



<u>ADMINISTRATIVE REGULATION</u>		REGULATION NUMBER 600-09	PAGE NUMBER 1 of 11
 COLORADO DEPARTMENT OF CORRECTIONS		CHAPTER: Offender Classification	
		SUBJECT: Management of Close Custody Offenders	
RELATED STANDARDS: ACA Standards - 4-4190, 4-4275, 4-4301, 4-4303, 4-4320, 4-4340,		EFFECTIVE DATE: September 1, 2016	
		SUPERSESION: 6/30/14	
OPR: DOP	REVIEW MONTH: JUNE	 Rick Raemisch Executive Director	

I. POLICY

It is the policy of the Colorado Department of Corrections (DOC) to establish and to provide for specific custody level designations, appropriate housing, supervision, and management of close custody offenders in order to reduce risk to the public, DOC employees, volunteers, and the offender population and to ensure consistent close custody management and programming throughout the DOC.

II. PURPOSE

The purpose of this administrative regulation (AR) is to establish criteria and guidelines for the consistent management of close custody offenders and to provide guidance to DOC employees for appropriate housing, supervision, and management. This AR also provides programming guidelines for close custody designations.

III. DEFINITIONS

- A. Central Classification Committee: A committee at Headquarters, chaired by the assistant director of Offender Service or designee, representatives from Offender Services, Office of Inspector General and the originating facility. Clinical Services will be represented in cases that involve medical or mental health issues. Duties include: finalizing offender classification instruments and status designations, determining final custody status, and making permanent facility assignments of offenders based on factors that may affect offender management and security. Offender Services will serve as liaisons for their assigned facilities in the areas of classification, case management, Code of Penal Discipline, as well as other relevant offender management systems.
- B. Close Custody: The highest scored classification custody level within the Colorado Department of Corrections. Close custody is intended for offenders requiring an increased level of security, supervision, controlled movement and monitored programming. The classification of close custody is based upon many factors, which include; severity of the offender's current and prior convictions, escape history, and history of institutional violence.
- C. Close Custody Management Control Unit (MCU): A close custody designation that provides an increased level of housing, supervision and control to maintain the safety of the public, volunteers, DOC employees, volunteers, and offenders. Assignment to close custody Management Control Units (MCU) is primarily used as a progressive management assignment for offenders who are progressing from either a Close Custody Management Control Unit / High Risk or directly from Restrictive Housing - Maximum Security Status.
- D. Close Custody Management Control Unit/High Risk (MCU/HR): A close custody designation that provides an increased level of housing, supervision and control to maintain the safety of the public, DOC employees, volunteers, and offenders. Assignment to close custody Management Control Unit/High Risk (MCU/HR) is primarily used as a progressive management assignment for offenders who are progressing from Restrictive Housing - Maximum Security Status.

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- E. Close Custody Transition Units (CCTU): A temporary close custody designation that provides an increased level of security, supervision and control to maintain the safety of the public, DOC employees, volunteers, and offenders. Assignment to a Close Custody Transition Units (CCTU) is primarily used as a temporary (6-month) progressive management assignment for offenders who are either progressing from a Close Custody Management Control Unit or for newly arrived offenders who score close custody on their initial intake classification and require an increased level of supervision and control.
- F. Cognitive Programming: A program which provides offenders with specialized skills for cognitive restructuring, problem solving, and positive social skills which are designed for high risk offender populations, as approved by the Program Oversight Committee.
- G. Custody Level: The degree of supervision required for each offender. Custody level utilizes the terms of minimum, minimum-restricted, medium, and close.
- H. Internal Classification Committee: A multidisciplinary committee within each respective facility chaired by the administrative head/designee, at or above the level of correctional officer IV which is responsible for all facility internal classification and status proceedings, housing/cell assignments, work and program assignments, code of penal discipline outcome management and other relevant internal offender management systems.
- I. Protective Custody Status: Alternate housing assignment for offenders who are at substantial risk of serious harm if placed in a general population setting.
- J. Protective Custody Unit: A designated housing unit for safely housing offenders on protective custody status.

