



ADMINISTRATIVE POLICIES
AND PROCEDURES
State of Tennessee
Department of Correction

Index #: 506.14

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Effective Date: September 15, 2009

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Approved by: George M. Little

Subject: HOUSING ASSIGNMENTS

- I. AUTHORITY: TCA 4-3-603 and TCA 4-3-606.
- II. PURPOSE: To establish uniform procedures for housing assignments of inmates in the physical custody of the Tennessee Department of Correction (TDOC).
- III. APPLICATION: To all Wardens, Deputy Wardens, Associate Wardens, employees responsible for assigning inmate housing, inmates, and privately managed facilities. Any offender assigned to and actively participating in an SAIU program is excluded.
- IV. DEFINITIONS:
 - A. Administrative Segregation (AS): The purposeful separation of inmates believed to be a threat to the security of the institution, the welfare of the staff, or to other inmates.
 - B. Housing Unit: A physical area which contains cells/rooms or dormitory(s).
 - C. Mandatory Segregation: The assignment to maximum security housing of those inmates committed to the Department under the sentence of death or in the physical custody of the Department by court order for safekeeping.
 - D. Protective Custody (PC): The separation of inmates from the general population for the purpose of providing a level of safety for inmates requiring such.
 - E. Protective Custody Segregation: The purposeful separation of safekeeping inmates from the general TDOC population who do not appear to pose a risk of harm or escape.
 - F. Punitive Segregation: The confining of an inmate as a result of a disciplinary conviction for no longer than thirty (30) days, as punishment for the commission of an infraction.
 - G. Room/Cell: The inmate living quarters that are either single occupancy, double occupancy, or barracks style.
 - H. Section: A portion of a housing unit designed for a specific custody level; the custody level is determined by the Warden based on institutional needs.
 - I. Therapeutic Seclusion: The confinement of an inmate in a locked cell/room as part of a treatment plan for mental or emotional disorders. (See Policy #113.87)
 - J. Transients: Inmates who are temporarily (not to exceed 14 days) in the in-house count of a receiving institution and in the assigned count of a sending institution.

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V. POLICY: Housing assignments for inmates shall reflect a balance between custody and control requirements, inmate needs, and TDOC resources consistent with the least restrictive level of custody.

VI. PROCEDURES:

A. Method of Assignment

1. Inmate housing assignments shall be controlled and coordinated under the supervision of the unit management team/Deputy Warden/designee. Staff of the institutional count room will enter assignments on TOMIS screen LIMC immediately after the inmate's housing assignment has been determined.
2. Panels of the classification committee may determine if there is a need for a particular housing assignment or change in the assignment of an inmate and shall notify the Deputy Warden/unit management team by e-mail with reasons for the particular recommendation.
3. Certain factors will be taken into consideration prior to assigning inmates to a housing unit. These factors include, but are not limited to, the following:
 - a. Compatibility among inmate population
 - b. History of institutional adjustment
 - c. Institutional conduct
 - d. Conviction offense
 - e. Program needs
 - f. Handicapping conditions including identified mental illness or retardation
 - g. Custody level
 - h. Escape history
 - i. Chronic or disabling medical conditions
 - j. STG affiliation
 - k. Geriatric status
 - l. PREA status
4. Assignments shall not be made on the basis of race, color, national origin, religion, or political views unless they are justified by legitimate and documented security concerns (i.e., opposing or rival security threat group affiliation). In those instances, a specific written justification shall be prepared and filed in the inmate institutional record and in a separate file maintained by the Deputy Warden/unit management team.
5. Housing units shall be designated by name, number, letter, or location. Each institution shall maintain an inmate housing display locator which includes unit designation, names and numbers of inmates assigned, and cell/bed location of inmates. For statistical purposes only, it shall be permissible to denote inmates by race on this locator.

