001-Inmate Vetting for Program Modules

PURPOSE OF ORDER

The purpose of this order is to establish a universal screening and vetting process for inmates requesting to participate in programs under Gender Responsive Services (GRS).

SCOPE OF ORDER

This order shall apply to all personnel assigned to GRS.

ORDER

Vacancies

Vacancies within the GRS modules/dorms shall be backfilled by GRS staff. Vacancies shall be filled as needed by using the Custody Inmate Grievance Application (CIGA) to view the submitted Inmate Request forms specifically requesting GRS programs.

Screening

A universal set of screening factors shall be used by all GRS staff to vet inmates and keep housing vacancies at a minimum. As part of the initial screening process, GRS staff will use the inmate's current classification as the primary screening factor.

Inmates recently declassed from Medium Observation Housing (MOH) must pass a 30-day probationary period prior to being moved into a General Population (GP) program dorm such as GRS. Inmates who are declassified from High Observation Housing (HOH) must pass a 30-day probationary period prior to being moved into an MOH program dorm such as GRS. This probationary period is to ensure that the declassed individuals are taking their medications as prescribed and are stable in their reclassified housing.

The screening process shall also include a review of the Inmate Report Tracking System (IRTS) for any behavioral concerns. Upon evaluating the inmate's discipline history, also known as and referred to as write-ups, GRS staff shall conduct a personal interview with each inmate to make the final determination that the inmate is qualified to participate in GRS programs. GRS maintains ultimate discretion on all pending transfers after an inmate has been evaluated and interviewed.

Other considerations for eligibility include "wait periods" based on disciplinary issues. Those "wait periods" are as follows:

30 days: Inmates with a single Minor IRTS entry (or Information Only IRTS entries containing significant content) shall not be transferred prior to 30 days from the last IRTS entry. If the inmate has only (1) Major IRTS and no other entries, GRS staff may exercise discretion based on the severity of the offense.

90 days: Inmates with a single Major IRTS entry, multiple Minor IRTS entries, or combinations of both Major and Minor IRTS entries shall not be transferred prior to **90 days** from the last IRTS entry. GRS staff may

exercise discretion based on the severity of the offense(s).

180 days: Inmates with multiple Major IRTS entries (can include Minor IRTS as well) shall not be transferred prior to **180 days** from the last IRTS entry. GRS staff may exercise discretion based on the severity of the offense(s).

High Security Level Screening

If an inmate classified as a high security inmate requests to participate in the GRS module, a hold shall be placed on their request to satisfy the high security level "wait period." The "wait period" procedures for program consideration are as follows:

Security level [REDACTED TEXT]: **60 days** since their most recent write-up. If the inmate is a new booking, they shall not have had a write-up within the first 60 days from their arrest date.

Security level [REDACTED TEXT]: Inmates will be placed on an interest list pending a reduction to their security level. GRS will conduct a security level review of security level [REDACTED TEXT] inmates at least every 45 days to determine if their security level has been reduced to security level [REDACTED TEXT] or lower. Security level [REDACTED TEXT] inmates whose security levels have been lowered, will have a hold placed on their request for the appropriate security level wait period.

Should the Population Management Bureau lower a requesting inmate's security level from a high security level to a medium/low security level during their 45-day review, the inmate will be exempt from the high security level waiting period process. All other wait periods, such as disciplinary history wait periods, shall still apply. GRS maintains ultimate discretion on all pending transfers after an inmate has been evaluated and interviewed.

Special Instructions

Inmates currently enrolled in a GRS educational program housed in an MOH dorm at the time of declassification will be directly admitted to a GRS GP housing location. The 30-day probationary period previously mentioned in the screening process will be waived for inmates who fall under this category.

Request to Return to Program

If an inmate who was removed from the program module for being in violation of the Student Agreement contract wishes to return to the program, they may complete an Inmate Request form. Those inmates who were removed shall not be transferred back into the module prior to **180 days** from their removal. Placement back into the module will be based on the severity of the original infraction and is the discretion of the GRS staff.