IV. PROCEDURES

A. General Information

1. Close custody is the highest scored classification custody level within DOC. Close custody is intended for offenders requiring an increased level of security, supervision and control based on their scored classification. The classification of close custody is based upon many factors, which include; severity of the offender's current and prior convictions, escape history, and history of institutional violence as outlined in AR 600-01, *Offender Classification*.
 - a. Initial placement into or movement into or out of close custody, not including close custody designations (Management Control Units (MCU) and Management Control Units High Risk (MCU/HR)), or protective custody status will be based upon the offenders scored classification level in accordance with AR 600-01, *Offender Classification*.
2. ***The DOC offender classification plan specifies criteria and procedures for determining and changing an offender's classification status; the plan includes at least one level of appeal. [4-4301] [2-CO-4B-O3]*** All close custody classification appeals will be handled in accordance with AR 600-01, *Offender Classification*.
3. Close Custody Housing Designations: Close custody designations, such as MCU, MCU/HR, and CCTU are designed and primarily intended to serve as progressive step down management assignments for offenders who are progressing from Restrictive Housing – Maximum Security Status.
 - a. Movement into or out of a close custody designation (MCU, MCU/HR, & CCTU) will be completed utilizing AR form 600-9A, Close Custody Placement and Progression.
 - b. Internal (progressive and regressive) movement within a close custody designation (MCU, MCU/HR, and CCTU) will be reviewed by the facility internal classification committee and approved by the administrative head or designee. Central Classification review and approval is not required for internal movement.

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4. Offenders with death penalty sentences may initially be assigned to Restrictive Housing - Maximum Security Status in accordance with AR 650-03, *Restrictive Housing* prior to transitioning to close custody MCU. The director of Prisons or designee will be consulted and will approve all placement and transition plans for these offenders.
 5. Protective custody needs and protective custody status for close custody offenders will be addressed in accordance with AR 650-02, *Protective Custody* for close custody protective custody offenders.
- B. DOC facilities designated to permanently house and manage close custody offenders will be responsible for the appropriate housing and separation of close custody offenders from other custody level offenders, at a minimum by pod. Close custody offenders will not be integrated with other lower custody level offenders for housing pod or cell assignment, recreation, and/or meals.
1. All offenders arriving in close custody designated units will receive a unit orientation and thorough case review.
 2. The offender's programming and need requirements will be outlined and provided to the offender by the assigned case manager upon intake to a permanent facility or units.
- C. Conditions of Confinement for Close Custody Offenders: Offenders in close custody will 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.
1. Cells: *Close custody housing cells will be furnished with a toilet, lavatory, hot and cold running water, writing surface/desk, seating area, bunk with mattress and adequate storage space for clothes and personal belongings. [4-4134]* If running water within a close custody housing cell creates a safety issue, the shift commander will be notified and may approve for the water to be shut off temporarily. In the event that the water is shut off to a cell, the water will be turned on every two hours for offender use. An incident report documenting the offender's behavior reasons for shutting off the water must be written.
 2. Laundry Services: *Offenders designated as close custody will have an opportunity to exchange or to have clothing and bedding/linen laundered twice per week, in accordance with AR 850-11, Offender Bedding and Clothing Issue, Dress Code, Hygiene and Grooming [4-4338]* This will include the opportunity to have three complete sets of clean clothing per week, linen exchange including towels at least once each week and blanket exchange at least monthly. *Close custody offenders will be provided with suitable clean bedding and linen, to include sheets, pillow and pillowcase, one mattress, and sufficient blankets [4-4340].*
 3. Janitorial Cleaning Supplies: Offenders designated as close custody will have access to janitorial supplies for individual cell cleaning per facility housekeeping plan. Offenders in close custody units are responsible to maintain their cell in a sanitary and orderly condition.
 4. Telephone: Offenders designated as close custody will be allowed telephone privileges, unless telephone restrictions have been invoked by the administrative head/designee. Telephone restrictions will not apply to phone access to the offender's attorney of record.
 - a. Counsel/Legal Calls: *Offenders designated as close custody will have access to counsel and will be provided assistance in making confidential contact with attorneys and their authorized representatives; such contact includes, but is not limited to, telephone, communications, uncensored correspondence, and visits. [4-4275]* Prior approval is not necessary for legal calls if the attorney/agency is on the offender's CIPS list and the call is being placed as a regularly scheduled call. Requests for emergency legal calls will be handled according to the procedures outline in AR 850-12, *Telephone Regulations for Offenders*.
 - b. Telephone Court Hearings: Telephone court hearings for offenders designated as close custody will be coordinated in accordance with AR 750-03, *Litigation Management*.

