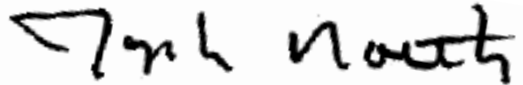
 <p>Department of Corrections and Community Supervision</p> <p>DIRECTIVE</p>	TITLE		NO. 4933
	Special Housing Units		DATE 01/17/2024
SUPERSEDES Dir #4933 Dtd. 06/28/22	DISTRIBUTION A B	PAGES PAGE 1 OF 26	DATE LAST REVISED
REFERENCES (Include but are not limited to) See Section II	APPROVING AUTHORITY 		

I. GENERAL PROVISIONS

A. Purpose

To establish standards for the operation of Special Housing Units (SHUs) at the Department's facilities. Unless otherwise provided, the provisions contained herein apply to designated SHUs only.

1. Set forth herein are the minimum conditions of confinement for incarcerated individuals admitted to SHUs. These incarcerated individuals shall be housed in an area designed to maximize facility safety and security.
2. Whenever the provisions of any Section of this directive are inconsistent with the provisions of a Federal or State court order, such court order will be controlling.

B. Definition of Segregated Confinement: Per Correction Law Section 2 Subdivision 23 – Segregated confinement (SHU) means the confinement of an incarcerated individual in any form of cell confinement for more than seventeen hours a day other than a facility-wide emergency or for the purpose of providing medical or mental health treatment. Cell confinement that is implemented due to medical or mental health treatment shall be within a clinical area in the correctional facility or in as close proximity to a medical or mental health unit as possible.

1. The Superintendent may, by written order, designate certain areas or cells as SHUs. A copy of any such designation shall be transmitted to the Commissioner immediately for approval by the Commissioner or designee.
2. A SHU, in maximum security facilities, as well as in designated medium security facilities, shall consist of single or double-occupancy cells grouped so as to provide separation from the general population, and may be used to house incarcerated individuals confined to such units pursuant to Section III.

II. REFERENCES

- Correction Law Section 2
- Correction Law, Section 137
- Correction Law, Section 611
- Executive Law, Section 292
- 7 NYCRR Chapter VI, Parts 300-305

- ACA Expected Practices
 - 5-ACI-3D-03, 5-ACI-4A-01, 5-ACI-4A-02, 5-ACI-4A-04, 5-ACI-4A-06, 5-ACI-4A-08, 5-ACI-4A-09, 5-ACI-4A-10, 5-ACI-4A-11, 5-ACI-4A-12, 5-ACI-4A-13, 5-ACI-4A-14, 5-ACI-4A-15, 5-ACI-4A-16, 5-ACI-4A-17, 5-ACI-4A-18, 5-ACI-4A-19, 5-ACI-4A-20, 5-ACI-4A-21, 5-ACI-4A-22, 5-ACI-4A-23, 5-ACI-4A-24, 5-ACI-4A-26, 5-ACI-5C-08, 5-ACI-5D-14, 5-ACI-6C-06
- Directives #4040, #4101 #4202, #4421, #4422, #4910, #4932
- Health Services Policy Manual (HSPM) 1.25

III. SPECIAL HOUSING UNIT ADMISSIONS

- A. Purpose: Incarcerated individuals may be admitted to SHUs for any of the several situations described in this Section; however, the following incarcerated individuals shall not be placed in segregated confinement (SHU) for any length of time:
1. Special Populations
 - a. 21 years of age or younger.
 - b. 55 years of age or older.
 - c. With a disability as defined in paragraph (a) of subdivision 21 of section 292 of the Executive Law. This includes developmentally disabled and physically disabled.
 - d. Who is pregnant, in the first eight weeks of the post-partum recovery period after giving birth or caring for a child in a correctional institution pursuant to subdivisions two or three of Section 611 of Correction Law.
 - e. Incarcerated individuals diagnosed with a Serious Mental Illness (SMI).
 2. No incarcerated individual may be placed in segregated confinement (SHU) for longer than necessary and for no more than 15 consecutive days or 20 total days in any 60-day period. Except where a specific act constitutes a violent felony act, if occurring more than once in a 60-day period, the incarcerated individual may serve an additional 15 consecutive days but must spend at least 15 days in a Residential Rehabilitation Unit (RRU) in between each placement in SHU. Incarcerated individuals will be transferred or moved to an RRU if they have additional confinement time after completing 15 days in SHU.
- B. Disciplinary Admissions
1. Disposition of Superintendent's (Tier III) hearing for a designated period of time, as specified by the Hearing Officer (Directive #4932, "Standards Behavior & Allowances").
 2. Upon transfer from another facility's SHU while serving a disciplinary disposition rendered at the former facility, if less than 15 days was served at the former facility.
- C. Detention Admissions
1. A detention admission may be used in the case of an incarcerated individual who is awaiting initial appearance before or determination of a Superintendent's hearing, as outlined in Directive #4932. Only offenses eligible for SHU confinement according to Section 137(6)(k)(ii) of Correction Law are acceptable for pre-hearing confinement.

2. Incarcerated individuals on Protective Custody Status may only be admitted to SHU as a detention admission if they have committed an act which is eligible for SHU confinement.
 3. Misbehavior reports shall be reviewed in accordance with Directive #4932.
- D. Other Admissions: An incarcerated individual may be placed in SHU where such action appears reasonably necessary for investigative purposes related to disciplinary. In any such case, approval must be granted by the Superintendent and the Deputy Commissioner for Correctional Facilities, and such confinement may not extend beyond 48 hours. An incarcerated individual shall be offered four hours of out-of-cell programming during this time. Notwithstanding, within such time-period the incarcerated individual shall either be:
1. Transferred to another housing unit;
 2. Scheduled for transfer to another facility;
 3. Released from such confinement; or
 4. Served a Tier III Misbehavior Report.

IV. ADMISSION PROCEDURE

- A. Guidelines: Whenever an incarcerated individual is admitted to a SHU, a security supervisor will be present and the incarcerated individual will:
1. Undergo a strip-frisk followed by a hand-held metal detector, portable metal detector, and/or BOSS chair search in accord with the provisions outlined in Directive #4910, "Control of & Search for Contraband."

NOTE: An incarcerated individual being transferred from another facility shall not be strip-frisked upon admission without probable cause. The metal detector search shall be conducted by the receiving facility.

