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*Division of Institutions*  
*Policy and Procedure*

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**Chapter:** O  
**Section:** .0100  
**Title:** Special Management and  
Restrictive Housing for  
Administrative Purposes  
**Issue Date:** July 9, 2025  
**Supersedes:** May 10, 2016

I. PURPOSE

The purpose of this policy is to provide guidelines for housing offenders in Special Management for Administrative Purposes and Restrictive Housing for Administrative Purposes.

II. APPLICABILITY

This policy applies to all staff charged with the supervision of offenders housed in Special Management for Administrative Purposes and Restrictive Housing for Administrative Purposes.

III. DEFINITIONS

A. Extended Restrictive Housing

Housing that separates the offender from contact with the general population while restricting an offender to their cell for at least 22 hours per day for more than 30 days for the safe and secure operation of the facility.

B. Restrictive Housing for Administrative Purposes (RHAP)

A placement that requires an offender to be confined to a cell at least 22 hours per day for the safe and secure operation of the facility.

C. Special Management for Administrative Purposes (SMAP)

A placement for offenders who pose a threat that are separated from general population for periods of time less than 22 hours per day.

IV. POLICY

RHAP and SMAP is authorized pending initial processing, including identification and reception of records, and at other points during an offender's incarceration. Dependent upon the reason for assignment, SMAP or RHAP are authorized as follows:

1. to protect staff and other offenders from the threat of harm by the offender.
2. to minimize the risk of escape by the offender or others influenced by their actions.
3. to preserve order where other methods of control have failed.
4. to provide necessary control while completing an investigation; or

5. to remove an offender from the population as a "cooling off" measure.

#### V. PROCEDURES

- A. ***Offenders assigned to SMAP/RHAP shall be provided written orientation materials and/or translations in their language. When a literacy problem exists, a staff member shall assist the offender in understanding the material. Completion of orientation shall be documented by a statement signed and dated by the offender (5-ACI-4B-27).***
- B. Offenders may be restricted for 72 hours or less at the discretion of the officer in charge as a "cooling off" measure. The reasons for the action will be documented through the Control Action (IS11) automated record screen process with appropriate comment and justification for the isolation assignment. No offender may be placed in RHAP/SMAP for more than 72 hours without the documented approval of the facility head or designated representative.
- C. Offenders may be restricted for an additional period not to exceed a total of 15 days (including the initial 72 hours) with approval of the facility head or designee. The approval will be documented through the Control Action (IS11) automated record screen process with appropriate comment and justification documenting the assignment to isolation.
- D. In cases where an offender is confined to RHAP for a period greater than 15 days, the restricted offender shall be reviewed before a facility classification committee. The offender shall receive written notice on form DC-123 of the reasons RHAP/SMAP is being considered at least 48 hours before the review is held.
- E. The committee shall consist of at least three members, one of which must be a member of the programs staff. At the review, the offender will be informed of the reasons RHAP/SMAP is being considered and will be given an opportunity to speak in his or her own behalf about any matter relevant to the classification control status assignment under consideration. If the committee determines that continued restrictive confinement is appropriate, it will note its findings through the Control Action (IS11) automated record screen process with committee rationale and justification for the control action assignment noted on the appropriate comment screens. All committee decisions must be approved by the Warden or designee.
- F. No offender should be confined in RHAP more than 30 days. Referrals for extended periods of restriction beyond 30 days if necessary are made to the Director's Classification Authority in the form of a request for a control assignment.
- G. ***Offenders assigned to SMAP/RHAP may be released to regular population at the discretion of the Warden/designee after reviewing the rationale for assignment and determining the offender is no longer a threat to the secure and orderly operation of the facility, other offenders, or themselves (5-ACI-4A-08, 5-ACI-4B-09).***

#### VI. REFERENCES

5<sup>th</sup> Edition Standards for Adult Correctional Institutions  
5-ACI-4A-08, 5-ACI-4B-09, 5-ACI-4B-27

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