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B. Special Housing

1. Inmates with special medical needs are housed according to the level of care needed. (See Policy #113.32) Physically disabled inmates in the general population should be assigned to an institution and housing unit that can accommodate the disabling condition and facilitate mobility to activity areas as resources permit. Inmates with special medical needs shall not have their cell or location changed without the unit manager/shift commander consulting with Health Services. When emergency action is required, this consultation shall occur as soon as possible but no later than the next working day. The Director of Classification will maintain a list of institutions that cannot accommodate non-ambulatory inmates. This list will be included in the *Classification Users Guide*, Section K entitled Programs and Placement.
2. Inmates who are under a sentence of death shall be single-celled and housed in a maximum security unit separate from the general population.
3. Inmates placed in AS shall be single-celled and confined within a maximum security unit separate from the general population. Facilities without maximum security units may retain inmates on AS status in their facility only as long as it takes to affect a transfer to an appropriate facility.
4. Inmates assessed as being mentally ill or mentally challenged shall not be permanently assigned to a housing unit until there has been a consultation between the unit manager/shift commander and the appropriate mental health staff or their designee. When emergency action is required, this consultation shall occur as soon as possible but no later than the next work day to review the appropriateness of the action. When inmates require mental health seclusion as part of a treatment plan for mental or emotional disorders, requirements of Policy #113.87 shall be met.
5. Protective custody/security threat group (STG) housing shall be secure from access by the remainder of the inmate population. This requirement extends to program and activity areas used by protective custody/STG inmates. Inmates may be selectively double-celled.
6. Punitive segregation housing shall be designated at the Warden's discretion. Inmates may be separated from the general population in a section of a secure unit or restricted to room/cell for the period of confinement.
 - a. Inmates in AS who subsequently receive a disciplinary disposition for punitive segregation must remain in the AS unit. Such inmates must continue to be single-celled.
 - b. General population inmates under punitive segregation may be selectively double-celled.

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7. Transients may be segregated from the general population at a receiving institution. If the inmate is not placed in general population but is placed in segregation for reasons other than punitive or administrative segregation and/or protective custody, the period of time shall not exceed 14 days. (See Policy #506.16)
8. New admission inmates and those returning from parole or escape shall be single-celled until a determination can be made that they can be reasonably safe when double-celled. The Warden of a privately managed facility is responsible for ensuring that inmates returning from escape are appropriately secured and supervised.
9. Inmates ordered by courts to be housed by TDOC for safekeeping purposes due to safety and/or security problems shall be assigned to Riverbend Maximum Security Institution (RMSI)/Tennessee Prison for Women (TPFW). They shall be single-celled and assigned to a section of housing in a maximum security unit that is secure from access by the remainder of the institution's population.
10. Inmates ordered by the courts to be housed by TDOC for safekeeping purposes due to health and/or mental health issues shall be assigned to Charles Bass Correctional Complex (CBCX), Deberry Special Needs Facility (DSNF), or TPFW under protective custody segregation. These inmates may be selectively double-celled with other safekeeping inmates after the Warden/designee has determined that two inmates are compatible and pose no known risk to one another. Such inmates remain under mandatory segregation status. The security for movement within the compound shall be at the discretion of the Warden.
11. The Warden's designee shall enter segregation placement and release dates, along with other required information, on TOMIS screen LIBD.

C. Custody Levels

1. Inmates in the general population should normally be of the same custody level when double-celled; however, inmates classified medium custody and lower may be housed in the same cell when housing capacity is limited. Inmates classified to the close custody level should not be double-celled with other custody levels, unless the inmate's custody level is being reduced from close custody to a lower custody level pending transfer.
2. Assigning inmates of different custody levels to the same housing unit(s) shall be restricted to the following:
 - a. Minimum custody through close custody in protective custody units and security threat group program units, provided post orders direct intensive supervision when close custody inmates are involved in activities with inmates in lower custody levels.

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- b. Minimum through maximum custody at DSNF only when the need for inmate mental health programming and/or health care is necessary. The Warden shall cause appropriate levels of supervision to occur in these situations so that inmates are protected from harm by one another.
- c. Minimum restricted and medium custody with close custody in general population only when separate housing resources are not available. In such cases, supervision shall be at the close custody level. (See Policy #506.01)

D. Each Warden shall promulgate the necessary institutional policy and procedures governing housing arrangements for inmates in accordance with this policy.

VII. ACA STANDARDS: 4-4103, 4-4132, 4-4133, 4-4142, 4-4277, and 4-4399.

VIII. EXPIRATION DATE: September 15, 2012.