



*State of North Carolina
Department of Correction
Division of Prisons*

Chapter: C
Section: .2300
Title: **Close Observation Housing
for Regular Population**
Issue Date: 01/06/09
Supersedes: N/A (New Policy)

POLICY & PROCEDURES

.2301 GENERAL

- (a) Close Observation Regular Population Housing is the assignment of regular population inmates housed in close or medium custody, to an area designated to provide increased security and observation. Inmates assigned to a Close Observation Housing Unit will receive the same privileges as inmates in regular population. Because they pose a threat to the security of the institution, some of their privileges maybe limited. Prior to establishment of a Close Observation Regular Population Housing area, the Facility Head must make a written request up the Chain of Command, for final approval by the Director of the Division of Prisons. After final approval and prior to the establishment of the housing unit, the Facility Head will also notify the inmate population by posting notifications in areas that are accessible to the inmate population.

Inmates that have exhibited behavioral problems, gang affiliation/involvement, strong arming/intimidation tactics or have been determined a threat to the security or the orderly operation of the institution will be candidates for Close Observation Regular Population. Any inmates completing an assignment to Intensive Control (ICON), and returning to the regular population will be assigned to Close Observation Housing. Inmates completing Disciplinary Segregation for A and B Class Offenses, who have a chronic disciplinary history or pose a threat to the security of the Institution or who has demonstrated institutional violence will be candidates for Close Observation Housing. The Facility Head or designee will have the discretion to select inmates for this population when housing issues, security issues, etc. arise.

- (b) When an inmate assigned to the Close Observation Regular Population Housing Unit receives an infraction, he will be transferred to the Segregation Unit. Upon completion of segregation, the inmate will be returned to Close Observation unless referred for Control Housing.

.2302 PROCEDURES

- (a) Inmates will be referred to the Facility Classification Committee (FCC) based on the established criteria. If the FCC determines that the inmate meets the criteria, for assignment to Close Observation Regular Population Housing, the FCC will forward their recommendation to the appropriate approving authority. Prior to the committee hearing, each inmate will be given a forty-eight (48) hour notice of hearing.
- (b) Inmates assigned to Close Observation Regular Population Housing will be assigned for a minimum of ninety (90) days. Any recommendation for removal prior to this time will be made in a recommendation by the Case Manager, Unit Manager, or the STG Officer to

the FCC for consideration to be removed from Close Observation Regular Population Housing. The FCC will forward their recommendation for placement or removal of the inmate from this assignment to the Facility Head or designee for final approval.

- (c) Inmates that have exhibited behavioral problems as listed may be referred to the FCC for assignment to the Close Observation Regular Population Housing without receiving formal disciplinary action.

The Unit Manager/Assistant Unit Manager of the Close Custody Observation Regular Population Housing Unit will serve as a member of the Facility Classification Committee when reviewing inmates for assignment to the Close Observation Housing Unit.

.2303 INMATE ORIENTATION

- (a) Every inmate assigned to Close Observation Regular Population Housing will receive a formal orientation on the expectations while housed in the Close Observation Housing Unit. All inmates assigned will be given a copy of the housing rules.
- (b) Inmates in Close Observation Housing who comply with all rules and regulations, will be evaluated a minimum of every ninety (90) days for consideration for release back into the general inmate population. Inmates must meet the following minimum criteria before consideration is given for release back into the general population
 - (1) Remain infraction free for ninety (90) days
 - (2) Participate in one or more group activities for a minimum of thirty (30) days

.2304 MEALS

- (a) Inmates assigned to Close Observation Regular Population will be served meals in accordance to the Master Menu.
- (b) The Facility Head will determine the location as to where meals will be served.
- (c) Meals may be delivered or inmates may be escorted to the dining hall. The Facility Head will develop a procedure for feeding this population that is conducive to the facility operation.
- (d) When inmates are escorted to the dining hall it will be done so in an orderly fashion with inmates walking a single-file line. The feeding of Close Observation Regular Population inmates will occur at the completion of the meal for the general inmate population.
- (e) The Food Service Staff will monitor the preparation of food trays for quality, quantity, and contraband.