2. Admission Examinations and Assessments:
 - a. Will be medically evaluated. Health Services staff will be informed immediately, and the incarcerated individual will be examined by a registered nurse from the facility Health Services staff as soon as possible, but no later than 24 hours after admission. The registered nurse will complete [Form #3278MH](#), "Mental Health Screening for Reception/Classification, Transfers, or SHU/RRU/SDP/RMHU/TBU/BHU/CAR/Diversion Unit Admissions," [Form #3278MED](#), "Health Screening for Reception/Classification, Transfers, SHU/RRU/SDP/RMHU/TBU/BHU/CAR/Diversion Unit Admissions," [Form #3278-PREA](#), "PREA Screening for Reception/Classification, Transfers, or SHU/RRU/SDP/RMHU/TBU/BHU/CAR/Diversion Unit Admissions." Those incarcerated individuals who were involved in a fight, a use of force, or a use of chemical agent incident will be examined immediately. When allegations of sexual assault are present, the incarcerated individual will be examined by Health Services staff immediately.
 - b. A suicide prevention screening instrument will be completed by DOCCS or Office of Mental Health (OMH) staff who have been trained for this purpose, in accordance with Directive #4101, "Incarcerated Individual Suicide Prevention," for all incarcerated individuals immediately upon admission to any SHU.

If an incarcerated individual is taken to the infirmary on the way to SHU, [Form #3152](#), "Suicide Prevention Screening Guidelines for Incarcerated individuals," is not to be completed until the incarcerated individual is in the SHU admission area.

3. Receive a mental health assessment by OMH staff within one business day of admission at all correctional facilities designated as OMH Level 1 or Level 2 and within seven calendar days of admission at all correctional facilities designated as OMH Level 3 or 4 SHU.
 4. Be assigned to a cell within the SHU.
 - a. Each cell shall be heated adequately for comfort, as well as being adequately lit to permit reading. Each cell shall be equipped with the following:
 - (1) One toilet and sink.
 - (2) One mattress per occupant.
 - (3) One bed per occupant.
 - (4) One pillow per occupant.
 - (5) One adequate storage container for clothing and personal belongings.
 - b. An inventory of cell equipment will be taken in the presence of the incarcerated individual.
 - c. A statement to the effect that all equipment listed is present and in an undamaged state shall be signed by the incarcerated individual and the Officer in charge of the SHU. If the incarcerated individual refuses to sign, a statement to that effect will be affixed to the list and signed by the Officer.
 5. The incarcerated individual will receive a copy of all rules, including an Orientation Manual (in Spanish when applicable) pertaining to the unit and be permitted to discuss these rules with a member of the SHU staff. A copy of the SHU Orientation Manual and all revisions will be forwarded to the Director of Special Housing in Central Office, annually by January 15, and maintained on file at that location.
- B. Issue Items (Initial)
1. Clothing
 - a. All new admissions to the SHU shall be provided with a clean State-issue set of clothing from an established SHU inventory. The following items shall be provided immediately after the required search:
 - (1) One pair of pants
 - (2) One shirt
 - (3) One set of underwear (including bra for female incarcerated individuals, or those requiring due to gender identity)
 - (4) One pair of slippers (where available; if not available, one pair of sneakers)

NOTE: Incarcerated Individuals who have previously been issued and possess gender-confirming undergarments (e.g., female underwear and bras for an incarcerated individual in a male classified correctional facility) due to their gender identity will have their underwear and bra returned to them following the required admission search. In cases where the underwear or bra are in a condition that prohibits its return to the incarcerated individual, staff will retrieve these items from the incarcerated individual's personal property for issuance to the incarcerated individual following the thorough searching of these items.

- b. After the incarcerated individual is secured in a cell, the following State-issue items shall be provided for both male and female incarcerated individuals:
 - (1) One sweatshirt
 - (2) One pair of socks
 - (3) One pair of sneakers (if not already provided)

Transgender incarcerated individuals with a medical permit and female incarcerated individuals shall be provided with basic menstrual products as required.

NOTE: Three additional State-issue pants, two additional State-issue shirts and three additional State-issue sets of underwear (including bras for female incarcerated individuals, or those requiring due to gender identity), and socks shall be provided within 72 hours of admission from the incarcerated individual's property.
 - c. Subsequent to admission, the above-listed initial issue items (other than underwear and socks) may be replaced by the same State-issue items from the incarcerated individual's property. If replaced, the initial issue items shall be laundered and returned to the SHU inventory for future admissions.
2. Bedding/Flatwork: Upon admission, each incarcerated individual will be issued the following State-issue items:
 - a. One set of sheets
 - b. One towel
 - c. One pillowcase
 - d. One washcloth
 - e. One blanket
 3. Toilet Articles: As soon as possible, but no more than 24 hours after admission, each incarcerated individual will be issued the following State-issue toilet articles, which will be replaced as needed:
 - a. One bar soap (1 oz. size)
 - b. One plastic comb
 - c. One toothbrush (mini)
 - d. One roll of toilet tissue
 - e. One tube of toothpaste

4. Writing Materials: Upon request, each incarcerated individual will be issued the following writing materials:
 - a. Writing paper
 - b. Envelopes
 - c. Mini pen (once issued, will only be replaced on an exchange basis)

NOTE: Upon request of the incarcerated individual for the purpose of completing legal work (facilitating production of 3-5 carbon copies), a flexible barrel mini pen (if issued) shall be exchanged for a stiff barrel mini pen, unless a deprivation order has been issued.
5. Headphones/Earbuds (facility issue only, if cells are equipped with a jack).

NOTE: In facilities not equipped with jacks, incarcerated individuals will be allowed to have their personal radios/tape players for use with an earplug, no tapes permitted. Batteries may be purchased from the commissary.
6. Personally Owned Items: Incarcerated individuals shall be issued personally owned items as specified in this subdivision. Permitted items will be thoroughly searched before delivery.
 - a. As soon as possible, but no more than 24 hours after admission, incarcerated individuals will be issued the following personally owned items:
 - (1) One pair of eyeglasses, prescription only
 - (2) One hearing aid, prescription only
 - (3) Dentures
 - (4) Prescription medicines as authorized by medical staff
 - (5) Denture cleanser (effervescent tablet form only; a cup may be issued for use)
 - (6) Denture adhesive (one 2.4 oz. tube only; to be issued on a use-and-exchange basis).
 - b. Within 72 hours of admission, each incarcerated individual will be issued the following personally-owned items:
 - (1) One religious book
 - (2) One prayer rug
 - (3) One religious pendant and chain or cord
 - (4) Tarot cards
 - (5) One prayer shawl
 - (6) Tefillin
 - (7) Talit katan
 - (8) One kufi, yarmulke, fez, khimar or tsalot-kob
 - (9) Rosary or dhikr beads
 - (10) One plain wedding band
 - (11) Photographs (maximum of 10)

- (12) Personal mail, up to 20 letters of the incarcerated individual's choice
- (13) Address book (no spiral binding)
- (14) Stamps
- (15) One calendar (no spiral binding)
- (16) Personal legal materials (i.e. papers, transcripts, briefs)

NOTE: May be limited to materials related to active cases; quantity should not constitute a fire hazard; questions shall be referred to the Office of Counsel.

