

	State of Indiana Department of Correction	Effective Date	Page 1 of	Number
		03-01-2026	42	02-04-103
<p>POLICY AND ADMINISTRATIVE PROCEDURE Manual of Policies and Procedures</p>				

<p>Title</p> <p>RESTRICTIVE STATUS HOUSING</p>

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Replaces:
IC 11-8-2-5(a)(8) IC 11-10-1-7 IC 11-11-6-1	00-02-201 02-01-102 01-01-101 02-01-103 01-02-101 02-01-104 01-03-105 02-01-105 01-04-101 02-01-108 02-01-101 02-04-101	02-01-111 (Eff. Date 10/1/202/ ED # 21-52) 02-04-102 (Eff. Date 02/1/2023/ ED # 22-57)

- I. PURPOSE:
- The purpose of this policy and administrative procedure is to establish standards for the use and operation of adult restrictive status housing units within the Department of Correction.
- II. POLICY STATEMENT:
- The Department of Correction shall operate restrictive status housing units in a manner that ensures:
- A. A clean, healthy, safe, and secure environment for offenders and staff;
 - B. Availability of programs and services consistent with the safety and/or security of the facility, staff, and offenders; and,
 - C. Establishment of a system that identifies the review and release process from the unit.

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	2	42
Title RESTRICTIVE STATUS HOUSING			

An offender shall be placed on restrictive status for one or more of the following reasons:

- Threat an offender’s continued presence in the general population poses to life, self, staff, other offenders or property;
- Threat posed by the offender to the orderly operation and security of the facility;
- Regulation of an offender’s behavior which was not within acceptable limits while in the general population; and,
- A finding of guilt in a disciplinary hearing and imposition of a disciplinary restrictive status housing sanction.

The Department shall ensure that an offender’s admittance to a restrictive status housing unit is in accordance with Policy 01-04-101, “Adult Classification” and Policy 02-04-101, “The Disciplinary Code for Incarcerated Adults.”

This policy and administrative procedure also addresses the relationship between the threat the offender poses and the behaviors articulated here, the impact that restrictive status housing may have on medical and mental health conditions presented and the possible alternative(s) that may be available to compensate for those conditions, and a description of alternatives that may be available to safely deal the threat posed by the offender other than restrictive status housing.

The Department shall establish a continual monitoring system that ensures compliance with this policy and administrative procedure.

III. DEFINITIONS:

For the purpose of this policy and administrative procedure, the following definitions are presented:

- A. **ADMINISTRATIVE ORDER:** An authorization by the Warden or designee approving the emergency assignment of an offender to restrictive housing based upon the offender’s actions which threaten the safety and/or security of the facility, staff, self, or other offenders.
- B. **ADMINISTRATIVE RESTRICTIVE STATUS PLACEMENT (ARSP):** An assignment designation pursuant to the administrative procedure for Policy 01-04-101, “Adult Offender Classification” which separates an

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	3	42
Title RESTRICTIVE STATUS HOUSING			

offender who poses a threat to life, self, staff, other offenders, property, or facility security.

- C. **BEHAVIOR MODIFICATION PLAN:** The direct changing of an unwanted behavior by means of feedback, conditioning, or positive / negative reinforcement. State Form 56393, "Behavior Modification Plan," shall be used to record the progress in the Plan.
- D. **BUSINESS DAY:** Monday through Friday, excluding weekends, State holidays, and emergency days declared in writing by the Warden.
- E. **DEPARTMENT WIDE RESTRICTIVE STATUS HOUSING ADMINISTRATIVE (DWRSH-A):** An assignment designation pursuant to the administrative procedure for Policy 01-04-101, "Adult Classification" which separates an offender who poses a threat to life, self, staff, other offenders, property, or facility security. Approved through Regional Director and Executive Director of Classification. Offenders selected for a department-wide restrictive status administrative placement have exhibited extraordinary security concerns, including, but not limited to, seriously injuring staff or offenders, participating in a hostage situation, identified Security Threat Group leader, heavily involved in trafficking, or having a lengthy history of serious (Class A and/or B) conduct violations.
- F. **DEPARTMENT WIDE RESTRICTIVE STATUS HOUSING DISCIPLINARY (DWRSH-D):** Housing resulting from the regulations and actions of Policy 02-04-101, "The Disciplinary Code for Incarcerated Adults." Approved by the Regional Director and Director of Classifications.
- G. **DIAGNOSTIC AND STATISTICAL MANUAL OF MENTAL DISORDERS (DSM):** The manual published by the American Psychiatric Association that includes all currently recognized mental health disorders. The DSM codes are thus used by mental health professionals to describe the features of a given mental disorder and indicate how the disorder can be distinguished from other similar problems.
- H. **DISCIPLINARY RESTRICTIVE STATUS PLACEMENT (DRSP):** Housing resulting from the regulations and actions of Policy 02-04-101, "The Disciplinary Code for Incarcerated Adults."

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	4	42
Title RESTRICTIVE STATUS HOUSING			

- I. **EXTENDED RESTRICTIVE HOUSING:** Housing that separates the offender from contact with general population while restricting an offender to his/her cell for at least 22 (twenty-two) hours per day and for more than 30 (thirty) days for the safe and secure operation of the facility.
- J. **INDIGENT OFFENDER:** An offender who has a Trust Fund account balance of less than \$15.00 (not including monies in the offender's Re-Entry Administrative Account) on the day of request and has not had a total of more than \$15.00 credited to the Trust Fund account (not including the offender's Re-Entry Administrative Account) in the preceding 30 days or credits of more than \$90.00 in the last 180 days.
- K. **RESTRICTIVE STATUS HOUSING:** A form of housing for offenders whose continued presence in the general population would pose a serious threat to life, property, self, staff, or other offenders, or to the security or orderly operation of a facility.
- L. **SAFEKEEPER:** A high-risk individual in pre-trial status who is temporarily housed in the Department based on statutory need, after a petition and order from the county Court.
- M. **SERIOUSLY MENTALLY ILL:** Offenders determined to have a current diagnosis or recent significant history of schizophrenia, delusional disorder, schizophreniform disorder, schizoaffective disorder, brief psychotic disorder, substance-induced psychotic disorder (excluding intoxication and withdrawal), undifferentiated psychotic disorder, bipolar I or II disorders; offenders diagnosed with any other validated mental illness that is clinically severe, based on evidence-based standards, and that results in significant functional impairment; and offenders diagnosed with an intellectual or developmental disability or other cognitive disorder that results in significant functional impairment. For the purpose of this definition, "recent significant history" refers to a diagnosis made at any time in the last twelve (12) months.
- N. **SPECIAL NEEDS ACCLIMATION PROGRAM (SNAP) UNIT:** Housing units designed to provide a supportive and structured environment where offenders with special needs related to physical health, mental health, or behavioral issues are more closely monitored by Custody, Unit Team, and Clinical staff. These units, designated as SNAP Units, shall be less restrictive than inpatient treatment units.

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	5	42
Title RESTRICTIVE STATUS HOUSING			

- O. STAFF/EMPLOYEE: Any and all persons employed by the Department, including contractors and volunteers.
- P. STEP DOWN PROGRAM: A program that includes a system of review and established criteria to prepare an offender for transition to general population or the community.
- Q. TRANSITION UNIT: An adult housing unit for offenders who present a special safety or special security management concern who are determined by staff to benefit from additional structure and/or programming, based on conduct or administrative reason as outlined in Policy 01-04-101, “Adult Offender Classification.”
- R. TREATMENT TEAM: A multidisciplinary team chaired by a qualified mental health professional. The Treatment Team includes, but is not limited to administrative staff, restrictive status housing unit staff (Custody and Case Management), mental health professionals, and treatment staff which reviews each offender in restrictive status housing placement at a minimum of every thirty (30) days. The Treatment Team is responsible for ensuring the offenders receive treatment for any mental health or developmental disability issue in accordance with requirements. The Treatment Team ensures the treatment plan is developed, implemented, and monitored.

IV. STANDARDS AND CRITERIA FOR PLACEMENT IN RESTRICTIVE STATUS HOUSING:

A. Facility Disciplinary Placement:

An offender shall only be placed on disciplinary restrictive status only after a finding of guilt in a disciplinary hearing and imposition of a disciplinary restrictive status housing sanction as established by Policy and Administrative Procedure 02-04-101, “The Disciplinary Code for Adult Incarcerated Individuals.”

An offender shall be placed on restrictive status disciplinary placement for a fixed period of time per sanctions received. This time may be reduced in accordance with Procedure VII below. However, the length of time in restrictive status housing placement cannot be increased unless the offender is found guilty on additional violations of the disciplinary code and additional restrictive status housing placement time is given as a sanction.

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	6	42
Title RESTRICTIVE STATUS HOUSING			

Offenders who have pending disciplinary hearings or are under investigative status shall not be placed on restrictive status housing disciplinary placement. However, they may be housed under restrictive status administrative placement in accordance with this policy until their disciplinary hearings have been completed.

