or any other civilian (non-uniformed personnel) who need access to one of these cells must be escorted by a Correctional Officer.

J. RHP Status Review Process and Criteria

- 1. The RHPC shall complete a review of each incarcerated individual's placement no later than thirty (30) days following entry in the level to determine whether the individual has complied with the Individual Case Plan and whether the individual's status should be changed (promoted to Step 2, promoted to Step 3, returned to Step 1, returned to Step 2, no promotion, or released to general population.) The individual shall be present during the review unless the individual refuses to participate. All decisions shall be documented on the RHPC Review form.
- 2. The RHPC shall review the individual's status every thirty (30) days thereafter. The individual shall be present during such review(s) unless the individual refuses to participate. Refusals shall be documented on the RHPC Review form.
- 3. An individual's status in RHP shall be based primarily on the extent to which the individual has complied with the Individual Case Plan which prescribes the inmate's participation in structured treatment programs and the absence of any disciplinary incidents.
- 4. The recommended criteria for progressing from Step 1 to Step 2 is as follows:
 - a. must be free of Class 1, Class 2, Class 3 or Class 4 disciplinary reports for thirty (30) days; and
 - b. satisfactory participation (attended all required sessions and/or writing assignments) in the counseling/treatment program as recommended in the Individual Case Plan.

5. The recommended criteria to be promoted from Step 2 to Step 3 is as follows:
 - a. must be free of Class 1, Class 2, or Class 3 disciplinary reports for at least sixty (60) days; and
 - b. satisfactory participation in the counseling/treatment program as recommended in the Individual Case Plan.
 6. The recommended criteria to be promoted from Step 3 to the general population is as follows:
 - a. must be free of Class 1, Class 2, or Class 3 disciplinary reports for at least thirty (30) days; and
 - b. satisfactory participation in the counseling/treatment program as recommended in the Individual Case Plan.
 7. An individual who has completed ninety (90) days in Step 3 and is compliant with his or her Individual Case Plan shall be presumptively eligible for release to general population unless the individual presents an immediate and present danger and there is no reasonable alternative for placement except the RHP. Such continued placement in the RHP shall last only as long as necessary.
 8. The RHPC shall render its determination on RHPC Review form.
 9. A copy of the completed form shall be provided to the incarcerated individual within twenty-four (24) hours of the RHPC's determination. Information that could potentially identify a confidential informant shall be redacted, but the incarcerated individual shall be advised of the general nature of the information.
- K. Release from RHP
1. Prior to the release of an inmate from the RHP to general population, the RHPC shall assemble and conduct a thorough review of the inmate. Factors to be considered may include the inmate's behavioral health condition, the inmate's compliance with the established case plan, the

inmate's behavior while in the RHP, inmate's programmatic and other needs, safety and security of employees, enemy issues, Security Risk Group (SRG) status, other inmates, and the facility.

2. For those that are approaching their expiration of sentence, every attempt shall be made to ensure individuals in custody are not released directly to the community from the RHP. Within 180 days prior to release:
 - a. The RHPC, in consultation with a QMHP, shall determine if the inmate may transition to a less secure placement option or if continued placement in the RHP is appropriate.
 - b. If the release of an inmate to the community is directly from the RHP, the facility shall ensure:
 - (1) The inmate is assigned to a Community Corrections Analyst for assistance with all reentry needs including but not limited to housing, behavioral health, obtaining state and federal benefits, employment readiness training, medical appointments, and other programming as needed.
 - (2) Notification of release is made to state and local law enforcement.
 - (3) Victim notification is made (as warranted).
3. An inmate with an anticipated release date (release from the custody of the Department) of less than thirty (30) days shall not be held in the RHP for the remaining thirty (30) days unless the inmate poses a substantial and immediate threat. Any continued retention of the inmate in RHP must be authorized by the RHPC.
4. When an inmate in the RHP is expected to be released to the community directly from the program, the release shall be documented in INFACIS indicating the approving authority for the continued placement in the RHP, the detailed release plan, and the required notifications provided in accordance with RIDOC's reentry procedures.

NOTE: The requirements of Section [IV.K.4](#) do not apply to immediate and

unanticipated court-ordered releases.

L. Training

1. A training curriculum shall be developed by the Training Academy in conjunction with Behavioral Health Services and provided to all staff working in the RHP. This training shall include, but not be limited to:
 - a. RHP Management;
 - b. Crisis Intervention Training;
 - c. Stress Management and De-escalation techniques; and
 - d. Orientation to the RHP operations including:
 - (1) the function of the program;
 - (2) the requirements of this policy;
 - (3) rules governing the program's operation; and
 - (4) the needs/problems of typical inmates in the program.
2. All correctional staff shall receive training specific to strategies that can be used to deter negative behavior (i.e., increase searches, supervisory rounds, an increase in security awareness, monitoring of cameras, programming opportunities, prosocial activities, and incentives for good behavior).