- (17) Books, magazines and newspapers (maximum of five)
- (18) Legal books and publications (maximum 15)
- (19) One shampoo (issued only during shower)
- (20) One shaving cream/soap (issued only during shower)
- (21) One unsealed medicine bag
- (22) One rosette
- (23) One small pouch of sacred herbs (excluding tobacco products)
- (24) One knit cap, green

NOTE: Upon request, a Native American incarcerated individual will be provided one facility-issued disposable ashtray for smudging, to be replaced on a one-for-one basis.

NOTE: Upon request by a Jewish incarcerated individual during Chanukah, a Menorah (battery operated only) will be provided to light.

7. Denial of Specific Items: If possession of any item specified in subsections IV-B-1 through IV-B-6 determined to present a threat to the safety and security of staff, incarcerated individuals, or State property; an incarcerated individual may be deprived of specific items upon issuance of a deprivation order.
8. Other Property
 - a. All other incarcerated individual property not mentioned above will be confiscated upon admission and securely stored in accordance with Directive #4934, "Incarcerated Individual Property – Temporary Storage of Personal Belongings," until the incarcerated individual is released or transferred from the SHU.
 - b. All items confiscated will be inventoried by the Officer in charge within five days of admission and the inventory sheet will be signed by the Officer and the incarcerated individual. If the incarcerated individual refuses to sign, that refusal will be so noted and signed by a witnessing Officer. A copy of the signed inventory sheet will be given to the incarcerated individual. To avoid claims of improper handling of property, the incarcerated individual should be permitted to view the inventory in process; however, if it is determined by the Area Supervisor that the incarcerated individual's presence may pose a threat to the safety and security of the facility, permission may be denied upon issuance of a deprivation order.

9. Correspondence: Each incarcerated individual, in addition to the items authorized above or mandated by law, will be granted the right to receive and send privileged or personal correspondence upon admission.
 - a. Within 72 hours of admission, an incarcerated individual may make a special stamp buy in accordance with the provisions of Directive #4422, "Incarcerated Individual Correspondence Program."
 - b. If an incarcerated individual has sufficient funds in their incarcerated individual account, the incarcerated individual may also purchase postage by attaching a disbursement form to the correspondence. (See Directive #4422)
10. Other Privileges
 - a. Visiting: Except as a result of a visitation sanction at a Superintendent's proceeding, or as otherwise provided by this Section, no incarcerated individual shall be deprived of the visiting privileges available to incarcerated individuals in the general population.
 - (1) One non-legal visit per week will be permitted during visiting hours, scheduled by the facility. There will be no limits on the number of legal visits, subject to reasonable scheduling.
 - (2) Visits for persons in SHU shall be in accordance with any special precautions deemed necessary or appropriate by the Superintendent of the facility. Such special precautions may include, but are not limited to, restriction to noncontact visiting for all visits or with a specified visitor or visitors; denial of visiting with a specified visitor or visitors; or other special precautions to maintain the safety, security, or good order of the Department or its correctional facilities. No employee shall be permitted to monitor the content of conversation between an incarcerated individual and their legal or spiritual advisor.
 - (3) An incarcerated individual serving a penalty of confinement to a SHU pursuant to Directive #4932 shall be subject to the provisions regarding visitation contained in this Section, regardless of the location of actual confinement.
 - b. Telephone Calls: Emergency calls and legal calls must be approved by the Superintendent or their designee. Within 24 hours of placement into segregated confinement (SHU), an incarcerated individual shall be permitted to make at least one personal phone call, and a weekly phone call thereafter at minimum.
 - (1) Phone access is provided by use of the static content tablet during the permitted time. Refer to Section X.
 - (2) If an incarcerated individual is serving a loss of static content tablet sanction, or on a deprivation order for same, the mobile phone cart will be given for a 15-minute period, once per week.
 - (3) There is no limitation as to the number of calls an incarcerated individual may make within the 15-minute period.

- (4) Incarcerated individuals who have requested outside representation, in accordance with Directive #4932, will be allowed telephone access within 24 hours of such request.
- c. No packages may be received at any time by an incarcerated individual in a SHU except books, periodicals, and legal materials.

V. SERVICES

- A. Purpose: The provision of an essential service to an incarcerated individual shall not be denied, restricted, or limited as a means of discipline or punishment. The provision of an essential service shall include, but not be limited to: correspondence, hygiene items, clothing, bedding, outdoor exercise, food services, health services, religious items and services, printed materials and publications, and legal reference materials. The below-referenced incarcerated individual support services are mandated and must be furnished at any time following admission unless deprived by issuance of a deprivation order.
- B. Food: Incarcerated individuals confined in the SHU will be provided meals of the same type as the meals available to incarcerated individuals in general population and in sufficient quantity to be nutritionally adequate. The Department shall not impose restricted diets or any other change in diet as a form of punishment. All food items will be delivered to the incarcerated individuals upon receipt from the food service area and in a manner that will ensure receipt of the food in an appropriate condition.
 1. Incarcerated individuals may be placed on a Special Management Meal Order for the following reasons:
 - a. Throwing food while assigned to the SHU.
 - b. Refusing to obey a direct order at the time of meal distribution or refusing to obey a direct order to return a food container or utensil at the conclusion of a meal while assigned to SHU.
 2. The Superintendent or designee (the Officer of the Day [OD] or higher ranking authority) may issue a written order ([Form #2190](#), "Special Management Meal Order") placing an incarcerated individual reported to have engaged in conduct described in subsection V-B on [Form #2190](#). Initial authorization may be given verbally but must be confirmed in writing within 24 hours with copies to the Commissioner, the Superintendent, and one copy to the incarcerated individual. The order shall briefly state the reason(s) for the imposition of the Special Management Meal Order and contain the following notice to the incarcerated individual: "You may write to the Deputy Superintendent for Security Services or designee to make a statement as to the need for the continued imposition of this Special Management Meal Order."
 3. Each Special Management Meal Order ([Form #2190](#)) must be reviewed on a daily basis by the Deputy Superintendent for Security Services or, in their absence, the OD or higher ranking authority if the OD is not present at the facility (weekends or holidays). The Watch Commander will personally review the Special Management Meal Order and sign the form indicating approval or discontinuance. This review shall be documented by the reviewing Officer, who shall initial and date the order, adding any comments that are appropriate.