B. Facility Administrative Placement:

Offenders who have not been charged with a rule violation may be assigned to restrictive housing administrative placement based upon an administrative order or a decision in accordance with Policy 01-04-101, "Adult Offender Classification." Assignment of an offender to a restrictive housing administrative placement shall be based upon the threat to self, others, property, the security and/or orderly operation of the facility presented by the offender's continued presence in the general offender population. Examples of the reasons that may result in an offender's assignment to restrictive housing administrative placement include, but are not limited to:

1. History of assaultive behavior;
2. Active member of a Security Threat Group who poses a threat to the safe and orderly operation of the facility;
3. A high escape risk;
4. The facility's need to contain, prevent, or end a disturbance or other threat to the orderly operation of the facility;
5. Pending an investigation, disciplinary hearing, or criminal trial;
6. Pending transfer to another facility;
7. A documented history of behavior that causes staff to believe that the offender's continued presence in the general population would be detrimental to the security of the facility or the offender;
8. The offender is the subject of an ongoing investigation, and the restrictive housing administrative placement has been approved in accordance with Policy 02-04-101, "The Disciplinary Code for Incarcerated Adults; or,
9. As a temporary assignment for an offender awaiting an available general population assignment.

Standards for the placement of offenders in restrictive status housing under administrative placement shall be in accordance with Policy 01-04-101, "Adult Classification." However, the Warden, Warden designee, or Shift Supervisor may order the immediate restrictive status administrative placement of an offender when it is necessary to protect the offender or others.

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	7	42
Title RESTRICTIVE STATUS HOUSING			

When an offender is placed in restrictive status administrative placement under an administrative order, the transfer shall be documented on State Form 39588, “Restrictive Status Housing Report.” The Shift Supervisor shall ensure State Form 39588 is completed and forwarded to the Warden or designee to be approved, denied, or modified within twenty-four (24) hours, by the Warden or designee. On weekends and holidays, this review shall be completed by the facility Duty Officer, acting as the Warden’s designee, either on-site or an approval/denial via telephone or email. After review, the Warden or designee shall forward the State Form 39588 to the Classification Supervisor for Classification action and documentation in accordance with Policy 01-04-101, “Adult Classification.”

An offender shall not be placed in restrictive status administrative placement housing on the basis of gender identity alone.

An offender determined to be seriously mentally ill shall not be placed in restrictive status administrative placement housing over thirty (30) days, unless they consent, or the Treatment Team determines there is an immediate and present danger to others or the safety and security of the facility. In such a case, a current individual treatment plan shall be developed in accordance with HCSD 4.03, “Adult Mental Health Services.”

C. Department-Wide Restrictive Status Housing Disciplinary Placement

1. The following criteria shall be applied when considering an offender for, or continuing assignment to a department-wide restrictive status housing disciplinary placement:
 - a. The offender shall have twelve (12) months or more of accumulated restrictive status housing disciplinary placement time to serve.
 - b. The offender has a Medical Code of A, B, F, G, or I.
 - c. The offender has a Behavioral Health Code of:

Westville Control Unit: A, B, C, D, or F
Wabash Valley Correctional Facility Secure Housing Unit (SCU): A
(free of behavioral health diagnosis), B, C or F

- d. The offender has a Disability Code of:

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	8	42
Title RESTRICTIVE STATUS HOUSING			

Westville Control Unit: A and D

Wabash Valley Correctional Facility SCU: A, B, C, and D

- e. Safekeepers, who meet the above listed criteria, may not be assigned to a Department-wide restrictive status housing disciplinary placement without the approval of the Deputy Commissioner of Operations.
 - f. The Executive Director of Behavioral Health or designee must review and approve a decision to house an offender in restrictive status disciplinary placement for longer than thirty (30) day if the offender is determined to be seriously mentally ill.
2. The following procedure is to be used for referral of an offender for assignment to the department-wide restrictive status housing units for disciplinary placement at the Wabash Valley Secure Control Unit and the Westville Control Unit.
 - a. Upon determining that an offender meets the criteria for consideration for assignment to a department-wide disciplinary restrictive status housing unit, a qualified mental health professional shall evaluate the offender prior to referral to the Warden.
 - 1) During this evaluation, the qualified mental health professional shall determine whether the offender has a mental health diagnosis. The qualified mental health professional shall complete State Form 53491, "Request for Mental Status Report for Offender Recommended for Placement in a Secure Confinement Unit," to record the findings of this evaluation.
 - 2) The qualified mental health professional shall determine whether the offender is seriously mentally ill, and whether there are any other mental health conditions that may be negatively impacted by the offender's assignment to a department-wide restrictive housing disciplinary placement.
 - 3) The qualified mental health professional shall prepare a written evaluation of the offender using State Form 53491 and ensure that it is forwarded to the Warden for processing.
 - b. If the results of the evaluation indicate the offender is in need of mental health services, the request shall be forwarded to the contracted Mental Health Director for review.

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number 02-04-103	Effective Date 03-01-2026	Page 9	Total Pages 42
Title RESTRICTIVE STATUS HOUSING			

- c. If the contracted Mental Health Director determines that the offender is capable of placement in either department-wide restrictive housing disciplinary placement, the following procedure is to be applied.
 - 1) The contracted site psychologist or designee shall submit a written evaluation (State Form 53491) to the Warden and advise that the offender may be considered for transfer to a department-wide restrictive housing unit disciplinary placement.
 - 2) The Warden shall prepare a written request and submit it to the assigned Executive Director of Adult Facilities. The written request shall include the following:
 - a) An updated State Form 7263, "Classification Designation Instrument," (A transfer to the department-wide restrictive housing unit disciplinary placement does not require an offender to be classified to Security Level 4);
 - b) A completed State Form 44355, "Inter-Facility Transfer Report," to include a summary of the offender's behavior that initiated the transfer request;
 - c) A completed State Form 3412, "Report of Classification Hearing;"
 - d) A copy of the evaluation prepared by the qualified mental health professional with consultation with a psychologist using State Form 53491;
 - e) Refer to Section IV, C of this policy and administrative procedure for appropriate Medical, Behavioral Health, and Disability Status Codes. Any exceptions shall be made on a case-by-case basis; and,
 - f) A written recommendation to the assigned Regional Director of Adult Facilities outlining the reason for requesting placement in the department-wide restrictive status housing disciplinary placement unit.
- d. Upon receipt of the referral material, the assigned Regional Director of Adult Facilities shall review the material and either approve or deny the assignment on the submitted Inter-Facility Transfer Report. The assigned Regional Director of Adult Facilities shall forward the decision and accompanying paperwork to the Executive Director of Classification.

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	10	42
Title RESTRICTIVE STATUS HOUSING			

- 1) If approved, the referring facility shall be notified in writing. The Executive Director of Classification shall cause the issuance of a State Form 1736, "Transfer Authority." The Classification Division and Movement Section shall coordinate a transfer date. The offender may appeal this decision to the Deputy Commissioner of Operations using State Form 9260, "Classification Appeal." State Form 57076, "Department-Wide Restrictive Housing Review Roster," shall be used to monitor the status of each offender's review(s) from admission to discharge from the unit.
- 2) If denied, the referring facility shall be notified in writing. The offender shall be returned to the facility, and the offender shall remain in the assigned facility.

Any exceptions to these criteria or procedures shall be made on a case-by-case basis with the Deputy Commissioner of Operations holding final approval. The Division of Classification shall review bed availability weekly in order to minimize wait times for transfers to the unit(s).

D. Department-Wide Restrictive Status Housing Administrative Placement

1. Additionally, the Department may establish one (1) or more department-wide restrictive status housing administrative placement units in accordance with this policy and administrative procedure. The department-wide restrictive status housing administrative placement unit(s) shall provide a controlled setting for those offenders at a facility who have a history of battery on others or who, in the opinion of Department or facility staff, present an extraordinary threat to themselves or others or who present special safety and security concerns (e.g., seriously injuring staff or offenders, participating in a hostage situation, identified as a security threat group leader, heavily involved in trafficking or having a lengthy history of serious [Class A and/or Class B] disciplinary code violations). The assigned Executive Director of Adult Facilities, in consultation with the Deputy Commissioner of Operations, shall determine the need for such a unit(s) and make recommendations to the Commissioner for the establishment of a department-wide restrictive status housing administrative placement unit.
2. Offenders who, in staff's determination, present a special safety or security management concern may be recommended for placement in a department-wide restrictive status administrative placement unit. Offenders considered for such a placement must meet the following criteria:

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	11	42
Title RESTRICTIVE STATUS HOUSING			

- a. History of assaultive behavior;
 - b. Active member of a Security Threat Group who poses a threat to the safe and orderly operation of the facility;
 - c. A high escape risk;
 - d. The facility's need to contain, prevent, or end a disturbance or other threat to the orderly operation of the facility;
 - e. Pending an investigation, disciplinary hearing or criminal trial (ex. Safekeeper);
 - f. A documented history of behavior that causes staff to believe that the offender's presence in the general population would be detrimental to the security of the facility or the offender; or,
 - g. The offender is the subject of an on-going investigation, and the restrictive status administrative placement has been approved in accordance with Policy 02-04-101, "The Disciplinary Code for Incarcerated Adults."
3. Offenders selected for a department-wide restrictive status administrative placement have exhibited extraordinary security concerns, including, but not limited to, seriously injuring staff or offenders, participating in a hostage situation, identified Security Threat Group leader, heavily involved in trafficking, or having a lengthy history of serious (Class A and/or B) conduct violations.
 4. Standards for the placement of offenders in a restrictive status housing unit administrative placement shall be in accordance with Policy and Administrative Procedure 01-04-101, "Adult Classification," and this policy and administrative procedure.
 5. Offenders being considered for assignment to the department-wide restrictive status administrative placement housing unit at the Secure Confinement Unit (SCU) at Wabash Valley Correctional Facility (WVCF) shall be limited to Behavioral Health Code A, B or C.
 6. Offenders being considered for assignment to any other department-wide restrictive status housing administrative placement unit may not have a designation of serious mental illness. They may have Medical Codes of A, B, F, G, or I; a Disability Code of A or D; and a Behavioral Health Code of A, B, C, or D.
 7. Any exceptions to the above Medical, Behavioral Health, or Disability Codes, or SMI designation, shall be made on a case-by-case basis.

