

INSTITUTION		
SUPPLEMENT		
Number	Date	Subject
: FLM 5321.06H(1)	: May 15, 2008	: General Population and
		Step-Down Unit Operations

1. PURPOSE AND SCOPE: To establish operational guidelines for the units which are designated as the general population and step-down units.

2. DIRECTIVES AFFECTED:

Directives Rescinded:

Institution Supplement FLM 5321.06G(1), General Population and Step-Down Unit Operations, dated October 13, 2006.

3. STANDARDS REFERENCED: None.

4. PROCEDURES:

A. **GENERAL POPULATION UNITS (D, E, F, and G):** Inmates will require hand restraints, behind the back, and will have two-officer escorts when being removed from their cells. Any time an inmate is handcuffed from the front, a martin chain must be used in addition to the handcuffs. These units have indoor and outdoor single occupancy exercise areas. All out-of-cell exercising will occur within the unit. Inmates will ordinarily be afforded a minimum of ten hours out-of-cell exercise per week. On those rare occasions when institution emergencies or adverse weather interferes with the recreation schedule, the following procedures will apply:

1. The Operations Lieutenant has been designated authority to cancel recreation due to institution emergency or adverse weather.

2. Unit Officers will ensure any lost recreation time is clearly noted in the unit log, and this information is relayed to the Unit Manager for monitoring.

3. The Captain and Unit Manager must confer with the appropriate Associate Warden concerning canceled recreation.

4. An inmate will be returned to his cell upon his request. Anyone returning to his cell for any reason voluntarily terminates the remainder of his recreation period for that day.
5. Recreation periods missed due to visits (legal or social), medical call-outs, and religious services are considered lost.

Inmates will consume meals within their cells. Shower stalls are located within the cells and inmates will be authorized to shower between the hours of 6:00 a.m. - 10:00 p.m. Unit orderlies for ranges and recreation areas will be assigned by the Unit Manager. Barbering facilities are available in each unit. Social and attorney calls will be conducted as established in the Institution Supplement on Telephone Regulations. Each unit contains a basic law library which inmates may sign-up to utilize. The majority of programming, including Drug Abuse, Education, Recreation, Religious, and unit/facility information, is available via closed circuit television/radio which is located in each cell.

- B. **INTERMEDIATE UNIT (J):** Security escort requirements will be the same as the General Population Unit inmates. However, inmates will be allowed out of their cells on the range. Inmates will be assigned to one of eight groups. Each group will have a maximum of eight inmates and will be allowed on the range for one and a half hours a day. Meals will be consumed in their cells. Out-of-cell exercise/recreation time will include the use of the unit outside recreation yard and unit range.

Showers are located on the ranges and inmates may shower at any time they are on the range. All other programming activities, orderly assignments, telephone usage, and barbering facilities will be the same as General Population Units.

- C. **TRANSITIONAL UNIT (K):** Inmates will be allowed to leave the unit in small groups, unrestrained, during escorts to various programming areas. Inmates will be assigned to one of four groups. Each group will have a maximum of sixteen inmates and will be allowed on the range for three hours a day. Out-of-cell exercise/recreation time will include the use of the large outside recreation yard/gymnasium and unit range.

Showers are located on the ranges and inmates may shower at any time they are on the range. All other programming activities, orderly assignments, telephone usage, and barbering facilities will be the same as General Population Units.

D. STEP-DOWN UNIT PROGRAM PLACEMENT, ADVANCEMENT
AND REMOVAL

Ordinarily, an inmate must have a minimum of 12 months clear conduct while housed in the ADX's General Population Units before being considered for placement in the Step-Down Unit Program. An inmate must also actively participate in and complete all programs recommended by their unit team to be considered for placement in the Intermediate Unit. Additionally, positive overall institution adjustment, personal hygiene, and cell sanitation, as well as appropriate interaction with staff, will be major factors in the recommendation for placement in the Intermediate Unit.