- The Special Management Meal Order ([Form #2190](#)) will be limited to a duration of seven days, or 21 consecutive meals. At the conclusion of that period, if not rescinded prior based on the daily review, the Superintendent will ensure that the incarcerated individual shall be provided meals of the same type as the meals available to incarcerated individuals in general population.
4. Special Management Meal Orders will not be extended beyond the seventh day without permission of the Assistant Commissioner for Special Housing/Incarcerated Individual Disciplinary Programs.
 5. The Special Management Meal must consist of a sufficient quantity of wholesome and nutritious food. Such meal may be served in either a paper bag or disposable tray.
 6. Health Services and Food Services shall be notified in advance of the imposition of a Special Management Meal Order ([Form #2190](#)). Health Services shall review the incarcerated individual's Ambulatory Health Record (in accordance with HSPM Section 1.25), and sign the form prior to the commencement of a Special Management Meal Order to ensure that the use of the Special Management Meal Order is medically appropriate. A Physician; Nurse; or Physician's Assistant; designated by the Facility Health Services Director, must examine into the state of health of the incarcerated individual within 24 hours of the commencement of the restriction and daily thereafter during the period of restriction.
 7. The Superintendent shall give full consideration to any recommendation that may be made by such Physician, Nurse, or Physician's Assistant, and shall forthwith report to the Commissioner any recommendation made by such person that is not carried out; and shall, in any event, make a full report in writing to the Commissioner at least once per week concerning the incarcerated individual's condition.
 8. The Special Management Meal Order shall be suspended during the Passover holiday for an incarcerated individual who is designated as Jewish in accordance with Directive #4202, "Religious Programs and Practices."
- C. Exercise: All incarcerated individuals confined in the SHU must be permitted at least one hour of outdoor exercise daily exclusive of the time it takes to go to and return from the exercise area, beginning on the day following admission.
1. Incarcerated individuals normally will be offered the opportunity for outdoor exercise despite weather conditions. If during the exercise period the weather significantly deteriorates, the incarcerated individual may request and shall be permitted to return to their cell. If this occurs, the outdoor exercise opportunity for that day will be considered to have been satisfied.
 2. Inclement weather items: Except at double-celled SHUs, coats and galoshes or rubbers will be maintained on the unit and will be provided to incarcerated individuals during exercise periods in the event of cold or inclement weather.
 3. On those rare occasions when the weather so reduces visibility that it significantly impacts the ability of security staff to visually observe the exercise area (i.e., fog, blizzard, etc.); exercise may be curtailed for the duration of the extreme weather conditions by issuance of a deprivation order.

D. Medical Services

1. A qualified medical practitioner (Physician, Physician's Assistant, Nurse Practitioner, Registered Nurse) will be required to examine each incarcerated individual upon admission to a SHU.
2. A qualified medical practitioner (as listed above) is required to visit the SHU once in every 24-hour period to examine into the state of health of the incarcerated individuals confined in such unit.
3. Sick call will be conducted daily.
 - a. The Officer in charge will prepare a list of all incarcerated individuals who request to see a medical practitioner.
 - b. Any incarcerated individual who requests to see a medical practitioner will be permitted an opportunity to do so in accordance with all good security precautions.
 - c. The medical encounter will be recorded in each incarcerated individual's medical file and in the appropriate SHU file.
4. If an incarcerated individual has a medical complaint, requests health services other than at sick call, or a medical emergency occurs, the facility Health Services unit will be contacted immediately. The response/action taken by Health Services staff shall be logged.
5. A qualified medical practitioner must examine the state of health of an incarcerated individual within 24 hours of the commencement of any Special Management Meal Order, and daily thereafter during the period of the Special Management Meal Order.
6. To the extent consistent with the safety and good order of the facility, staff shall respect an incarcerated individual's right to privacy during medical encounters and the confidential nature of communications between incarcerated individuals and health care providers.

E. Mental Health Services

1. Initial Assessment: A mental health clinician (Psychiatrist, Psychologist, Social Worker, or Nurse Practitioner, who is licensed by the Department of Education and employed by the Office of Mental Health) shall initially assess all incarcerated individuals placed in a SHU:
 - a. Within one business day at an OMH Level 1 or 2 facility.
 - b. Within seven calendar days at an OMH Level 3 or 4 facility.
2. Ongoing Assessments: Incarcerated individuals serving a confinement sanction shall be offered an interview with a mental health clinician:
 - a. Within 7 days of their initial assessment and every 30 days thereafter at an OMH Level 1 or 2 facility.
 - b. Within 30 days of their initial assessments and every 90 days thereafter at an OMH Level 3 or 4 facility.

- F. Personal Hygiene: Each incarcerated individual shall have access to the following:
1. Showers: Shall be provided three times per week, for a minimum of five minutes per shower, exclusive of the time it takes to go to and return from the shower area. Use of shampoo is permitted.
 2. Shaves: Shaving equipment will be on an issue basis three times per week and must be returned after use. Use of shaving cream/soap is permitted.
 3. Hot water will be provided two times per day where hot water is not available in the cell.
 4. Haircuts: One per month if requested by incarcerated individual.
 5. Cell-cleaning materials will be made available three times per week to permit incarcerated individuals the ability to adequately clean their cells and cell ventilation grates.
 6. Incarcerated individuals may be deprived of personal hygiene services by a deprivation order.
- G. Laundry: All clothing items, bedding (excluding blankets), flatwork, and the washcloth will be submitted on a weekly basis in accordance with the facility laundry procedures and schedule. The towel will be exchanged one for one a minimum of two times per week except in those facilities that elect to exchange two towels once per week. Any item issued to an incarcerated individual will be freshly laundered.
- H. Law Library Services: The facility law library will provide a list of legal books, journals, and papers. This list will be made available to the incarcerated individual in the SHU upon request.
1. An incarcerated individual may obtain legal material from the law library, subject to the following restrictions, by submitting a written request:
 - a. A maximum of two items may be ordered at one time.
 - b. The law library will deliver the requested items, if available, to the SHU within 24 hours of receiving the request.
 - c. Incarcerated individuals may retain said legal material for a period of not less than 16 hours nor more than 24 hours at a time.
 2. Law Library Tablets are available in accordance with Section X.
 3. Incarcerated individuals may receive legal materials pursuant to procedures set forth in Department directives concerning Directive #4483, "Law Libraries, Incarcerated Individual Legal Assistance, and Notary Public Services."
 4. No incarcerated individual advisors or incarcerated individual law clerks will be permitted to visit the SHU.
 5. All communications between incarcerated individuals in the SHU and the law library will be monitored by facility staff.
 6. All incarcerated individual legal materials going to or coming from the law library will be subject to search.
 7. Whenever a "law library service" item is deemed to be improper or inappropriate, it shall be referred to the Watch Commander for a determination as soon as possible.