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	12	42
Title RESTRICTIVE STATUS HOUSING			

Offenders considered for placement in a Department-wide restrictive status housing unit administrative placement shall be provided a Classification hearing to determine the appropriateness of placement in a Department-wide restrictive status housing unit administrative placement. During the Classification hearing, staff shall adhere to the criteria for placement in a Department-wide restrictive status housing unit administrative placement as found in Appendix XVI-C of Policy and Administrative Procedure 01-04-101.

Offenders assigned to Department-wide restrictive status housing administrative placement directly from an Intake unit shall receive written facility orientation materials and/or translations in their own language. If the offender lacks the ability to read or write, a staff member shall assist the offender in understanding the material. Completion of facility orientation is documented and signed and dated by the offender. The signed orientation material shall be filed in the offender's packet.

If the offender appears appropriate for transfer to a Department-wide restrictive status housing unit administrative placement, a qualified behavioral health professional shall evaluate the offender and consult with the psychologist prior to recommending the transfer to the Warden.

- a. During this evaluation, the qualified mental health professional shall determine whether the offender has a current designation of being seriously mentally ill or otherwise meets the conditions indicated in Section V. The qualified mental health professional shall use State Form 53491, "Request for Mental Health Status Report for Offender Recommended for Placement in a Restrictive Status Housing Unit," to record the findings of this evaluation.
- b. The qualified mental health professional shall determine whether there are any other mental health conditions that may be negatively impacted by the offender's assignment to Department-wide restrictive status housing administrative placement.
- c. The qualified mental health professional shall prepare a written evaluation of the offender using State Form 53491 and, if the offender is approved for transfer to the Secure Confinement Unit (SCU) at the Wabash Valley Correctional Facility (WVCF), Pendleton Correctional Facility Unit (DWRH-A), or the Westville Control Unit, shall send a

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	13	42
Title RESTRICTIVE STATUS HOUSING			

copy to the receiving administrative restrictive housing unit via the Warden's office.

3. If the results of the evaluation indicate that the offender is seriously mentally ill, consideration shall be given to transferring the offender to the mental health unit at the New Castle Correctional Facility or another suitable facility where the offender can receive needed mental health treatment. An offender who has a current designation of serious mental illness shall not be transferred to the SCU at WVCF.
4. Offenders who are not seriously mentally ill, but a determination by a qualified mental health professional indicates administrative restrictive status housing may exacerbate their mental health shall be moved to a site/location that can better meet their needs.
5. If the qualified mental health professional determines that the offender is not clinically contradicted for placement in a Department-wide restrictive status housing unit administrative placement at the Wabash Valley Correctional Facility, Pendelton Correctional Facility, or Westville Correctional Facility, the following procedure is to be applied:
 - a. The qualified mental health professional shall submit a written evaluation to the Supervisor of Classification who shall present a recommendation, along with the evaluation report, to the Warden indicating that the offender may be considered for transfer.
 - b. If the Warden approves the recommendation, the Warden shall prepare a written request and submit it to the assigned Regional Director of Adult Facilities. The written request will include the following:
 - 1) A new Classification Designation Instrument;
 - 2) A State Form 44355, "Report of Inter-Facility Transfer," to include a summary of the offender's behavior which initiated the transfer request;
 - 3) A State Form 3412, "Report of Classification Hearing," completed in accordance with the Policy and Administrative Procedure 01-04-101; and,
 - 4) A copy of the State Form 53491 prepared by the qualified mental health professional indicating that the offender is not seriously mentally ill.

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	14	42
Title RESTRICTIVE STATUS HOUSING			

6. Following review of the information submitted by the Warden, the assigned Regional Director of Adult Facilities shall consult with the Deputy Commissioner of Operations and the Executive Director of Classification to determine the Department-wide unit that would be most appropriate.
7. The assigned Regional Director of Adult Facilities shall advise the Warden of the decision. If the decision is to place the offender in a Department-wide restrictive status housing unit administrative placement, the assigned Regional Director of Adult Facilities shall work with the Executive Director of Classification to ensure that the transfer is processed in a timely manner.
8. Within three (3) business days of admission to a restrictive status housing unit administrative placement, a copy of State Form 56393, "Behavior Modification Plan," shall be reviewed with, and presented to, the offender.

E. Individual Restrictive Housing Unit Administrative Placement Status:

1. Offenders who need to be separated from the general population for the safety and security of the facility or the protection of staff, the public, or offenders may be placed on individual housing unit restrictive status administrative placement housing for up to five (5) business days to determine whether they should be placed in a restrictive status housing administrative placement unit. This status may be used in dormitory settings by using bed or unit restrictions.
2. The reasons for using individual housing unit restrictive status administrative placement housing may be the same as indicated for facility restrictive status administrative placement housing, as indicated in Section IV, B. Additionally, offenders may be placed on individual housing unit restrictive status administrative placement housing when the facility's restrictive status administrative placement housing unit or restrictive status housing disciplinary placement unit are at capacity and the offender needs to be separated from the general population until a bed becomes available in a restrictive status placement housing unit. Also, part of, or an entire unit, may be placed on individual housing unit restrictive status administrative placement housing during an emergency situation, such as a facility lockdown.
3. When an offender is placed in individual housing unit restrictive status administrative placement housing under an administrative order, the transfer shall be documented on State Form 39588, "Restrictive Status

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	15	42
Title RESTRICTIVE STATUS HOUSING			

Housing Report.” The Shift Supervisor shall ensure State Form 39588 is completed and forwarded to the Warden or designee to be approved, denied, or modified within twenty-four (24) hours, by the Warden or designee. On weekends and holidays, this review shall be completed by the facility Duty Officer, acting as the Warden’s designee. After review, the Warden or designee shall forward the completed State Form 39588 to the Classification Supervisor for Classification action and documentation in accordance with Policy and Administrative Procedure 01-04-101, “Adult Classification.”

4. The conditions of offenders placed on individual housing unit restrictive status administrative placement shall be the same as those offenders placed in facility restrictive administrative placement housing as indicated in Procedure IV.
5. Offenders shall be released from individual housing unit restrictive status administrative placement housing as soon as possible, but in no case shall an offender be retained in individual housing unit restrictive status administrative placement housing longer than five (5) business days, except in emergency situations, without the written authorization of the Warden. The Warden may extend the individual housing unit restrictive status administrative placement for two (2) additional periods of five (5) working days, for a total of fifteen (15) business days in this status. Offenders may be released to the general population or moved to restrictive status placement, as appropriate.

V. ADMISSION TO A RESTRICTIVE STATUS HOUSING UNIT:

- A. Admission of an offender to a restrictive status unit shall be documented in the unit log. The following information shall be recorded on the unit log:
 1. Offender’s name;
 2. Identification number;
 3. Date and time admitted;
 4. Reason for admission;
 5. Tentative release date, if such a date is given;
 6. Special medical/psychiatric problems/needs; and,
 7. Any other information pertinent to the admission.

Offenders assigned to restrictive status placement housing directly from another facility shall receive written facility orientation materials and/or translations in their own language. If the offender lacks the ability to read or write, a staff

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	16	42
Title RESTRICTIVE STATUS HOUSING			

member shall assist the offender in understanding the material. Completion of facility orientation is documented, signed and dated by the offender. The signed orientation material shall be filed in the offender's packet.

- B. Restrictive status housing prior to a determination of guilt or innocence must be approved in writing by the Shift Supervisor or higher authority. State Form 39588, "Restrictive Status Housing Report," shall be used for this purpose. A copy of State Form 39588 shall be given to the offender within 24 hours of assignment to restrictive status housing administrative placement. The Shift Supervisor shall ensure State Form 39588 is completed and forwarded to the Warden or designee to be approved, denied, or modified within twenty-four (24) hours, by the Warden or designee. On weekends and holidays, this review shall be completed by the facility Duty Officer, acting as the Warden's designee. After the Warden/designee's review, State Form 39588 shall be forwarded to the Classification Supervisor for documentation in accordance with Policy and Administrative Procedure 01-04-101, "Adult Offender Classification."
- C. State Form 39588, "Restrictive Status Housing/Confinement Report," shall be completed at the time of admission to a restrictive status housing unit.
- D. State Form 21255, "Record of Restrictive Status Housing," shall be prepared for each offender. This record shall completely document all activities of the offender. The routine delivery of meals shall be recorded on the unit log as well.