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5. Programming: Offenders designated as close custody will 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.
- a. Close custody offenders (not designated as MCU, MCU/HR, or CCTU) may be integrated with other custody levels for programming, services, and visiting.
- 1) Program assignments for close custody offenders will be in accordance with their close custody designation.
- 2) The following are examples of basic programs and services available to close custody offenders;
- Programs:
- Pre-Release
 - Educational Services such as Adult Basic Education (ABE) and General Education Development (GED)
 - Career and Technical programs
 - Parenting
 - Cognitive programming
 - General library services
- Services:
- Volunteer programs
 - Chaplain visits
 - Faith correspondence courses
 - Religious and faith based services as outlined in AR 800-01, *Religious Programs, Services, Clergy, Faith Group Representatives and Practices*.
 - Law Library/Legal Services
- b. At a minimum, offenders in close custody MCU and MCU/HR will have access to in-cell, cell front, and/or controlled small group cognitive program and academic education programming.
6. Meals: ***Offenders designated as close custody will have access to three nutritious meals per day, as prescribed by the DOC master menu. Food will not be used as a disciplinary measure [4-4320]***
- Prescribed medical diets and approved religious diets will be made available in accordance with AR 1550-15, *Medical and Religious Diets*.
 - Offenders in close custody general population will be allowed to exit their assigned living unit/pod and eat their meals within the facilities food services area.
 - Offenders in close custody MCU, MCU/HR, and CCTU may be allowed to exit their cells to obtain a food tray. Meals will be eaten within the offender's assigned cell or within the day hall in groups of up to eight for MCU and MCU/HR or sixteen for CCTU based upon facility operations.
7. Visiting Privileges: Offenders designated as close custody will have opportunities for contact, non-contact, and attorney visits unless there are documented substantial reasons for withholding such privileges.

All offender visiting privileges will be handled and addressed in accordance with AR 300-01, *Offender Visiting Program*, with the following stipulations listed below for specific close custody designations.

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Status	Non-Contact Visits	Contact Visits:
MCU Total visits not to exceed six per month.	Up to six non-contact visits per month. (2 hours each visit)	After 30 days: Offenders who exhibit appropriate behaviors may be approved for up to two contact visits per month. (one and a half hours each visit)
MCU/HR Total visits not to exceed three per month.	Up to three non-contact visits per month. (two hours each visit)	After 30 days: Offenders who exhibit appropriate behaviors may be approved for special contact visitation with immediate family members and relatives. (one and a half hours each visit)
CCTU Total visits not to exceed six per month.	Up to six non-contact visits per month. (two hours each visit)	Offenders who exhibit appropriate behaviors may be approved for up to four contact visits per month. (one and one half hours each visit)

- a. Visits by the attorney of record are allowed by appointment only in accordance with AR 300-01, *Offender Visiting Program* and AR 750-03, *Litigation Management* and will not be counted against the number of allowable monthly social visits.
8. **Mail Service:** Offenders designated as close custody will be allowed to write and receive letters in accordance with AR 300-38, *Offender Mail*.
9. **Medical Services:** *Clinical services are available to offenders in a clinical setting at least five days per week, and are performed by a health care practitioner. [4-4346]*
 - a. **Requests for sick call for health care are triaged daily by qualified health care practitioners. Appointments are scheduled based on priority. [4-4346]**
 - b. Prescribed medication distribution will be scheduled twice daily. Close custody general populations offender who are not designated as MCU, MCU/HR, or CCTU, will be allowed to exit their assigned living unit/pod and obtain prescribed medications at the facilities med-line.
10. **Recreational Opportunities:** Offenders designated as close custody will be provided the opportunity to participate in recreational / exercise activities outside of their cell, a minimum of one (1) hour per day, seven (7) days per week, unless security or safety considerations dictate otherwise., unless security or safety considerations dictate otherwise. Recreation opportunities for close custody offenders will be subject to the following restrictions:
 - a. Close custody offenders will not have access to any type of free weights.
 - b. Close custody offenders will not be allowed to participate in intramural team sports.
 - c. Close custody offenders will not be allowed to participate in organized or special events. Exceptions may be made on a case by case basis by the administrative head.
11. **Personal Hygiene:** Offenders designated as close custody will have the opportunity to shower at least three times per week during designated pod times along with access to barbering and hair care services on a monthly basis.
 - a. For offenders assigned to MCU, MCU/HR, and CCTU shaving equipment will be stored within the living unit office and will be made available upon request during allowed shower time. Upon request, a razor will be issued prior to each shower time and will be collected and visually inspected for damage/tampering at the conclusion of each shower.
 - b. When a razor is found to be missing, altered or damaged in anyway, it is to be reported immediately to the shift

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commander.