Ordinarily, an inmate must have a minimum of twelve months clear conduct while housed in the Intermediate Unit before being considered for placement in the Transitional Unit. As required by Federal Bureau of Prisons' policy, an inmate must also actively participate in and complete all programs recommended by their unit team prior to being placed in the Transitional Unit.

Ordinarily, a minimum of twelve months clear conduct, appropriate programming, and institutional adjustment is required for consideration of placement in the Pre-Transfer Unit at USP Florence. The Associate Warden will consult with the Warden for a final decision.

The most critical factor in determining an inmate's readiness to progress to and through the Step-Down Unit Program will be whether the factors, which originally lead to the inmate's placement at ADX, have been sufficiently mitigated to indicate the inmate can function successfully in a less-restricted unit without posing a threat to the security or orderly running of the institution.

Due to the very serious nature of the original placement factor, which is frequently complicated by the inmate's criminal history or involvement with criminal organizations, it may be appropriate for some prisoners to be deferred from the Step-Down Unit Program for longer periods of time. Inmates whom the Unit Team judges to meet these criteria as appropriate for movement to the Step-Down Unit Program and progression through the program will be referred to the Step-Down Unit Program Screening Committee for approval. This committee will consist of the Associate Warden, Unit Manager, Psychology, Special Investigative Agent, Case Management Coordinator, and the Captain. Inmates will be informed of the outcome of their cases after the various reviews. Inmates denied placement into the Step-Down Unit Program will be reconsidered at least every six months provided they continue to meet all eligibility requirements.

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Inmates may be removed from the Step-Down Unit Program and returned to a General Population Unit if found guilty of committing prohibited acts by the UDC or DHO. Additionally, inmates may be removed from the program for administrative reasons should it be determined an inmate's readiness to progress through the Step-Down Unit Program has deteriorated.

Should an inmate from the Pre-transfer Unit (D/B Unit at USP Florence) be returned to the ADX as a program failure, a determination will be made by the Unit Team as to whether the inmate will be placed in the Intermediate Unit (J Unit), Transitional Unit (K Unit), or be returned to a General Population Unit at the ADX. This determination will be made on a case by case basis; however, inmates who are returned to the ADX for greatest severity level incident reports (100-series) or high severity level incident reports (200-series) will be placed in the Special Housing Unit and subsequently assigned to a General Population Unit.

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5. OUTSIDE RECREATION RESTRICTION:

A. When an inmate violates institution rules and regulations during his recreation period, his outside recreation privileges may be restricted. Examples of violations include, but are not limited to, sexual acts or gestures, suicidal attempts or gestures, assaulting or resisting staff during escort to or from the recreation area, destruction of the recreation area, smearing or throwing human waste, etc.

B. Staff will initiate disciplinary action and notify the Operations Lieutenant of any violation(s) immediately. The Operations Lieutenant will initiate a memorandum requesting the inmate's outdoor recreation be restricted, which will be forwarded through the Captain to the Warden or Acting Warden for approval.

C. Inmates will be placed on outdoor recreation restriction in three-month increments, with additional offenses requiring longer restrictions. For example, an inmate will be placed on restriction for three months for a first offense, six months for a second offense, nine months for a third offense, etc.

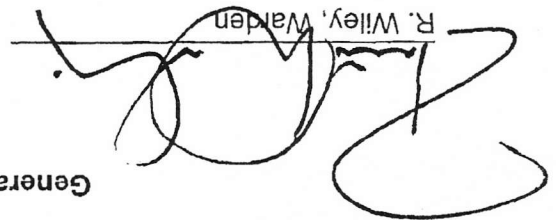
6. UNIT SECURITY:

All inmate cell assignments will be rotated at least every 90 days in order to facilitate security inspections and cell maintenance. These rotations will be coordinated by the respective Unit Counselor and approved by the Unit Manager.

7. OFFICE OF PRIMARY INTEREST:

The Unit Manager responsible for the Step-Down unit is responsible for the annual review of this supplement.

MAY 15 2008
Date


R. Wiley, Warden

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