State Form 21255 is to be maintained by staff assigned to the unit in a controlled area of the disciplinary restrictive status housing unit. After the completion of the disciplinary restrictive status sanction, the form(s) shall be forwarded to the offender's facility packet. However, for offenders serving extended disciplinary restrictive status sanctions, the Warden or designee may authorize that a portion of these records may be transferred to the offender's facility packet if it is determined that it is no longer needed on the unit.

All non-routine unit activities in which an offender participates shall be recorded on the unit log. The unit logs shall be maintained in accordance with an approved records retention schedule.

- E. At the time of admission to a restrictive status housing unit, the offender's property shall be inventoried in accordance with Policy and Administrative Procedure, "Personal Property." All items shall be listed, and the disposition of

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	17	42
Title RESTRICTIVE STATUS HOUSING			

the property recorded on State Form 40093, “Restrictive Status Housing Unit Inventory List - Personal Property.”

Offenders housed in restrictive status housing are subject to the property allowance list approved by the Division of Legal Services in Central Office. Offenders with excess property shall have non-perishable items stored until their release to general population. Offenders must determine the disposition of all perishable items.

- F. Immediately upon admission to a restrictive status housing unit, the facility’s Health Services staff shall be contacted. Upon notification of an offender being placed in restrictive status housing, the Health Services staff shall review the offender’s health record to determine whether there are any health conditions which might be impacted by the offender’s restrictive status housing. The contacting of the Health Services staff shall be recorded on the Record of Offender Restrictive Status Housing State Form 21255. The review of the offender’s health record shall be documented in the offender’s health record.

If the Health Services staff determines, due to a health or mental health condition, that the restrictive status housing unit assignment is not indicated, the Health Services staff shall contact the Warden, Duty Officer (after hours, weekends, and holidays), or other designated staff for placement. The Warden or designee shall determine appropriate alternate placement.

- G. Within twenty-four (24) hours of admission, an offender admitted to a restrictive status housing unit disciplinary placement shall be assessed for suicide risk and current mental health status by a mental health-trained nurse. This assessment shall be documented in the offender’s medical record. If the offender is determined to be seriously mentally ill, the following shall occur at specified times:
1. The mental health professional shall report that the offender was classified as Seriously Mentally Ill in restrictive status housing to the designated staff member for the facility and the Director of Mental Health.
 2. If the offender is stable and the Treatment Team determines that the offender’s mental health needs can be met in restrictive status housing, the offender may remain for up to thirty (30) days. The offender shall have, at a minimum, face-to-face contact with a mental health professional multiple times per week, with no more than three (3) non-contact days between contacts and with such contact being recorded in the offender’s medical

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	18	42
Title RESTRICTIVE STATUS HOUSING			

file\electronic medical record (EMR) and with the offender being offered out-of-cell evaluation and counseling by a mental health professional at least once every two (2) weeks, but more often if specified in the offender’s treatment plan. The offender shall be removed from restrictive status housing in the event that mental health staff determine that their mental health has decompensated to the point that remaining in restrictive status housing would cause problems that outweigh the disruption to the offender’s mental health caused by the removal.

3. If the offender is determined to be stable by the mental health professional and removing an individual from restrictive status housing would pose a threat to the safety and security of other offenders and/or staff, the Warden may request an exception to house the offender in restrictive status housing longer than thirty (30) days from the Executive Director of Behavioral Health. The decision shall be recorded in the offender’s facility packet, shall be reviewed by the Treatment Team, and documented in the Electronic Medical Record every fourteen (14) calendar days. In the event that a seriously mentally ill offender is required by exceptional circumstances to remain in restrictive status housing, a specific written treatment plan shall be developed which shall determine the frequency of contact above the minimum listed above.

If, as a result of a mental health evaluation, qualified mental health staff diagnose the offender with a serious mental illness or note an exacerbation of serious mental health needs, the offender shall be recommended for transfer to a facility that can meet their safety and security needs while also obtaining needed mental health treatment.

VI. REVIEW OF OFFENDER’S RESTRICTIVE STATUS HOUSING:

A. Facility Restrictive Status Housing Administrative Placement

Offenders who are placed in restrictive status housing administrative placement by means of an administrative order shall have their assignment approved, denied, or modified within twenty-four (24) hours of the placement in administrative restrictive status housing. The Warden or designee shall conduct this review and shall prepare a written report indicating the outcome of this review. If the decision is to continue the offender in restrictive status housing administrative placement, the facility shall conduct a Classification Committee Hearing, using SF 56670, “Facility Restrictive Housing, Protective Custody, and Department Wide Restrictive Housing Review” form, and a Behavioral

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	19	42
Title RESTRICTIVE STATUS HOUSING			

Modification Plan, SF 56393, be completed within seventy-two (72) hours in accordance with Policy and Administrative Procedure 01-04-101, “Adult Classification.”

The need for and appropriateness of continued restrictive status housing administrative placement shall be reviewed by the Classification Committee or Treatment Team every seven (7) days for the first sixty (60) days that an offender is in administrative restrictive status housing. The initial review shall be documented in DELTA and by using State Form 3412, “Report of Classification Hearing.” Subsequent reviews shall be documented in DELTA and by using State Form 56670, “Facility Restrictive Housing, Protective Custody, and Department Wide Restrictive Housing (DWRH) Review.” After the first sixty (60) days, this review shall be conducted at least every thirty (30) days.

Each review shall be individualized and summarize the reason for assignment, the offender’s conduct, overall behavior, and any information that may be pertinent to the offender’s assignment. Each review form shall also provide referral information pertaining to the Classification Appeal process as outlined in Policy and Administrative Procedure 01-04-101, “Adult Classification. Classification appeals pertaining to facility restrictive status housing administrative placement shall be forwarded to the Warden.

It shall not be necessary to hold a formal Restrictive Status Housing review in order to complete this review. However, if the offender requests a reclassification from administrative restrictive status housing after 90 days. The thirty (30) day review may be combined with a full Restrictive Status Housing review, or combined with a Treatment Team review, if applicable.

A full Restrictive Status Housing review shall include, but not be limited to:

1. A review of each offender’s classification in the Classification Designation instrument, Unit Placement Criteria;
2. A review of the offender’s adjustment or behavior on the unit to include compliance / progress with the Behavioral Modification Plan SF 56393;
3. Any relevant external information; and,

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	20	42
Title RESTRICTIVE STATUS HOUSING			

4. Staff’s recommendation(s).

A full review shall be documented in DELTA and by completing State Form 3412, “Report of Classification Hearing.”

During the review of an offender, staff may determine that the offender should be considered for placement in a Department-wide restrictive status housing administrative placement unit. Staff shall prepare a written report to the Warden detailing the reasons that the offender should be considered for placement in a Department-wide unit. During the time that the offender is under consideration, the facility shall continue to conduct the reviews as indicated previously.

B. Facility Restrictive Status Housing Disciplinary Placement

If the decision is to continue the offender in restrictive status housing disciplinary placement, the facility shall conduct a Classification Committee Hearing, using SF 56670, “Facility Restrictive Housing, Protective Custody, and Department Wide Restrictive Housing Review” form, and a Behavioral Modification Plan, SF 56393, be completed within seventy-two (72) hours in accordance with Policy and Administrative Procedure 01-04-101, “Adult Offender Classification.”

The Treatment Team shall review the need for and appropriateness of continued restrictive status housing disciplinary placement of each offender every seven (7) days for the first sixty (60) days and at least every thirty (30) days thereafter. The presence of the offender during the review is at the discretion of the Treatment Team, consistent with the facility’s operational procedure. This must be a meaningful review that includes goals and treatment plans for the eventual return to general population by the offender.

Physical Health and Mental Health reviews for offenders in restrictive status housing shall be conducted in accordance with Health Services Directive 2.21A, “Health Evaluation of Offenders in Restrictive Status Housing.”

C. Department-wide Restrictive Status Housing Administrative Placement

1. The need for and appropriateness of continued Department-wide restrictive status housing administrative placement shall be reviewed, if applicable, by the Classification Committee or Treatment Team at least every seven (7) days for the first sixty (60) days that an offender is in administrative

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	21	42
Title RESTRICTIVE STATUS HOUSING			

restrictive status housing. After the first sixty (60) days, this review shall be conducted at least every thirty (30) days. The initial review shall be documented in DELTA and by using State Form 3412, "Report of Classification Hearing." Subsequent reviews shall be documented in DELTA and by using State Form 56670, "Facility Restrictive Housing, Protective Custody, and Department Wide Restrictive Housing (DWRH) Review, and State Form 56393, Behavior Modification Plan."