- c. At a minimum, offenders designated as close custody will be afforded the opportunity to receive a haircut at least every 30 days.
- 12. Legal Material: Offenders designated as close custody will have access to legal materials in accordance with AR and I/A 750-01, *Legal Access*. If an offender's assignment in close custody inhibits direct or personal access to the law library, each facility will provide an alternative procedure to ensure adequate access to legal assistance and materials.
- 13. Access to Reading Materials: Offenders designated as close custody will have access to reading materials and library service in accordance with AR 500-02, *Library Services*. At a minimum, offenders assigned to MCU, MCU/HR, CCTU will be offered in pod library services and will be allowed to checkout up to three books at a time.
- 14. Allowable Property: Allowable property for offenders designated as close custody will be in accordance with AR 850-06, *Offender Property*.
- 15. Canteen: Offenders may order, purchase and possess canteen items in accordance with their assigned close custody designation, and per AR and I/A 200-11, *Canteen*.

Custody Level Designation	Canteen Limit per week
Close Custody General Population	\$50.00
Close Custody Transition Unit (CCTU)	\$50.00
Management Control Units (MCU & MCU /HR)	\$25.00

- a. The purchase of telephone time is not included in canteen limits.
- b. Unauthorized canteen items will be considered contraband and will be processed in accordance with AR 300-06, *Searches and Contraband Control*.
- 16. Religious Services, Guidance, and Publications: Offenders designated as close custody will have access to and the opportunity to receive religious guidance and publications from the chaplain's office and to practice their religious faith provided the practice does not interfere with the safety, security, or order of the unit or facility. Religious representatives from outside the facility are subject to AR 300-01, *Offender Visiting Program*.
- 17. Offender Work Assignments: Offenders designated as close custody will be given consideration for facility, unit, and/or pod employment opportunities in accordance with AR 300-23, *Internal/External Offender Work Crews*.
 - a. The following are examples of work assignments that may be made available to offenders designated as close custody;
 - 1) Living unit/pod porter
 - 2) Internal grounds maintenance
 - 3) Barber
 - 4) Recreation (during close custody recreation times only)
 - 5) Food Service (dining hall sanitation crews only) *Close custody offenders are not authorized to work within food service preparation areas or behind serving lines.
 - 6) Library/law library clerk
 - 7) Hearings representative within the close custody unit.
 - b. Work and program assignments not exceed a 12 to 1 offender to DOC employee ratio.
 - c. Offenders assigned to MCU and MCU/HR will not be assigned to work assignments which would permit them

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access outside their assigned living area.

D. Close Custody Living Area Furnishings: At a minimum each close custody living area will be furnished with the following;

1. Appropriate and secure tables and/or benches for group seating and program delivery.
2. One television, one microwave (two microwaves may be provided within large pods when Canteen funding is available), and the appropriate number of CIPS phones to accommodate the population.
 - a. Pod televisions or microwaves damaged by offenders may be removed for a period of up to 30 days by approval of the living unit supervisor.
 - b. Televisions will only be replaced if offender canteen/benefit funding is available.