- The staff member doing this shall notify the incarcerated individual and record the action in the SHU log.
8. Incarcerated individuals may be deprived of law library services by issuance of a deprivation order after consultation with the Office of Counsel.
- I. Notary Public: Notarial services will be provided to an incarcerated individual at least two times per week.
 - J. Religious Counseling
 1. Counseling by a member of the facility's Ministerial Services staff will be provided upon the written request of an incarcerated individual.
 2. The facility's senior chaplain or a designated member of the Ministerial Services staff will be required to make a minimum of one round per week in the SHU.
 3. No incarcerated individual religious advisor or assistant will be permitted to visit the SHU.
 4. Attendance at congregate religious services will not be permitted.
 - K. Counseling Services: Incarcerated individuals who have displayed such adverse behavior as to warrant assignment to a SHU generally require counseling services to a greater extent than most incarcerated individuals in general population.
 1. An Offender Rehabilitation Coordinator (ORC) will visit the SHU on a daily basis (excluding weekends and holidays) to provide appropriate counseling services. This will include responding to incarcerated individual requests, ORC referrals, emergency services, and to see each new admission.
 2. Counseling contacts will be noted in each incarcerated individual's guidance and counseling unit file and in the appropriate SHU file.
 - L. Education: Incarcerated individuals in a SHU will be offered the opportunity to participate in a cell study program; however, an incarcerated individual assigned to a disciplinary housing unit will be offered the opportunity to participate in a cell study program to the extent possible based upon the incarcerated individual's overall behavioral adjustment. Education ORCs, teachers or other appropriate staff members may visit the special housing incarcerated individuals as needed to provide assistance to any incarcerated individual participating in a cell study program.
 - M. General Library Services: There shall be available to incarcerated individuals in the SHU, general library materials in a quantity equal to at least two books and one magazine/periodical for each incarcerated individual. This reading material will be rotated in the SHU every 30 days.
 1. Items selected from the general library shall be considered part of the maximum allowed as set forth in subsection IV-B-6.
 2. Each facility will develop a system for the maintenance of an appropriate inventory record.
 3. General library services will be offered a minimum of once per week.

N. Correspondence

1. Each incarcerated individual shall be permitted to send and to receive privileged and regular correspondence, in accordance with Directives #4421, "Privileged Correspondence," and #4422, "Incarcerated Individual Correspondence Program." The incarcerated individual's ability to send or receive correspondence may not be limited by a deprivation order.
2. An incarcerated individual may at any reasonable time address a written communication to the Superintendent or the Commissioner. When an incarcerated individual makes a request for permission to write such a communication, the responsible employee to whom the request is made shall: supply the incarcerated individual with necessary writing materials and an envelope; allow the incarcerated individual to write their communication in privacy; and forward it promptly to the addressee.

O. Incarcerated Grievance Program: Incarcerated individuals assigned to the SHU will have access to the incarcerated individual grievance mechanism as follows:

1. Grievance forms will be made available upon request to a SHU Officer.
2. A staff representative of the incarcerated individual grievance resolution committee will visit the SHU a minimum of once per week, or more often if necessary, or requested to do so by the supervisor in charge of the SHU to interview the incarcerated individual and investigate the grievance.
3. Appropriate procedures as required by Directive #4040, "Incarcerated Grievance Program," will be implemented.

P. Programs

1. Incarcerated individuals in segregated confinement shall be offered out-of-cell programming at least four hours per day, including at least three hours for programs and one hour for exercise as outlined in subsection V-C. These four hours of out-of-cell programming will be exclusive of the time it takes to go to and return from these activities.
2. If an incarcerated individual, while housed in a SHU, commits an act which poses a significant and unreasonable risk to the safety and security of staff or other incarcerated individuals, their participation in certain programs may be restricted. If restrictions are imposed, they must still be provided with at least four hours out-of-cell time daily, of which two hours are therapeutic programming and two hours exercise. This must be documented on [Form #4933A](#), "Report of Exceptional Circumstances."

VI. CONTROLS/RESTRICTIONS/RESTRAINTS**A. Frisks: In accordance with the provisions of Directive #4910 the following procedures will be followed in such designated SHUs.**

1. Strip frisk:
 - a. On initial entry to a SHU, an incarcerated individual will be strip-frisked.

- b. When an incarcerated individual is transferred from one facility disciplinary SHU to another facility disciplinary SHU, they may be strip-frisked on exiting the facility but may not be strip-searched or strip-frisked without probable cause upon entry to the receiving facility and/or its SHU.
2. Pat frisk: An incarcerated individual will be pat-frisked whenever they go out of or returns to the SHU; and prior to and upon returning from any exercise periods, hearings, interviews, etc.

B. Deprivation Order

1. The provision of an essential service to an incarcerated individual shall not be denied, restricted, or limited unless the facility Deputy Superintendent for Security Services, Officer of the Day (OD), or higher-ranking authority determines that providing such an essential service would cause a threat to the safety or security of the facility; or the safety, security, or health of the incarcerated individual, staff or other incarcerated individuals. Initial authorization may be given verbally, but must be confirmed in writing within 24 hours with a copy to the Superintendent, and one copy to the incarcerated individual. The order shall state specific facts and reasons underlying the determination. Deprivation orders will not be imposed as punishment, but only where there is a threat to the safety and security of staff, incarcerated individuals, or State property. Deprivation orders will be terminated when the threat has abated, as determined by security staff.
2. Each deprivation order must be reviewed on a daily basis by the Deputy Superintendent for Security Services or, in their absence, the OD or higher-ranking authority. If the OD is not present at the facility (weekends or holidays), the Watch Commander will personally review the deprivation order and sign the form indicating approval or discontinuance. This review shall be documented by the reviewing Officer, who shall initial and date the order, adding any comments that are appropriate. Any determination made pursuant to this section shall be reviewed by the facility Superintendent at intervals not to exceed seven days. If a deprivation order has been in effect for seven days, the Superintendent and incarcerated individual shall receive a written notice of renewal on the seventh day and, thereafter, every seventh day that order remains in effect.
3. The written order and any notice of renewal thereafter must briefly state the reason(s) for the deprivation and contain the following notice to the incarcerated individual: "You may write to the Deputy Superintendent for Security Services or their designee to make a statement on the need for continuing the deprivation order."
4. Any deprivation order depriving an incarcerated individual of minimum standard items (e.g., bedding, clothing, etc.) for "mental health" or "psychiatric" reasons must be approved by an appropriate clinical professional or, in their absence, by the ranking facility health service professional.

5. If there is an order depriving an incarcerated individual of in-cell water, the incarcerated individual's cell water shall be turned on for at least ten minutes, five times per day, as follows: approximately 30 minutes prior to the service of each meal, once at the beginning of tour I (nights), and once during tour III (evenings) in accordance with a schedule established by the Superintendent. Staff shall notify the incarcerated individual prior to turning on the water and record the times that the water is turned on and off in the Unit Activity Log. Additional beverages shall be provided if determined necessary by medical staff.
6. OMH will be notified of the issuance, renewal, and termination of all deprivation orders issued to incarcerated individuals on the OMH caseload.

NOTE: Deprivation orders and renewals shall be recorded on [Form #2187](#), "Deprivation Order," and [Form #2187R](#), "Deprivation Order Renewal."