2. Thirty (30) day reviews shall be individualized and summarize the reason for assignment, the offender's conduct and overall behavior, and any information that may be pertinent to the offender's assignment. Each review form shall also provide referral information pertaining to the Classification Appeal Process as outlined in Policy and Administrative Procedure 01-04-101, "Adult Classification." Classification Appeals pertaining to Department-wide Restrictive Status Housing administrative placement shall be forwarded to the Deputy Commissioner of Operations. State Form 57076, "Department Wide Restrictive Housing Review Roster," shall be utilized to monitor the status of each offender's review(s) from admission to discharge from the unit. It shall not be necessary to hold a formal Restrictive Status Housing review in order to complete this review. However, if the offender requests a reclassification from Department Wide Administrative Restrictive status housing after 90 days. The thirty (30) day review may be combined with a full Restrictive Status Housing review, or combined with a Treatment Team review, if applicable. There may be a Staff initiated full Restrictive Housing review, if applicable. A full Restrictive Status Housing review shall include, but not be limited to:
 - a. A review of each offender's classification in the Classification Designation instrument, Unit Placement Criteria;
 - b. A review of the offender's adjustment or behavior on the unit;
 - c. Any relevant external information;
 - d. Staff's recommendation(s); and,
 - e. State Form 56393, "Behavior Modification Plan."

A full review shall be documented in DELTA and by completing State Form 3412, "Report of Classification Hearing." However, if the board recommends offender to remain in DWRSH-A the offender may request a full Restrictive Status Housing review every ninety (90) days thereafter.

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	22	42
Title RESTRICTIVE STATUS HOUSING			

Within three (3) business days of admission to a Department-wide restrictive status housing administrative placement unit a copy of State Form 56393, "Behavior Modification Plan," shall be reviewed with, and presented to, the offender.

3. If it is determined at any time that an offender housed in Department-wide restrictive status administrative placement is seriously mentally ill, is receiving treatment for such a disorder, or has been diagnosed with a mental disorder that is worsened by confinement in a Department-wide restrictive status housing unit administrative placement, the offender shall be reviewed by the Treatment Team for determination of an appropriate facility that can provide the needed mental health treatment.
4. Offenders that have been housed in DWRSH-A for 3 years will be reviewed by the Executive Director of Classification, Executive Director of Adult Facilities, assigned Regional Director of Adult Facilities, Warden, and assigned Correctional Team Manager for proper placement. State Form 57076, "Department Wide Restrictive Housing Review Roster," shall be utilized to monitor the status of each offender's review(s) from admission to discharge from DWRSH-A.

Mental Health assessments and medical encounters shall be conducted in a manner that ensures confidentiality.

VII. RELEASE FROM RESTRICTIVE STATUS HOUSING (See Operational Procedure):

A. Extended Restrictive Status Housing Release to Community

The Facility will attempt to ensure offenders are not released directly into the community from Extended Restrictive Housing.

In the event that the release of an offender directly from restrictive status administrative placement into the community is imminent, the facility shall document the justification and receive agency level/designee approval by completing and submitting a Category 6 Monitoring request to the assigned Regional Director of Adult Facilities in accordance with Policy and Administrative Procedure 01-04-106, "Offender Monitoring Program." This does not apply to immediate court ordered releases. In addition to the required

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	23	42
Title RESTRICTIVE STATUS HOUSING			

release procedures presented in Administrative Procedures 01-04-105, “Adult Offender Releases”, the following steps must be taken at a minimum:

- development of a release plan that is tailored to specific needs of the offender (does not apply to immediate court order release)
- notification of release to state and local law enforcement
- notify releasing offender of applicable community resources
- victim notification (if applicable/there is a victim)

B. Restrictive Status Housing Step Down Program

A step-down program shall be offered to Extended Restrictive Housing offenders to facilitate the reintegration of the offender into general population or the community. These programs shall include, at a minimum, the following:

1. Pre-screening evaluation.
2. Monthly evaluations using a multidisciplinary approach to determine the offender’s compliance with program requirements.
3. Subject to monthly evaluations; to gradually increasing out-of-cell time to gradually increasing group interaction to gradually increasing education and programming opportunities to gradually increasing privileges.
4. A step-down transition compliance review.
5. Post screening evaluation.

Individualized programs involve a coordinated, multidisciplinary team approach that includes mental health, case management, and security practitioners. Medical personnel will be part of the multidisciplinary team when offenders who have chronic care or other significant medical accommodation needs participate in this program.

Operational procedures shall establish the method by which the step-down program is conducted for extended restrictive housing offenders.

C. Facility Restrictive Status Housing Administrative

An offender shall be released from a facility restrictive status administrative placement whenever the Warden or designee determines that restrictive status placement is no longer necessary or when such a release is in the best interests

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	24	42
Title RESTRICTIVE STATUS HOUSING			

of the facility and the offender, such as to allow for participation in Re-Entry programming. In reviewing the need for the offender’s continued assignment to restrictive status administrative placement, staff shall review the offender’s Case Plan, and other pertinent documentation. Releases from restrictive status administrative placement shall be in accordance with Policy and Administrative Procedure 01-04-101, "Adult Classification."

An offender released from facility restrictive status housing administrative placement may be returned to the general population of the facility and given a work assignment if the offender meets the facility’s eligibility criteria for a work assignment. If the offender does not meet the facility’s eligibility criteria for placement in a work assignment, the offender may be assigned to an idle housing unit until the offender meets the work assignment eligibility criteria.

Facility operational procedures shall ensure that an offender released from a restrictive status housing unit administrative placement to an idle housing unit is given written documentation of this assignment, including the reason(s) for the assignment and the facility’s eligibility criteria for a work assignment.

D. Facility Restrictive Status Housing Disciplinary

An offender may not remain on restrictive status housing disciplinary placement longer than the given disciplinary sanction imposed by the Disciplinary Hearing Board in accordance with Policy and Administrative Procedure 02-04-101, “The Disciplinary Code for Incarcerated Adults.”

The Warden may review and/or order the early release of an offender from restrictive status housing disciplinary placement. The early release shall be considered a “time served” sanction and shall not be considered a suspension of the restrictive status housing term. The effective date of the early release shall be the date that State Form 47455, “Approval for Early Release from Restrictive Status Housing Disciplinary Placement,” is completed and signed by the Warden.

When a Warden authorizes an early release from restrictive status housing disciplinary placement, State Form 47455, “Approval for Early Release from Restrictive Status Housing Disciplinary Placement,” shall be completed. The Warden shall ensure that copies of the completed form are forwarded to the Chairperson of the Disciplinary Hearing Board and the facility’s Supervisor of Classification. The Chairperson shall ensure that the “Sanctions Screen” on the information system is changed to reflect the early release. A narrative shall be

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	25	42
Title RESTRICTIVE STATUS HOUSING			

added indicating that the Warden authorized the offender’s early release and the date of the release. The Supervisor of Classification shall ensure that the release form is reviewed and disseminated appropriately. Also, the Supervisor shall ensure that the status and condition of the offender has not changed in any manner that would impact a pending transfer request. If the offender’s status or condition has changed, the Classification Supervisor shall ensure that the assigned Classification Analyst, or designee, in Central Office is notified as quickly as possible.

Operational procedures shall be developed to ensure that an offender is released from a restrictive status housing unit disciplinary placement in accordance with this policy and administrative procedure.

E. Department-Wide Restrictive Status Administrative

1. Release Due to Program Completion

- a. An offender who has been assigned to a Department-wide restrictive status housing placement unit shall be released only with the approval of the Treatment Team, the assigned Regional Director of Adult Facilities, the Executive Director of Classification, the Deputy Commissioner of Operations, or the Commissioner
- b. If staff at the Department-wide restrictive status housing unit administrative placement believes that an offender is ready for release, staff shall prepare a written recommendation for the offender’s release.
- c. Prior to submitting a recommendation to release an offender from Department-wide restrictive status housing administrative placement, unit staff shall review the offender’s Case Plan and Behavior Modification Plan, and other pertinent documentation to determine the need for continued restrictive status housing.
- d. This recommendation shall be forwarded to the Warden for review.
- e. If the Warden agrees with the recommendation, the Warden shall forward the recommendation (Report of Classification Hearing, Classification Designation, Transfer Report, State Form 56393, “Behavior Modification Plan,” and the written request) to the assigned Regional Director of Adult Facilities for review and approval.

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	26	42
Title RESTRICTIVE STATUS HOUSING			

- f. The assigned Regional Director of Adult Facilities shall consult with the Deputy Commissioner of Operations, and the Executive Director of Classification, if applicable, to render a final decision and determine to which facility the offender will be transferred.
- g. Whenever possible, offenders released from a Departmentwide restrictive status housing administrative placement should be released to a transition unit, or other specialized housing unit to assist the offenders' transition to general population.

2. Mental Health Release

- a. If, as a result of a mental health evaluation, qualified mental health staff determine the offender is seriously mentally ill, the offender shall be recommended for transfer, including an alternate recommendation, to a facility where they can obtain needed mental health treatment.
- b. Upon transfer of a seriously mentally ill offender, the assigned Regional Director of Adult Facilities, with input from qualified mental health staff, shall determine whether the offender's restrictive status housing administrative placement status should be suspended or modified due to the offender's serious mental illness.
 - 1) The Treatment Team lead mental health professional shall report the transfer to the assigned Regional Director of Adult Facilities and provide documentation of the mental health diagnosis and status of the offender as of the time of transfer, together with any other information that the Treatment Team believes to be relevant to a determination under this part of this policy and administrative procedure.
 - 2) The assigned Regional Director of Adult Facilities, in consultation with the Executive Director of Classification, shall make a written record of the decision and the reason(s) for the decision and shall ensure that a copy of this written record is filed in the offender's facility packet.
 - 3) The assigned Regional Director of Adult Facilities shall ensure that a copy of this decision is provided to the Warden of the facility housing the offender and that the Warden advises appropriate staff of the decision.
 - 4) Unit staff shall ensure that the offender is notified of the decision and shall explain the consequences of the decision to the offender.