E. Close Custody Designations Housing Unit Operations:

1. ***DOC employees operating close custody living units will maintain a permanent log. [4-4183]***
2. DOC employees assigned to close custody living units will conduct random and irregularly scheduled rounds. Formal and informal counts, post acceptance rounds, and meal delivery services may be counted as within this requirement.
 - a. Thorough acceptance rounds will be completed at the beginning of each shift within all close custody living areas/pods.
 - b. All living unit rounds will be logged within the living unit shift log.
3. Close Custody Management Control Units (MCU and MCU/HR): Offenders housed within close custody management control units (MCU and MCU/HR) will be afforded a minimum of four (4) hours of out cell time per day (seven days per week) to participate in pod/day hall, recreational, and programming activities. At a minimum, out of cell time will include the opportunity for five (5) hours of recreation per week.
 - a. A maximum of eight (8) offenders designated as close custody MCU or MCU/HR may be allowed out of their cells at a time to participate in pod/day hall, recreational, and programming activities in the day hall or outside recreation areas. Pod times may be suspended at any time for safety and security concerns.
 - b. Rounds conducted within MCU pods, day halls, or open recreation / programming area(s) will be conducted by a minimum of two (2) DOC staff.
 - 1) DOC employees will not enter the pod, day hall, or recreational/programming area(s) with offenders housed in close custody MCU/HR without the prior approval and authorization of the shift commander.
 - 2) DOC employees will not enter an individual offender's cell within a close custody MCU/HR unless the offender is first restrained and removed from the cell, without the prior approval and authorization of the shift commander.
4. Close Custody Transition Units (CCTU): Offenders housed within close custody transition units (CCTU) will be afforded a minimum of six (6) hours of out cell time per day (seven days per week) to participate in structured work, meals, education/program assignments, in pod library/law library services, showers, pod/day hall and indoor/outdoor recreational activities. At a minimum, out of cell time will include the opportunity for five (5) hours of recreation per week.

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- a. A maximum of sixteen (16) offenders designated as CCTU may be allowed out of their cells at a time to participate in pod/day hall, recreational, and programming activities the day hall or outside recreation areas.
 - b. A maximum of sixteen (16) offenders may be allowed to access the facility gym once per week if physical plant design permits.
 - c. Offenders will be offered evidence based programs and educational programs in classrooms or pod/day halls with up to sixteen (16) offenders participating together.
 - 1) Generally, offenders at this level must successfully complete DOC approved transitional and/or cognitive programming (such as Thinking for a Change) prior to consideration for progression. Offenders refusing to participate in recommended programming will be subject to restricted privileges or regression to MCU.
5. Close Custody General Population (not otherwise designated): In addition to the conditions of confinement listed above in IV. Procedure C., each close custody general population offender will also be individually case planned and assigned to a minimum of halftime of appropriate programming and /or work assignment within the facility.
- a. Offenders assigned to close custody general population living units will be allowed unescorted movement out of the living unit, during scheduled movement times, to eat breakfast, lunch, and supper within the designated food service dining hall, as well as to attend and participate in activities such as, but not limited to; educational, programming and/or work assignments, medical / mental health services, recreation, library, law library, religious services, and volunteer services.
 - b. Close custody general population living unit pods/day halls will be scheduled to be open and accessible in the morning, afternoon and evening, seven days per week, to allow offenders the opportunity to participate in unstructured open pod/day hall activities. Open pod/day hall times may be scheduled by floor to provide equal access to showers, pod phones, microwaves, TV's and tables, and may be suspended at any time for safety and security concerns.
- F. Offender Escorts/Use of Restraints: *Instruments of restraint such as handcuffs and leg restraints are never applied as punishment and are applied only with the approval of the administrative head or designee. [4-4190]*
1. Offenders designated as close custody will be escorted and restrained in accordance with their designated close custody designation.
 - a. When being escorted out of the living area offenders designated as close custody (MCU and MCU/HR) will have their hands restrained behind their back and escorted by two staff members.
 - b. Offenders designated as CCTU may be allowed unescorted movement inside the living unit, pod and day hall. When being escorted out of the living area, offenders typically will not be restrained, but should be escorted by at least one staff member.
 - c. Offenders designated as close custody general population will be allowed unescorted and unrestrained movement both inside and outside of the designated living unit.
- G. Suspended Privileges for Close Custody Offenders in MCU, MCU/HR, and CCTU:
1. If an offender's conduct becomes a threat to the safety of the unit, their privileges may be withheld. An incident report must be written documenting the reasons for withholding privileges. Whenever an offender designed as close custody MCU, MCU/HR, or CCTU is deprived or restricted of any usually authorized item or activity, a report of the action is filed in the offender's case record and forwarded to the chief security officer.
 - a. Any of the below listed privileges may be immediately and temporarily suspended for a maximum of seven

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days, by any DOC employee as an immediate consequence for offender's negative behaviors directly associated with the privilege. Gradual consequences from three to five days and eventually up to seven days based upon reoccurring behaviors are recommended. Only the initiating employee who took the privilege, or supervisor, may reduce the number of days.