.2305 DAYROOM/EXERCISE/SHOWER PERIODS

- (a) Inmates assigned to Close Observation Housing will receive a minimum of two (2) hours per day of dayroom/indoor recreation privileges. Inmates will have the opportunity to shower during this period of time. The number of inmates for dayroom and indoor recreation should be limited to a manageable number to ensure appropriate custody and security.
- (b) Any inmate may refuse exercise/shower by refusing to comply with security procedures or threatening action which presents an immediate danger to the safety of staff or other inmates.
- (c) Inmates assigned to Close Observation Regular Population will be given the opportunity to exercise on the recreation yard a minimum of three (3) times per week, weather permitting. Outdoor exercise will be conducted in an orderly fashion with the assigned inmates exercising in groups. No other population will exercise on the recreation yard with the inmates assigned to Close Observation Regular Population. The number of inmates allowed on the exercise yard at any given time should be limited to a manageable number to ensure appropriate custody and security.

.2306 CANTEEN

- (a) Inmates assigned to Close Observation Regular Population will be given the opportunity to access items from the canteen at a minimum of three (3) times per week.
- (b) Purchases will be consistent with those inmates assigned to the general population.

.2307 RADIOS

Inmates assigned to Close Observation Regular Population Unit will be allowed to possess radios.

.2308 TRUST FUND

Inmates assigned to the Close Observation Regular Population Unit will be allowed the same trust fund withdrawal limit as inmates in general population.

.2309 MAIL

Mail procedures for inmates assigned to the Close Observation Regular Population Unit will be consistent with DOP policy for all inmates in the general population.

.2310 TELEPHONES

Inmates assigned to the Close Observation Regular Population Unit will be allowed to make a minimum of two (2) personal telephone calls per month in accordance to DOP policy.

.2311 TELEVISIONS

All assigned inmates will receive television privileges during times the dayroom is open. Units will develop a schedule that dictates and limits the number of inmates allowed outside of their cells for dayroom activities.

.2312 ACCESS TO HEALTH CARE

- (a) Inmates will receive the same access to health care as those inmates assigned to the general population.
- (b) Each facility will develop a Standard Operating Procedure that will outline the procedures to facilitate the movement of inmates to the medical treatment area. Facilities should attempt to ensure that these inmates not come into direct contact with inmates assigned to the general population. If that is not possible, this contact should be as limited as possible.

.2313 TOBACCO USE

- (a) Inmates assigned to Close Observation Regular Population will be subject to the same prohibition of smoking as all inmates in the general population.
- (b) No inmate will be allowed to smoke inside any State owned building.

.2314 LIBRARY

- (a) Library Services will be provided for inmates assigned to the Close Observation Regular Population Unit. The facility will implement a schedule to accomplish this task. The Facility Head has the option to provide library services on or off the unit depending on the operational issues of the facility.

.2315 VISITING

- (a) All visits will be scheduled by appointment.
- (b) All visits will be non-contact and limited to one (1) hour in duration
- (c) The Facility Head will designate the visitation schedule for inmates assigned to the Close Observation Housing Unit.

.2316 HAIRCUTS

Assigned inmates will have the opportunity to receive barber service a minimum of two (2) times per month as dictated by the Unit's schedule. Additional opportunities as required for personal hygiene reasons will be determined by the Facility Head.

.2317 WORK ASSIGNMENTS

- (a) All inmates will be required to clean their assigned cell prior to the daily inspection by Correctional Staff.
- (b) Inmates will perform janitorial duties while assigned to the Close Observation Regular Population Unit.
- (c) Inmates assigned to the Close Observation Regular Population Unit may be assigned to a program or regular duty assignment by the Unit Manager.

.2318 PROGRAM SERVICES

- (a) Inmates in Youth facilities will be provided mandatory educational services on the unit.
- (b) Group activities may be limited to a manageable number designated by the Unit Manager and Programs staff. All programs will be delivered in the dayroom. Participation will be **mandatory** for inmates to progress from the Close Observation Regular Population area back into the general population. When and where possible, Facilities will provide some type of C.B.I. program for this population.

.2319 RELIGIOUS SERVICES

- (a) Religious Services will be provided and coordinated to this population by the Chaplaincy Staff.

.2320 RULES

- (a) Specific rules will be developed and implemented for inmates assigned to Close Observation Regular Population Housing by the Facility Head.
- (b) Inmates that violate the Unit's rules will be subject to Disciplinary Action and removed from the Close Observation Regular Population designation to a more controlled environment.
- (c) The Close Observation Housing Area should have an approved structured schedule posted for staff and inmates. Deviations from this schedule will be approved by the Facility Head or designee.

 1-6-09
Director of Prisons Date

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