C. Use of Restraints, Generally

1. Definition: For the purposes of this Section, mechanically restrained means handcuffed behind the back.
2. Application of Restraints: An incarcerated individual assigned to a SHU will be placed in mechanical restraints when escorted off the unit or for inter-unit movement prior to exiting their cell. In order to accommodate the restraint procedure, the incarcerated individual will be required to place their hands through the feed-up port, if available, or the partially opened cell door.
3. Temporary Removal of Restraints:
 - a. Once outside the cell, restraints shall be removed to accommodate the following:
 - (1) A request of a Physician or a Physician's Assistant when removal is necessary to permit medical treatment.
 - (2) A request of the Parole Board at a parole hearing.
 - (3) A request of a Judge or Magistrate.
 - (4) An order of the Deputy Superintendent for Security Services or higher-ranking authority.
 - b. Once outside the cell, restraints shall also be removed to accommodate the following, unless otherwise specified in a restraint order:
 - (1) A scheduled shower when the incarcerated individual can be secured in a shower room.
 - (2) A scheduled period of exercise when the incarcerated individual can be secured in an exercise area.
 - (3) A visit.
 - c. If mechanical restraints have been removed, they will be reapplied prior to returning to the SHU cell.

D. Restraint Orders

1. Any incarcerated individual assigned to a SHU who has a history of assaultive behavior and/or who presents a threat to the safety or security of themselves, other persons, or State property, may be placed under a restraint order by the Deputy Superintendent for Security Services or, in their absence, the OD or higher-ranking authority.
2. A restraint order will be valid for no more than seven days and will be reviewed and may be renewed by the Superintendent or, in their absence, the OD.
3. A copy of the restraint order must be forwarded to the Superintendent and the incarcerated individual within 24 hours. The order and any renewal thereafter must briefly state the reason(s) for the order or renewal and contain the following notice to the incarcerated individual: "You may write to the Deputy Superintendent for Security Services or designee to make a statement as to the need for continuing the restraint order."
4. A restraint order will describe the types of restraints to be used and the manner in which they are to be applied (e.g. handcuffed in front or in back, with or without waist chain, with or without leg irons).
5. If an incarcerated individual is under a restraint order directing that they be mechanically restrained whenever they leave the SHU cell for any reason, the incarcerated individual will remain mechanically restrained during the entire period of time they are out of the SHU cell, except:
 - a. Upon request of a Physician, Nurse Practitioner, or a Physician's Assistant when removal is necessary to permit medical treatment.
 - b. Upon request of the Parole Board at a parole hearing.
 - c. Upon the request of a Judge or Magistrate.
 - d. When the incarcerated individual can be secured in a shower room during the scheduled shower period.
 - e. When the incarcerated individual has been secured in the exercise area, unless the restraint order (or renewal) includes a written determination stating the reason(s) why the removal of restraints in the exercise area would, in the light of the particular circumstances relative to the affected incarcerated individual, present a threat to the safety or security of the incarcerated individual, other persons, or State property. Such a determination, in any restraint order or renewal, shall only remain in effect for three days, unless approved in writing by the Superintendent or acting Superintendent, based upon their review of the relevant facts.
 - f. Upon order of the Deputy Superintendent for Security Services or higher-ranking authority.
 - g. When in a general population visiting room and not in a non-contact area.
6. When mechanical restraints are removed pursuant to subsection VI-D-5-e, they will be reapplied as specified in the restraint order prior to returning to the SHU cell.

NOTE: Restraint orders and renewals shall be recorded on [Form #2186](#), "Restraint Orders," and [Form #2186R](#), "Restraint Order Renewal."

E. Closing Cell Hatch Covers

1. In those SHU cells that have only one solid door, the fixed vision panels will be maintained with the solid metal hatch coverings in an opened position, unless a deprivation order is issued. A deprivation order to close such hatch coverings may be imposed only where there is a threat to the safety of staff, incarcerated individuals, or State property.
2. Feed-up hatches shall remain closed except during feed-up activities or when it is necessary to open the hatches to pass items to or from the incarcerated individual.

F. Use of Cell Shields

1. A cell shield is a transparent cell front covering, equipped to provide adequate ventilation.
2. Cell shields may be ordered for good cause, including but not limited to the reasons listed below:
 - a. Spitting through the cell door, or the throwing of feces, urine, food, or other objects through the cell door.
 - b. The incarcerated individual refuses to keep their hands within the cell and/or otherwise attempts to assault or harass staff.
 - c. The incarcerated individual is so disruptive as to adversely affect the proper operation of the unit.
3. Use of the cell shield shall be ordered by the Deputy Superintendent for Security Services or, in their absence, the OD or higher-ranking authority. The cell shield order shall be valid for no more than seven days and will be reviewed and may be renewed by the Superintendent or, in their absence, the OD.
4. A copy of the cell shield order shall be forwarded to the Superintendent and the incarcerated individual within 24 hours. The order and any renewal thereafter shall briefly state the reason for the order or renewal and contain the following notice to the incarcerated individual: "You may write to the Deputy Superintendent for Security Services or designee to make a statement as to the need for continuing the cell shield order."

NOTE: Cell shield orders shall be recorded on [Form #2188](#), "Cell Shield Order – SHU," and [Form #2188R](#), "Cell Shield Order – SHU –Renewal."

VII. OPERATIONS

- A. Special Housing Unit Operations Manual: Each SHU shall operate in accordance with a SHU Operations Manual, which has been approved by the facility Superintendent.
1. The Operations Manual will be based on the provisions of this directive.
 2. A copy of this directive shall be included in the SHU Operations Manual.
 3. A copy of the SHU Operations Manual will be located within the SHU proper and is to be reviewed by every employee assigned therein and will be maintained constantly available for reference purpose.

4. A copy of the SHU Operations Manual and all revisions thereto will be forwarded to the Director of Special Housing in Central Office annually by January 15, and maintained on file at that location.
- B. Sign-In/Out Log: Each SHU will maintain an official log of all visitors to the unit.
1. Each and every visitor will be required to place the following information in the log immediately upon entry into the SHU:
 - Date
 - Time entered unit
 - Printed name and title
 - Purpose of visit
 - Signature
 - Upon exit will enter time left unit
 2. Supervisors must make their log entries in red ink.
 3. Completed logs will be placed in secure storage in a location designated by the Superintendent.
- C. Unit Activity Log: Each SHU will maintain an official chronological log of all activities occurring on the unit. Contents will include, but are not limited to, the following:
1. Names and titles of all employees assigned to the unit. List date and tour of duty.
 2. Names and titles of all visitors to the unit including the specific purpose(s) of the visit.
 3. A record of incarcerated individual admissions to include the following:
 - a. Name and Department Identification Number (DIN)
 - b. Time admitted
 - c. Supervisor who authorized admission
 - d. Type of admission
 - e. Disposition
 - f. Escorting employees
 - g. Officer(s) who conducted strip frisk
 - h. Supervising Sergeant
 4. A record of incidental incarcerated individual exit and entry including name and DIN, times, reasons for exit/entry, and names of escorting Officer(s).
 5. A record of incarcerated individual releases to include the following:
 - a. Name and DIN
 - b. Time released
 - c. Reason (time expired, transfer, etc.)
 6. A record of occasions when a restraint order is applied to include:
 - a. Incarcerated individual name and DIN
 - b. Time placed in restraint
 - c. For what reason
 - d. Time removed from restraint
 - e. Name and title of authorizing employee