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	27	42
Title RESTRICTIVE STATUS HOUSING			

Operational procedures shall be prepared to ensure that the release of offenders from restrictive status housing administrative placement is in compliance with this policy and administrative procedure.

F. Department-Wide Restrictive Status Housing Disciplinary

1. Once an offender arrives to a Department Wide Restrictive Status Housing Unit a Restrictive Status Housing Report SF 39588, Report of Classification Hearing SF 3412, and Behavioral Modification Plan SF 56393 shall be completed within 72 hours of intake.
2. The need for and appropriateness of continued Department-wide restrictive status housing administrative placement shall be reviewed, if applicable, by the Classification Committee or Treatment Team at least every seven (7) days for the first sixty (60) days that an offender is in Disciplinary Restrictive Status Housing. After the first sixty (60) days, this review shall be conducted at least every thirty (30) days. The initial review shall be documented in DELTA and by using State Form 3412, "Report of Classification Hearing." Subsequent reviews shall be documented in DELTA and by using State Form 56670, "Facility Restrictive Housing, Protective Custody, and Department Wide Restrictive Housing (DWRH) Review, and State Form 56393.
3. If it is determined by the contracted Mental Health Director that an offender's mental illness makes the offender no longer eligible for placement in one of the Department-wide restrictive status housing disciplinary placement units, the assigned Regional Director of Adult Facilities, with input from the contracted Mental Health Director, shall determine whether the offender's restrictive status disciplinary placement should be terminated or modified due to the offender's mental illness, as well as, the appropriate placement for the offender outside Department-wide restrictive status housing disciplinary placement.
 - a. The Treatment Team at the Department-wide restrictive status housing unit, through the Warden, shall report the transfer request to the assigned Regional Director of Adult Facilities and provide a written report from the qualified mental health professional of the mental health diagnosis and status of the offender at the time of transfer, together with any other information that the Treatment

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	28	42
Title RESTRICTIVE STATUS HOUSING			

- Team believes relevant to a determination in accordance with this policy and administrative procedure.
- b. The assigned Regional Director of Adult Facilities shall consult with the Deputy Commissioner of Operations and the Executive Director of Classification to render a final decision and to determine to which facility the offender shall be transferred.
 - c. The assigned Regional Director of Adult Facilities shall make a written record of the decision and the reason(s) for the decision and shall ensure that a copy of this written record is filed in the offender's facility and Central Office packets.
 - d. The assigned Regional Director of Adult Facilities shall ensure that a copy of the decision is provided to the Warden of the facility housing the offender and that the Warden advises appropriate staff of the decision.
 - e. Unit staff shall ensure the offender is notified of the decision and shall explain the consequences of the decision to the offender.
4. Upon completion of the offender's disciplinary restrictive status time, Classification staff at the Department-wide restrictive status housing unit shall forward a request for reassignment to the appropriate Classification Analyst using standard Classification documents for inter-facility transfers. The Classification Analyst shall forward the request to the Executive Director of Classification, who in consultation with the assigned Regional Director of Adult Facilities shall determine the facility placement to include whether the offender is appropriate for assignment to the Transition Unit.
 5. Any release from the Department-wide restrictive status housing disciplinary placement unit, other than a scheduled release or transfer by the assigned Regional Director of Adult Facilities and contracted Mental Health Director due to the offender's mental illness, requires a review and approval of the Deputy Commissioner of Operations. The Warden shall support the request in writing noting the reasons for requesting an early release from the Department-wide restrictive status housing unit disciplinary placement. The request, along with a Transfer Report, shall be forwarded to the assigned Regional Director of Adult Facilities by facility Classification. Upon approval of an unscheduled reassignment from the Department-wide restrictive status housing unit disciplinary placement, the assigned Regional Director of Adult Facilities shall consult with the Deputy Commissioner of Operations and Executive Director of Classification for the issuance of a Transfer Authority.

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	29	42
Title RESTRICTIVE STATUS HOUSING			

VIII. CONDITIONS OF THE RESTRICTIVE STATUS HOUSING UNIT (See Operational Procedure):

A. Administrative Restrictive Status Housing

1. Facility and Department-wide restrictive status administrative placement staff shall ensure that certain rights and privileges are provided to offenders housed in restrictive status placement. These units shall provide living conditions that approximate those of the general population.
2. Offenders shall be notified when a different gender individual is in the unit. Staff shall announce the presence of the different gender individual in the unit and shall log the presence and announcement.
3. Offenders in restrictive status placement shall have access to programs and services that include, but are not limited to, the following: educational services, commissary services, library services, social services, counseling services, religious guidance, and recreational programs.
4. Offenders who are pregnant, or under the age of eighteen (18) shall not be placed in restrictive status placement for over thirty (30) days.
5. Offenders shall be afforded the same type of clothing items as the general population consistent with Policy and Administrative Procedure 02-01-101, "Offender Personal Property." The amount and type of clothing permitted may be reduced and/or substituted; however, the facility shall ensure that the offender is provided with sufficient clothing to afford at least one (1) clean set of clothing while other clothing is laundered. Operational procedures shall specify the amount and type of clothing that an offender may possess while in administrative restrictive status housing. While assigned to an RSH unit, offenders are to be issued State approved red clothing signifying RSH placement.
6. The facility shall determine the limits on possession of personal property in administrative restrictive status housing. Such limitations shall not be based upon punitive action; but shall be based upon the space limitations of the unit and the safety and security of the facility. Offenders shall be permitted to maintain, in their living area, basic

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	30	42
Title RESTRICTIVE STATUS HOUSING			

personal items (eyeglasses, writing material, etc.), materials required for any programming in which they are participating based upon needs indicated in their Case Plans, unless there is imminent danger that an offender(s) will destroy an item or induce self-injury. Religious property may be restricted per Policy and Administrative Procedure 02-01-101 if the property is determined to be a specific safety and security risk to the facility. The Director of Religious Services shall be consulted for other religious restrictions. Operational procedures shall specify the type and amount of property that shall be permitted and when allowed upon admission to restrictive status housing.

7. Each offender shall retain visitation privileges as presented in Policy and Administrative Procedure 02-01-102, "Offender Visitation," unless there are substantial documented reasons for withholding such privileges. A facility may reduce the frequency of visits that an offender may have; however, at a minimum, an offender shall be allowed two (2) visits per month. Consideration shall be extended for additional visiting privileges to aid in the offender's Case Plan. A facility may establish a separate visiting area for administrative restrictive status housing offenders and may impose non-contact visitation. If the visitation schedule and rules for offenders in administrative restrictive status housing are different from that of offenders in the general population, the offender shall be advised of the visitation schedule and rules and instructed to advise any potential visitors of these issues. Operational procedures shall be developed which establish the manner and method of visitation.
8. Offenders shall be allowed telephone privileges to access, at minimum, the judicial process and family emergencies in accordance with Policy and Administrative Procedure 02-01-105, "Telephone Privileges," and Policy and Administrative Procedure 02-01-119, "Tablets," unless security or safety considerations dictate otherwise. The frequency and duration of the telephone calls may be limited. Generally, offenders in administrative restrictive housing shall be permitted to make at least one (1) telephone call per week, unless the offender abuses this privilege. Additional telephone calls may be permitted in accordance with the offender's Case Plan. Operational procedures shall specify the number and duration of telephone calls that an offender may make.
9. Each offender shall be allowed access to the facility commissary. The facility may provide a reduced commissary list for offenders in

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	31	42
Title RESTRICTIVE STATUS HOUSING			

restrictive status housing administrative placement; however, offenders shall have access to personal hygiene items. A list of allowable personal hygiene items shall be developed by the facility. The development of a reduced commissary list shall be in accordance with Policy and Administrative Procedure 02-01-108, "The Establishment and Operation of Commissaries." If a reduced commissary list is developed, a copy of it shall be attached to the operational procedures for this policy and administrative procedure and Policy and Administrative Procedure 02-01-108. **No bottles of any kind are authorized for offender possession inside the cell.** Religious exceptions may be allowed upon authorization by the Warden and with consultation from the IDOC Religious Services Division.

10. Programs and services shall be provided to offenders either in the living areas (cells) or on the unit, in accordance with the security needs of the facility. Programs and services may be provided via multi-media presentations, self-study programs, or other programming which does not impair the safety and security of the unit. Programs and services shall include but are not limited to counseling (individual and group), academic education, health and behavioral health services, addiction recovery, religious guidance, commissary, Re-Entry, library, and recreational programs.
11. Program/Re-Entry staff designated by the facility's operational procedure shall visit the unit and offenders at least weekly.
12. No prescribed oral medication except prescribed nitroglycerin and inhalers, shall be distributed to offenders as keep-on-person (KOP) medications. Offenders shall not be allowed possession of over the counter (OTC) medications with the exception of Melatonin – 1 bottle as available from commissary. Operational procedures shall ensure that offenders in administrative restrictive status housing have adequate access to Health Services and shall specify the procedure that offenders may use to obtain this access.
13. Each offender shall be placed in a "no pay" status in accordance with Policy and Administrative Procedure 02-01-106, "Assignments and Pay Schedules," unless the offender is given a work assignment.
14. Facilities that operate multiple restrictive status housing administrative placement units shall ensure that all restrictive status housing

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	32	42
Title RESTRICTIVE STATUS HOUSING			

administrative placement units are operated in the same manner and that all conditions as indicated in this procedure are the same.