- 1) Phone (excluding attorney of record)
- 2) Television
- 3) Canteen (excluding hygiene)
- 4) Pod and recreation times
- 5) Visitation

- b. An entry will be made in the electronic chronological record for the offender
- c. The offender will be notified in writing utilizing AR Form 600-09B, Close Custody Status - Suspended Privileges, within one working day of the action.

H. Clinical Services Access Offenders in MCU, MCU/HR, and CCTU:

1. Medical and behavioral health services are available as outlined in AR 700-02, *Medical Scope of Service* and 700-03, *Mental Health Scope of Service*.
2. A qualified mental health clinician will conduct a face to face assessment on any offender with identified mental health needs, in a MCU, MCU/HR, or CCTU minimum of every 30 days.
 - a. Counseling activities, psychiatric services, individual mental health treatment, and 24-hour a day emergency crisis intervention are also available.
 - b. Sick Call Request Slips will be picked up daily by Clinical Services DOC employees or contract workers during medication rounds to ensure offenders assigned to MCU, MCU/HR, and CCTU have access to health care services. DOC employees will announce the presence of the nurse and make a notation on the unit's shift log.
 - c. Prescribed medication distribution in MCU, MCU/HR, and CCTU will be scheduled twice daily or as needed.
 - d. Offenders with health care appliances, Americans with Disability Act assistive devices, accommodations, or medical restrictions will be allowed to retain possession of the appliance, accommodation, and/or restriction in accordance with AR and I/A 750-04, *Americans with Disabilities Act Offender Request for Accommodation*.
 - e. Offenders with a documented history of hypoglycemia or a hypoglycemic event will be housed in a cell with a call button. For facilities with a physical plant that does not allow for the placement in a cell with a call button, the offenders will be provided a call pendant.

J. Case Management Reviews: *Facility procedures will ensure that all close custody offenders have an avenue to initiate case manager contacts. These contacts may include, but are not limited to, review of progress and program status, provide counseling and crisis intervention, and to communicate needs. [4-4303, 4-4435]*

1. At a minimum, all close custody offenders will be afforded a meaningful monthly status/review meetings with their assigned case manager. The case manager conducting the reviews will personally meet with the offender, documenting the contact within the case management tracking system as an electronic chronological entry.
 - a. The reviews/interviews will not be completed at the offender's cell; they must be completed outside of the offender's cell, and will typically occur within the assigned case manager's office. If the offender refuses to come out of their cell and meet with their case manager, documentation will be made within the case management tracking system as an electronic chronological entry.

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2. At a minimum offenders assigned to close custody MCU and MCU/HR will be reviewed for progressive movement every ninety (90) days by the assigned case manager and the facility internal classification committee.
 - a. Factors that will be considered for progression out of close custody MCU and MCU/HR will include, but are not be limited to;
 - 1) Code of Penal Discipline history since being assigned to the close custody MCU.
 - 2) Appropriate behaviors and program participation/compliance to include pro-social interaction with DOC employees and offenders, while assigned to the close custody MCU.
 - 3) History of staff and/or offender assaults.
 - b. Recommendation for progressive movement out of close custody designations (MCU, MCU/HR, and CCTU) will be reviewed and approved by the facility Internal Classification Committee and administrative head utilizing AR Form 600-09 A, Close Custody Placement and Progression.
 - 1) Recommendations for progression out of a close custody MCU and MCU/HR directly to general population will be forwarded to Central Classification Committee for review.
 - 2) Recommendations for retention within a close custody MCU and MCU/HR past 12-months will be forwarded to the Central Classification Committee and director of Prisons for review, utilizing AR Form 600-09 A, Close Custody Placement and Progression.
 - 3). Recommendations for progressive movement of offenders with death penalty sentences will be forwarded to the Central Classification Committee and director of Prisons for final review, utilizing AR Form 600-09 A, Close Custody Placement and Progression, noting the offenders death penalty sentence.
 - c. A chronological entry of each ninety (90) day review will be entered into the chronological entry system.

V. RESPONSIBILITY

- A. The executive director is responsible to ensure that DOC ARs and EDs are current, compliant with all statutory requirements, case law, and consistent with applicable standards.
- B. It will be the responsibility of administrative heads and Offender Services, in coordination with the associate director of Training to ensure involved DOC employees are adequately trained in the management of close custody offenders.
- C. It will be the responsibility of the administrative head to ensure that each facility appropriately establishes and monitors close custody housing and management procedures in accordance with this regulation.
- D. It will be the responsibility of the administrative head to comply with and develop localized implementation/adjustments with regards to this AR.
- E. It will be the responsibility of the director of Prisons to review this policy annually and update as necessary.