- This does not include those incarcerated individuals placed in restraint merely for escort off the unit.
7. A record of all occasions when a deprivation order is imposed. This record will include the reasons for said deprivation and the name of the authorizing official.
 8. A record of all occasions when all hatch coverings are closed and the reasons thereof.
 9. A record of all occasions when "cell shields" are used and the reasons thereof.
 10. A record of the starting and ending times of programs, recreation, showers, and telephone calls.
 11. A record that indicates the announcement of the presence of medical or mental health staff on the unit and that medical or mental health rounds were completed.
 12. The names and numbers of incarcerated individuals who receive medical attention or medication.*
 13. The name and DIN of any incarcerated individual who refuses medical attention when it is felt that medical attention is required.
 14. The name and DIN of any incarcerated individual who refuses a visit.
 15. A record of all incarcerated individuals on a Special Management Meal Order, when served.
 16. A record of all unusual incidents occurring on the unit.
 17. A record of all incarcerated individual contacts with the Incarcerated Grievance Resolution Committee staff representatives.
 18. A record of all contacts between mental health staff and specific incarcerated individuals to include all out-of-cell interviews that are completed or an indication if the incarcerated individual refused a scheduled interview. The time out and end time of the out-of-cell interview shall also be recorded.*
 19. A record of all contacts between an ORC and specific incarcerated individuals.
*NOTE: For double-celled SHUs, routine medical encounters, routine mental health encounters, and routine ORC contacts may be recorded in an appropriate unit file.
 20. A record of any occasion in which an employee enters an incarcerated individual's cell for other than a routine reason.
 21. A record of each round conducted in accordance with Section IX-A.
NOTE: Completed logs will be placed in secure storage in a location designated by the Superintendent. Upon completion of an authorized removal of an individual or sign in/out logbook, a notation (in red ink) will be made explaining the reason for the removal along with the utilized auxiliary logbook number and page of the recorded minutes.
- D. Cell Search Log: Each SHU shall maintain a log for recording cell searches. This log shall include:
1. Name and DIN of the incarcerated individual whose cell is searched.

2. Date and time of search.
3. Names of Officers conducting search.
4. List of contraband found.
5. Name of supervisor authorizing search.
6. List of any State or incarcerated individual property damaged.
7. Cell integrity items including, but not limited to: walls, floors, ceilings, sinks, vents, bars, etc., have been inspected. An entry will also be made indicating any deficiencies noted.

It is the duty of the supervisor assigned to the SHU to make periodic inspections of these logs to determine that they are current and that searches are made in a timely and reasonable manner.

- E. Telephone Call Log: Each SHU shall maintain a log for recording telephone calls. This log shall include:
1. Name, DIN, and cell location of the incarcerated individual.
 2. Date and time of telephone call.
 3. Name of Officer(s) supervising the telephone call.
 4. Notation indicating if the incarcerated individual accepted or declined the opportunity to make a telephone call.
- F. Incarcerated Individual File: The supervisor in charge of the SHU will cause a file to be kept on each incarcerated individual assigned. That file will contain:
- Cell Equipment Statement
 - Restraint Orders
 - Miscellaneous
 - Disciplinary Dispositions
 - Medical Order
 - Property Storage Receipts
 - Suicide Prevention Screening Form
 - Deprivation Orders
 - Shield Orders
- G. Form #4933B, "SHU Chronological Programs/Recreation": Each SHU will maintain a weekly chronological sheet documenting the following information:
1. Facility
 2. Report week (Sunday to Saturday)
 3. Locator code
 4. Incarcerated individual name
 5. DIN
 6. Date of admission
 7. Day of the week admitted
 8. Program offered/accepted
 9. Exceptional circumstances
 10. Date transferred out of SHU
 11. If the incarcerated individual is not transferred within 15 days, continue to track them, in accordance with subsection VII-H.

Form #4933B will be maintained at the facility and will be available for review during site visits/audits.

- H. Form #4933C, "SHU Chronological Programs/Recreation (Over 15 Days)": If an incarcerated individual is held in the SHU beyond 15 days, each SHU will maintain a weekly chronological sheet documenting the following information:
1. Facility
 2. Report week (Sunday to Saturday)
 3. Locator code
 4. Incarcerated individual name
 5. DIN
 6. 16th day in SHU
 7. Date of the week started
 8. Program offered/accepted
 9. Recreation offered/accepted
 10. Exceptional circumstances
 11. Transfer

The completed Form #4933C must be emailed every Monday, no later than 12:00 pm, to SpecialHousing@doccs.ny.gov in Excel format.

VIII. SPECIAL HOUSING UNIT SUPERVISION

- A. Unit Supervisor: A supervisor of the rank of Correction Sergeant (or higher) will be responsible for the supervision of the unit and at a minimum be present whenever:
1. An incarcerated individual is admitted.
 2. An incarcerated individual is removed from their cell for other than routine reasons (showers, exercise, etc.).
 3. An incarcerated individual who is under a restraint order is removed from their cell for any reason.
 4. In the discretion of the facility Watch Commander or higher authority, whenever an incarcerated individual is escorted from the unit for activities including, but not limited to, visits and routine infirmary visits.
- B. Unit Supervisor: The unit supervisor will be notified whenever a cell is entered by staff for other than routine reasons. A record of such occurrence will be entered in the Unit Activity Log.
- C. Watch Commander: The SHU, including the sign-in/out and chronological logs will be inspected daily by each Watch Commander during each tour of duty. The Watch Commander will sign each log in red ink during the inspection.
- D. Facility Executive Staff: The Superintendent and each member of the Executive Team shall visit the SHU at least once per week. All on-duty facility Correction Captains, regardless of facility duty assignment, shall visit each SHU a minimum of once per day.