B. Facility and Department-wide restrictive housing disciplinary placement

1. Offenders shall be notified when a different gender individual is in the unit. Staff shall announce the presence of the different gender individual in the unit and shall log the presence and announcement.
2. State issued clothing shall be the only clothing allowed on the unit. Outerwear shall be a red jump suit. Shoes shall be State issue, Commissary-purchased tennis shoes (white only), or personal tennis shoes that are equivalent to those purchased from Commissary. The Warden shall establish limits of State issued clothing items to be retained by the offender. Offenders shall be permitted to exchange clothing for laundered clothing at least three (3) times per week. If possible, the clothing exchanges shall be in conjunction with when the offender is permitted to shower. Operational procedures shall indicate the limits that shall be placed on the amounts and types of clothing permitted in the restrictive status housing unit and the manner in which clothing exchanges will be made.
3. Other permitted property shall include:
 - a. Bedding in accordance with facility limits;
 - b. Legal material for current case (up to 1 legal size box);
 - c. Personal mail (up to 10 parcels);
 - d. Photographs (up to 5 loose photos or 1 album);
 - e. Approved religious material determined by operational procedures.
 - f. Writing materials and stamps;
 - g. Wedding band (for verified married offenders); and,
 - h. No oral medications (prescribed or over the counter with the exception of Melatonin – 1 bottle as available from Commissary), except nitroglycerin and inhalers, shall be distributed as keep-on-person (KOP).
 - i. Tablet with headphones;
 - j. Books (3) or magazines (3)

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	33	42
Title RESTRICTIVE STATUS HOUSING			

The amounts of the items listed may be limited by the Deputy Commissioner of Operations in consultation with the Division of Legal Services based upon the security and/or safety of the facility, restrictive status housing unit, staff, and offenders. Operational procedures shall specify the amounts of these items that shall be permissible and when allowed upon admission to restrictive status housing.

Excess property shall be retained in accordance with Policy and Administrative Procedure 02-01-101, "Personal Property."

4. Offenders shall have access to basic personal items for use in their cells unless there is imminent danger that an offender or any other offender(s) will destroy an item or induce self-injury.
5. Offenders who are indigent shall be issued hygiene items in accordance with Policy and Administrative Procedure 02-01-104, "Offender Grooming, Clothing, and Personal Hygiene." Operational procedures shall specify which hygiene items the offender may keep and which items shall be kept by staff and issued on an as-needed basis.
6. In those facilities that permit offenders in the general population to possess a television, offenders in disciplinary restrictive status housing may be permitted to possess a television. Prior to offenders in disciplinary restrictive status housing being allowed to possess a television, the facility must determine whether the restrictive status housing unit is capable of allowing the possession of individual televisions. Facilities shall not make renovations to a restrictive status housing unit solely to allow offenders in the unit to possess a television.

In those facilities that permit an offender in disciplinary restrictive status housing to possess a television, the offender must have ninety (90) days of clear conduct (No findings of guilt in a disciplinary hearing.) in order to be eligible to have a television. Additionally, in order to continue to possess the television, the offender must maintain a clear conduct record. If the offender receives a finding of guilt after being authorized to possess a television, the privilege to possess the television shall be revoked. (NOTE: The basis of the Report of Conduct and the subsequent finding of guilt do not have to involve the use or possession of the television.) If the offender loses their privilege to possess a television while in restrictive status

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	34	42
Title RESTRICTIVE STATUS HOUSING			

housing due to a finding of guilt in a disciplinary hearing, the offender must complete a period of ninety (90) days of clear conduct from the date of the last disciplinary hearing before they are eligible to possess a television again.

7. Each offender shall retain the privilege of visitation as presented in Policy and Administrative Procedure 02-01-102, "Visitation." A facility may reduce the frequency of visits that an offender may have; however, unless the offender abuses the visitation privilege, an offender shall be permitted minimally one (1) visit per month. A facility may establish a separate visiting area for disciplinary restrictive status housing offenders. This area may be a non-contact visit setting. If the facility has the capability for video visitation, video visits are acceptable for disciplinary restrictive status housing units.
8. Offenders found guilty of certain violations of the applicable disciplinary code shall be administratively subjected to non-contact or video visits for prescribed periods of time as provided in Policy and Administrative Procedure 02-01-102, "Visitation." Operational procedures shall be developed which establish the frequency, manner and method of operation of the visitation program.
9. Each offender shall be permitted use of a telephone for calls related to access to an attorney of record in accordance with Policy and Administrative Procedure 00-01-102, "Access to the Courts for Incarcerated Individuals" The facility may restrict the frequency and length of all calls, except those to an attorney. Offenders shall be permitted a minimum of two (2) telephone calls per month unless the offender abuses this privilege.
10. Offenders who are held in disciplinary restrictive status housing units for more than sixty (60) days shall be given the same opportunity to make telephone calls as offender held in administrative restrictive status housing. The facility shall develop operational procedures for access to the telephones.
11. Each offender may have limited access to the restrictive status housing gender neutral commissary list to order personal hygiene items. Operational procedures shall specify the manner in which the offender may order these items and which items will be available to the offender.

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	35	42
Title RESTRICTIVE STATUS HOUSING			

12. Limited programs and services shall be provided to the offenders either in their living areas or on the unit, based upon the security needs of the facility. Offender held on disciplinary restrictive status housing for periods exceeding sixty (60) days are provided the same program services and privileges as inmates in administrative restrictive status housing and Protective Custody. Programs and services shall include, but are not limited to: educational services, commissary services, independent studies, library services, self-help, social services, behavioral health services, religious guidance, and recreational programs. Operational procedures shall be developed indicating the programs and services available to offenders on the unit and the manner in which offenders may access these programs and services.
 13. Each offender shall be afforded access to behavioral health care evaluation and treatment on an as-needed basis. In addition to the interview and report indicated in Procedure V, an offender held in disciplinary restrictive status housing shall be afforded behavioral health treatment by a qualified behavioral health professional if such a need is indicated. Operational procedures shall be developed to ensure that access to behavioral health professionals is available on an as-needed basis.
 14. Each offender shall be afforded access to Program/Re-Entry staff on an as-needed basis. Each facility shall develop a request system for offenders to receive visits from Program/Re-Entry Staff.
 15. Offenders assigned to the disciplinary restrictive status housing unit following a finding of guilt shall not receive State wages.
- C. Conditions applying to both restrictive status disciplinary and administrative placement:
1. Each offender shall receive the same meal provided the general population. Based on the security needs of the unit, substitutes may be permitted. Prescribed medical diets, approved religious diets, and approved personal preference diets shall be provided in accordance with Policy 04-01-301, "The Development and Delivery of Foodservices."
 2. Each offender shall retain mail service privileges on the same basis as the general population as presented in Policy and Administrative Procedure 02-01-103, "Correspondence." The amount of correspondence that an offender

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	36	42
Title RESTRICTIVE STATUS HOUSING			

may possess, at any one time, may be restricted due to the size of the living area.

3. Each offender shall retain the right of access to legal materials in accordance with Policy and Administrative Procedure 00-01-102, "Access to the Courts for Incarcerated Individuals." The facility shall limit the volume of legal materials that an offender may possess in the immediate living area. The limit of legal materials is 1 legal size box in the immediate living area. Excess legal materials may be stored in another location, such as the facility's property room. If the facility stores an offender's excess legal materials, it shall ensure that the offender may have access to these materials within two (2) business days of the offender's request, unless the offender can provide written documentation that a court has imposed a deadline that requires access to the materials sooner. Each facility shall develop operational procedures to establish the manner and method which ensures the offender's access to legal materials.
4. Each offender shall be offered the opportunity to participate in physical recreation outside of the immediate living area (cell). Offenders shall be offered a minimum of one (1) hour of exercise/recreation five (5) days per week, unless safety or security considerations dictate otherwise. Based upon the security needs of the facility and the weather conditions, this recreation/exercise may be held outdoors or indoors. Group recreation activities and increased out-of-cell time for offender determined to be seriously mentally ill, may be considered based upon the past behavior of the offenders and the safety and security of the facility.
5. Each offender shall be offered a sufficient period of time at least three (3) times per week to shower and shave. This time shall not be counted against any other out-of-cell activity time (e.g. recreation). In instances where offenders are not allowed to shower or shave shall be documented. This documentation shall be reviewed by Custody Supervisor, or the Shift Supervisor in the Custody Supervisor's absence.
6. Each offender shall receive laundry, barbering, and hair care services and are issued and exchange suitable clothing, bedding, and linen on the same basis as offenders in general population. Exceptions shall only be permitted when found necessary by the highest-ranking officer on duty. Any exception shall be recorded in the unit log, SF 21255, and justified in writing via State Form 7212, "Incident Report Form." Operational procedures shall be developed to ensure that these general personal services are provided.