VI. AUTHORITY

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- A. C.R.S. 17-1-103, Duties of the Executive Director
- B. C.R.S. 17-1-109, Duties and functions of the Warden

VII. HISTORY

June 30, 2014
April 1, 2014

VIII. ATTACHMENTS:

- A. AR Form 600-09A, Close Custody Placement and Progression
- B. AR Form 600-09B, Close Custody Status - Suspended Privileges
- C. AR Form 100-1A, Administrative Regulation Implementation/Adjustments



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Close Custody Placement and Progression
Facility _____

Offender(s) Name:	DOC Number:
Current Classification:	Date sent to HQ:
Type of Request: <input type="checkbox"/> Initial Placement <input type="checkbox"/> Regressive <input type="checkbox"/> Progressive	
Justification:	
RECOMMENDED ACTION:	
FROM:	TO:
<input type="checkbox"/> Intake <input type="checkbox"/> Close - General Population <input type="checkbox"/> Close – Management Control Unit / High Risk (MCU/HR) <input type="checkbox"/> Close – Management Control Unit (MCU) <input type="checkbox"/> Close Custody Transition Unit (CCTU) <input type="checkbox"/> Other: Specify _____	<input type="checkbox"/> Close - General Population <input type="checkbox"/> Close – Management Control Unit / High Risk (MCU/HR) <input type="checkbox"/> Close – Management Control Unit (MCU) <input type="checkbox"/> Close Custody Transition Unit (CCTU) <input type="checkbox"/> Other: Specify _____
Internal Classification Committee Chair: Signature: _____	<input type="checkbox"/> Agree <input type="checkbox"/> Modify <input type="checkbox"/> Disagree Date: _____
Comments:	
Administrative Head: Signature: _____	<input type="checkbox"/> Agree <input type="checkbox"/> Modify <input type="checkbox"/> Disagree Date: _____
Comments:	
Offender Services Central Classification Committee: Signature: _____	<input type="checkbox"/> Agree <input type="checkbox"/> Modify <input type="checkbox"/> Disagree Date: _____
Comments:	
Director of Prisons/Designee: Signature: _____	<input type="checkbox"/> Approve <input type="checkbox"/> Modify <input type="checkbox"/> Deny Date: _____
Comments:	

Distribution: Offender File
 Offender



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**Close Custody
(MCU, MCU/HR, and CCTU)
Suspended Privileges**

Offender(s) Name:			DOC Number:
Unit/Cell:	Level:	Date	Report #:

BEHAVIORS & PRIVILEGES SUSPENDED

Negative Behavior Warranting Suspension of Privileges:

Date: _____ Time: _____ Location: _____

PRIVILEGE	NUMBER OF DAYS	BEGIN DATE	END DATE
TV	Days	Begin	End
CIPS	Days	Begin	End
Library	Days	Begin	End
Pod/Recreation	Days	Begin	End
Canteen	Days	Begin	End
Visiting	Days	Begin	End

**Privileges can be suspended for up to a Maximum of seven (7) days.*

Initiating Employee Printed Name: _____ Signature: _____

Housing Supervisor Printed Name: _____ Signature: _____

REDUCTION OF SUSPENDED PRIVILEGES

PRIVILEGE	# OF DAYS	DATE
TV	Days	End
CIPS	Days	End
Library	Days	End
Pod / Recreation	Days	End
Canteen	Days	End
Visiting	Days	End

**Only the initiating employee who took the privilege may reduce the number of days.*

Initiating Employee Printed Name: _____ Signature: _____

Housing Supervisor Printed Name: _____ Signature: _____

ADMINISTRATIVE REGULATION
IMPLEMENTATION/ADJUSTMENTS

AR Form 100-01A (04/15/08)

CHAPTER	SUBJECT	AR #	EFFECTIVE
Offender Classification	Management of Close Custody Offenders	600-09	09/01/16

(FACILITY/WORK UNIT NAME) _____
WILL ACCEPT AND IMPLEMENT THE PROVISIONS OF THE ABOVE ADMINISTRATIVE REGULATION:

AS WRITTEN NOT APPLICABLE WITH THE FOLLOWING PROCEDURES TO ACCOMPLISH THE INTENT
OF THE AR