Interim - Restorative Housing Program Level Matrix

	Step 1 (30 Days)	Step 2 (30-60 Days)	Step 3 (up to 90 days)
Recreation Time	Individual or Groups of 4	Groups of 6	Groups of 12
Recreation Areas	Yard	Yard/Gymnasium	Yard/Gymnasium/Dayroom/Library
Showers	7 Days per week	7 Days per week	7 Days per week
Housing	Single	Single	Single
Commissary	Hygiene Only	Hygiene Only	Hygiene and Food Items
Electronics (Tablets & MP3 players)	Available	Available	Available
Phone Privileges (excluding legal calls)	1 per week	3 per week	Unlimited during recreation
Visiting (Non-contact)	1 per week	2 per week	3 per week
Visiting (Contact)	N/A	N/A	N/A
Video visits	1 per week	2 per week	4 per week
Dining	In Cell	In Cell	Dining Room
In-Cell Self Study Classes	As Available	As Available	As Available
Restraints (Out-of-block)	Handcuffed behind and leg restraints	Handcuffed behind and leg restraints	None
Restraints (In block)	Handcuffed in front	None	None
Work Assignments	None	Available	Available
Minimum Out of Cell Time			
Offered structured/unstructured out-of-cell time (M-F, excluding holidays)	3.0	3.5	4.0
Offered structured/unstructured out-of-cell time (S/S)	3.0	3.5	4.0

Authorized Items in Cells

	Step 1	Step 2	Step 3	Disciplinary Confinement
Clothing / Personal Items				
Uniform	2	2	2	2
Socks, Underwear, Tee Shirts	8 pair each	8 pair each	8 pair each	8 pair each
Thermal Underwear	2 pair	2 pair	2 pair	2 pair
Gym Shorts, Sweat Pants, Sweat Shirts	2 each	2 each	2 each	2 each
Coat (Winter Issue Item)	1	1	1	1
Baseball Cap, Knitted Toque (SEASONAL Issue)	1 / 1	1 / 1	1 / 1	1 / 1
Pajamas	2 pair	2 pair	2 pair	2 pair
Shower Shoes *or* Sandals	1 pair	1 pair	1 pair	1 pair
Sneakers	2	2	2	2
Handkerchiefs	4	4	4	4
Eyeglasses with Cases	2 pair	2 pair	2 pair	2 pair
Sunglasses	0	1	1	0
Bath Towels, Face Cloths	4	4	4	4
Laundry Bags	2	2	2	2
Pillow, Blanket	1 / 2	1 / 2	1 / 2	1 / 2
Sheets and Pillowcases	2 sets each	2 sets each	2 sets each	2 sets each
Reading Material				
Newspapers / Current	2	2	2	0
Books (Paperback Only), Magazines	3 each	4 each	5 each	2 each
Photo Album with Pictures (25 photos / not to exceed 4 x 6) No Nudity / No Backing	1	1	1	1
Decks of Playing Cards (Pinochle requires 2 Decks)	2	2	2	2
Board Game	0	0	1	0
Legal Material	1 cubic foot	1 cubic foot	1 cubic foot	1 cubic foot
Education Books (Currently Enrolled) / Dictionary	4 / 1	4 / 1	4 / 1	4 / 1
Writing Material				
Stationary Pads - Notebook	2	2	2	2
Letters	15	15	15	15
Envelopes	40	40	40	40
Books of Stamps (40 Stamp Limit - Not Loose)	4	4	4	4
Pencils (GOLF Style) Stubby	4	4	4	0
Ball Point Pens / Flex Pen Issued	2 (flex pens)	2 (flex pens)	2 (flex pens)	2 (flex pens)
Boxes Color Pencils (GOLF Style) Stubby	2	2	2	0
Greeting Cards	6	6	6	6
Address Book / Calendar	1 each	1 each	1 each	1 each
Jewelry / Religious Items				
Wedding Band (Only if Married)	1	1	1	1
Watch (\$75.00 Limit)	1	1	1	1
Religious Medal with Chain (\$75.00 Limit) 1sq. 1Inch	1	1	1	1
Religious Headwear	2	2	2	2
Religious Oil (1 oz. bottles)	0	2	2	0
Bible / Koran / Religious Manual	1	1	1	1
Electronics				
Television / Radio / MP4/ Tablet	1 each	1 each	1 each	1 Tablet or Radio (no tv)
Sets Headphones / Earphones	2	2	2	1 each
Fan / Power Strip	1 each	1 each	1 each	0
Cosmetics				
Mirrors	1	1	2	1
Tooth Brushes (as supplied by housing unit)	1	1	2	1
Rolls Toilet Paper (Store Bought) *or* State	2 / 2	2 / 2	2 / 2	2 / 2
Soap	4	4	4	4
Cosmetics / Deodorant / Shaving	2 each	2 each	2 each	2 each
Tooth Paste	1	1	1	1
Assorted OTC Medicine	5	5	5	5
Toe Nail Clipper / Finger Nail Clipper (Not to be kept in cell)	1 each	1 each	1 each	1 each
Razors (Correctional Officers may distribute and retrieve razors daily)	0	0	0	0
Comb / Hairbrush / Shampoo	1 each	1 each	1 each	1 each
Commissary Items				
Must set allowed items in cell (amounts)	\$45 dollar limit	\$55 dollar limit	\$65 dollar limit	\$35 dollar limit. No Food Items