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	37	42
Title RESTRICTIVE STATUS HOUSING			

7. Each offender shall have access to reading materials. Offenders in disciplinary restrictive status housing shall have access to library services based upon facility security and availability of Department/facility resources. This access does not require that these offenders be permitted to go to the library. The facility shall ensure that an alternative means of providing access to library services is implemented and that these offenders have access to a variety of materials that is rotated on a frequent basis. The volume of reading materials shall be consistent with the restrictive status housing property list developed by the Deputy Commissioner of Operations. Operational procedures shall be developed to ensure access.
8. The facility Chaplain shall visit the unit weekly to walk each range to review the religious needs of offenders. Operational procedures shall be developed in accordance with the provisions of Policy and Administrative Procedure 01-03-101, "Religious Services," to ensure that the religious needs of the offenders on the unit are addressed.
9. Each offender shall have access to the grievance process in accordance with Policy and Administrative Procedure 00-02-301, "The Offender Grievance Process."
10. An appropriate sick call procedure shall be developed which requires Health Services personnel to evaluate offenders for illness or injury. A qualified health care professional shall visit the unit daily to walk the ranges to determine the offenders' continuing health status. The presence of Health Services personnel shall be verbally announced to the offenders before the health care professional enters the ranges. The presence of Health Services personnel and the announcement shall be documented in the unit log. Reports of contacts with an offender by the Health Services staff shall be recorded in the offender's medical packet. Requests for evaluation may be initiated by staff or offenders. Controlled medications shall be dispensed by medical personnel as prescribed by the provider. Operational procedures shall ensure that offenders in disciplinary restrictive status housing have unimpeded access to Health Services and shall specify the procedure that offenders may use to obtain this access.

IX. OBSERVATION OF OFFENDERS:

Staff assigned to a restrictive status placement unit shall personally observe each offender (as a living, breathing human being), at least once every thirty (30)

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	38	42
Title RESTRICTIVE STATUS HOUSING			

minutes, on an irregular schedule. Staff shall record in the unit log that such observations have been made.

Offenders that are violent, mentally ill, or who demonstrate unusual or bizarre behavior shall be observed more frequently. Offenders who are determined to be suicidal shall be maintained under continuing observation per orders from the qualified mental health professional.

Operational procedures shall be developed to ensure that these offender observations are made.

X. STAFF ASSIGNMENTS:

Employees assigned to the unit who work routinely with offenders on a daily basis shall be reviewed, reassigned, or rotated periodically in accordance with this policy and administrative procedure. Such assignments, reassignments, and/or rotations shall be made in the best interests of the employee, facility operations, and security.

1. Staff Assignment:

When considering assignment to a restrictive status housing unit, facility heads should consider the staff member’s work performance, experience, and prior training. Staff members must have 6 months of Departmental experience.

No staff member shall be assigned to work in a restrictive status housing unit for more than thirty (30) days in any twelve (12) month period without successfully completing the restrictive status housing unit training (classroom and on-the-job).

To be considered for assignment to the unit, staff must:

- Have successfully completed all requirements of the new employee training process in accordance with Administrative Procedure 01-05-101, “Staff Training and Professional Development Programs”
- Have successfully completed all the training requirements of the restrictive status housing unit training in accordance with Administrative

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	39	42
Title RESTRICTIVE STATUS HOUSING			

Procedure 01-05-101, “Staff Training and Professional Development Programs”

- Have a satisfactory work performance and currently meeting expectations.

No staff members shall work in a restrictive status housing unit prior to completing the requirements of the new employee training process as outlined in Administrative Procedure 01-05-101, “Staff Training and Professional Development Programs”

2. Staff Review

An employee, Custody and non-Custody, assigned to a restrictive status housing unit who has routine contact with offenders shall be reviewed once every six (6) months, to determine whether the employee is experiencing job burn-out or other job-related problems. The employee’s immediate supervisor shall complete this review. This review shall be documented completely on State Form 51852, “Restrictive Status Housing Unit Staff Review.” State Form 51852 shall be forwarded to the Shift Supervisor if the employee being reviewed is a member of Custody staff. For a review of a non-custody employee, State Form 51852 shall be forwarded to the Unit Manager.

The Deputy Warden of Operations, the Deputy Warden of Re-Entry, the Unit Manager, and the Custody Supervisor shall review all staff evaluations to determine what actions, if any, are necessary to ensure the proper level of unit security is maintained. The results of the review may include placing the employee on a work improvement plan, reassignment, or other action necessary to correct the situation and maintain security. The completed State Form 51852 shall be filed in the employee’s fact file and personnel packet.

The decision to deviate from this policy and administrative procedure shall be made by the Warden, Deputy Wardens, Custody Supervisor, and/or Unit Team Manager in consultation with the assigned Executive Director of Adult Facilities and the Division of Legal Services. Such decisions shall be based solely on operational and security needs.

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	40	42
Title RESTRICTIVE STATUS HOUSING			

XI. DAILY INSPECTIONS:

The highest-ranking Custody supervisor on duty in the facility shall inspect the restrictive status housing unit daily to ensure safe, clean, and efficient operation. The inspection shall be documented in writing and shall be noted in the unit logbook and the visitor's log for the unit. The highest-ranking Custody supervisor on duty in the facility shall:

- A. Examine the general cleanliness of the unit;
- B. Ensure that personal hygiene opportunities are available;
- C. Review unit records for completeness, including shaving razors, tool, and key control; and,
- D. Examine all areas of the unit to ensure the rights and privileges as presented in this policy and administrative procedure are provided and to ensure the general operation of the unit is in accordance with the facility's operational procedures.

The highest-ranking Custody supervisor conducting this inspection shall provide a written report to the Deputy Warden of Operations indicating all deficiencies found and the steps that are taken to correct them. The Deputy Warden shall advise the Warden of any deficiencies in the unit that cannot be corrected in a timely manner. The Warden shall take the appropriate action to correct these deficiencies.

The highest-ranking Custody supervisor shall make themselves available to offenders housed in the disciplinary restrictive status housing unit on a daily basis. This employee shall address any concerns presented by the offenders on the unit and ensure that all proper procedures are followed.

XII. EMERGENCY RESTRICTIONS:

A need may arise to restrict an offender from one or more of the previously addressed activities itemized in these procedures. A situation may arise when an offender abuses a particular activity which threatens the safety and/or security of the facility, staff or offender. In those cases where an offender is deprived of any usually authorized item or activity, State Form 16050, "Adult Restrictive Status Housing Restrictions Report," shall be completed. This report shall be forwarded to the Shift Supervisor for review, approval, signature, and appropriate distribution.

When the Warden determines that an emergency situation exists as presented in Policy and Administrative Procedure 02-03-102, "Emergency Response

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	41	42
Title RESTRICTIVE STATUS HOUSING			

Operations," any activities under this policy and administrative procedure may be suspended. In such cases, it shall not be necessary to advise each offender that these activities are suspended. When the emergency situation no longer exists, activities shall be reinstated.

XIII. MAINTENANCE OF PERMANENT LOGS:

Each restrictive status housing unit shall maintain a permanent unit log. This log shall be used to record any activities as indicated in this policy. Staff shall ensure that all entries into the unit log are made in a timely manner and are legible. The unit log shall be maintained in a safe and secure location in the unit where offenders will not have access.

Anyone not assigned to work in a restrictive status housing unit who enters the unit, except in emergency situations, shall sign a permanent unit visitor’s log, including name, date, and time. There are to be no exceptions to this procedure. State Form 37621, “Visitors Log-Restrictive Status Housing,” shall be used for this purpose. Unit staff shall ensure that State Form 37621 includes the name of the unit. There shall be no exceptions to this procedure.

In an emergency situation (such as when the E-Squad is activated), the employee in charge of the unit shall obtain the names of all persons who enter the unit and record the names and titles of these persons in the visitation log. It will not be necessary for each person entering the unit to sign the log during an emergency situation.

XIV. BALLISTIC AND STAB RESISTANT VESTS:

The requisition, use, and maintenance of ballistic and stab resistant vests are covered in Policy and Administrative Procedure 04-03-108, “Ballistic and Stab Resistant Vests.”

XV. FACILITIES USING NON-DEPARTMENTAL RESTRICTIVE STATUS HOUSING UNITS (See Operational Procedure of Applicable Facility):

Those facilities which use a non-departmental restrictive status housing facility (i.e., a county jail) as their restrictive status housing unit shall follow the procedures as established for the operation of the non-departmental restrictive status housing unit. These facilities shall develop operational procedures which indicate that the

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
02-04-103	03-01-2026	42	42
Title RESTRICTIVE STATUS HOUSING			

non-departmental restrictive status housing unit is used. The rules of the facility which are used for this purpose shall be attached.

XVI. APPLICABILITY:

This policy and administrative procedure shall be applicable to all Department facilities housing incarcerated adults which operate a restrictive status housing unit or which use a non-departmental facility as a disciplinary restrictive status housing unit.

 (signature on file)
 Lloyd Arnold,
 Commissioner

 02/03/2026
 Date