- IX. INSPECTIONS:** Essential to good security practices, constant physical inspections will be conducted by security staff as follows:
- A. Rounds: Unit Officers will conduct rounds on all three shifts. Rounds will be made at least every 30 minutes, but on an irregular basis. Each incarcerated individual, and cell will be observed to ensure that anyone in need of medical attention receives prompt care, that scheduled activities (e.g., showers and exercise) are being completed, to guard against misconduct, and to detect fire/safety hazards, etc. Night-time rounds will be conducted in a manner that is not disruptive to the unit and does not interfere with incarcerated individuals who are asleep.
 - B. Cells: Each SHU cell will be thoroughly inspected prior to and immediately after occupancy in order to prevent the presence of contraband and to ensure its good condition in addition to those inspections required in accordance with the provisions of Directive #4910. Discrepancies will be recorded in the SHU Log. All incarcerated individual cell doors/gates will remain closed and locked at all times with the exception of when the incarcerated individual is entering or exiting the cell or staff is conducting a search or frisk.
 - C. Gates/Locks: Gates and locks will be examined and tested on a periodic basis, but not less than once per week. The results of such examinations and tests shall be reported in writing to the Deputy Superintendent for Security Services.
 - D. Bars: Bar checks will be conducted on a scheduled basis, but not less than once per week. To ensure that all bars receive proper attention, the results of such examinations and tests shall be reported in writing to the Deputy Superintendent for Security Services.
 - E. Ventilation Grates: Each SHU cell ventilation grate shall be thoroughly inspected and cleaned prior to occupancy in order to prevent the presence of contraband and to ensure its good condition. Periodically, the ventilation grate shall be inspected for contraband and to ensure that the incarcerated individual is keeping the grate clean.
 - F. Exercise Areas: Each area will be physically inspected immediately before and after use, except for double-celled exercise areas, which will be physically inspected on a scheduled basis but not less than once per week.
 - G. Incarcerated Individuals: Physical searches of incarcerated individuals will be conducted as required in accordance with the provisions of Directive #4910. Incarcerated individuals who provide services to incarcerated individuals in the SHU (e.g., barber, maintenance, etc.) must be approved by the facility Deputy Superintendent for Security Services. These incarcerated individual(s) shall be pat-frisked and hand scanned upon entry and exit of the SHU.
 - H. Items Entering the SHU: All items entering the SHU area must be thoroughly searched by security staff (e.g., food carts, property, etc.).
- X. SHU TABLET PROGRAM/TELEPHONE ACCESS:** The Department will provide each incarcerated individual assigned to a SHU with access to the following tablets:
- Static Content Tablet with telephone access
 - Law Library Tablet

A. Definitions

1. **Static Content Tablet:** An electronic device distributed by security staff to each incarcerated individual assigned to a SHU, at no cost, which has telephone access and contains a variety of preloaded applications, including educational material, videos, e-books, music, games, and other media approved by the Department.
2. **Law Library Tablet:** An electronic device distributed by security staff to each incarcerated individual assigned to a SHU, at no cost, that contains access to Law Library Material (e.g., legal books, journals, etc.).
3. **Tablet Charging Cart:** A steel mobile storage container utilized for the secure storage and charging of the tablets. Tablets remain locked and secure in the cart while not in use. Both the Static Content Tablets and Law Library Tablets will be securely stored and charged in these charging carts.
4. **Headphones/Earbuds:** A pair of small loudspeaker drivers worn on or around the head over a user's ears. Headphones are also known as earbuds.

B. Procedures

1. Tablets

- a. All incarcerated individuals in a SHU will be provided access to a Static Content Tablet and a Law Library Tablet during their period of confinement in a SHU, by the service provider, at no cost to the incarcerated individual or the Department.
- b. All incarcerated individual refusals to accept the issuance of any tablet shall be documented in the SHU Tablet Logbook.
- c. The approved and supplied SHU in-cell headphones are compatible and must be utilized with the tablets.
- d. Tablets shall not be connected to any other device or computer.
- e. Tablets will be distributed and collected by security staff members.
- f. Incarcerated individuals in SHU will be issued tablets and utilize them in their assigned cell only.
- g. Incarcerated individuals may only possess or use the tablets issued to them and are prohibited from lending or giving their assigned tablets to other incarcerated individuals.
- h. Any problems or issues during tablet usage will be reported immediately to a staff member.
- i. An incarcerated individual who damages a tablet with malice may be responsible for the repair or replacement cost.
- j. The service provider, in consultation with the Department, reserves the right to deny a tablet to an incarcerated individual who has destroyed or damaged a tablet in the past.
Use of a tablet is a privilege and may be suspended for abuse, misuse, or other misconduct, pursuant to the procedures for implementing the standards of incarcerated individual behavior under Directive #4932.

- k. The service provider is solely responsible for maintaining and repairing the tablets and any associated infrastructure.
2. Issuing/Collection:
 - a. The Static Content Tablets will be distributed at minimum once daily for up to four hours during a specific timeframe based on the facility schedule. All eligible incarcerated individuals, upon request, will be issued a tablet by a security staff member.
 - (1) The Static Content Tablets shall be removed from the charging cart and distributed to the eligible incarcerated individuals of the SHU.
 - (2) The Static Content Tablets shall be collected, visually inspected, and secured in the charging cart in charging mode following the completion of the allotted time.
 - (3) Incarcerated individuals who are admitted to a SHU while serving a general population tablet sanction will still be allowed to request a Static Content Tablet.
 - b. The Law Library Tablets will be distributed by security staff to incarcerated individuals in the SHU, upon request. Tablet sanctions do not apply to the Law Library Tablet.
 - (1) The Law Library Tablets shall be removed from the charging cart and distributed to those incarcerated individuals in the SHU, that have submitted a request for use of the tablet.
 - (2) The Law Library Tablets shall be possessed by incarcerated individuals during the day and evening hours. Must be visually inspected upon collection. During Tour I, the tablets shall be secured and stored in charging mode, on the charging cart.
 3. Storage
 - a. When not in use, all tablets will be stored in a secured charging cart in a secure area in close proximity to the area where the tablets are being utilized.
 - b. The tablet charging cart will be connected to power, securely locked, and in charging mode.
 4. Termination/Suspension of Tablet Use Privileges: A Hearing Officer may impose a loss of Static Content Tablet privileges for an incarcerated individual, for incidents occurring while housed in SHU, pursuant to Directive #4932.

NOTE: Incarcerated individuals serving a Static Content Tablet sanction, who transfer from SHU to SHU or any other units where Static Content Tablets are utilized, shall continue to serve the remainder of the sanction at the new facility. Additionally, those incarcerated individuals serving Static Content Tablet sanction, or on a Static Content Tablet deprivation order, will be permitted weekly personal telephone calls using the mobile phone cart, for a fifteen-minute period.
 5. Documentation: Each SHU shall maintain an Incarcerated Individual Tablet Use Log, bound and page numbered, for recording both Static Content Tablet use and Law Library Tablet use. This log shall include:

- a. Starting/ending daily inventory number for Static Content Tablets.
- b. Starting/ending daily inventory of Law Library Tablets.
- c. Name/DIN, and cell location of incarcerated individual.
- d. Date and times of issuance/collection of the Static Content Tablet for each eligible incarcerated individual.
- e. Date and times of issuance/collection of Law Library Tablets for each requesting incarcerated individual.
- f. Name of Officer(s) who issued, supervised, and collected the tablets.
- g. Record of any problems or issues.
- h. Record of refusals.

XI. TRAINING: All staff assigned to a SHU, including supervisors shall undergo specialized training prior to assignment to such unit and regular specialized training thereafter. Upon completion of training, a Record of Training Form (RTF) will be signed and the information will be entered into the Department's KHRT system using course code **17094**.