

VOLUSIA COUNTY DIVISION OF CORRECTIONS POLICY AND PROCEDURE MANUAL	POLICY NO. 201.03 Page 1 of 3 DATE: April 27, 2012
SUBJECT: CLASSIFICATION Special Classification Counselor (SCC)	HISTORY: 4/29/11,4/23/10,4/24/09,4/18/08 LAST REVIEW: MAR 2012

POLICY

The Volusia County Division of Corrections shall ensure a Special Classification Counselor is assigned to review special handling inmates who require isolation from the general inmate population because they constitute a continuing threat to the safety of others, the security of the institution or for their protection from other inmates.

REFERENCE

ACA ALDF-4B-01, 02; F.M.J.S. 4.14, 13.13

RESPONSIBILITY

It shall be the responsibility of the Programs Services Manager or designee to ensure compliance with this Policy and Procedure.

DEFINITIONS

Special Classification Administrative Confinement (SPA) is isolation of inmates that have proven themselves to be a continuing threat to the safety of others or the security of the institution and who cannot be housed in general population.

Protective Custody Confinement (PCS) is secure isolation at the direction of the Special Classification Counselor (SCC) when:

1. Inmates are court-ordered for protective custody (PC).
2. Inmates are legitimately threatened with bodily harm.
3. Inmates considered vulnerable, who during their incarceration are at increased risk of being abused or victimized by other inmates due to their personal background, behavior or charges.

PROCEDURE

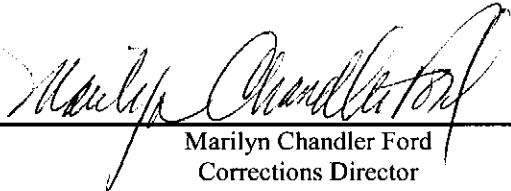
A. The SCC shall review newly referred inmates and those inmates in SPA or PCS.

B. Referrals to the SCC are made on Special Classification (VCDC-223) or PC (VCDC -225) referral forms by:

1. The Discipline Hearing Officer (DHO) shall refer inmates who do not respond in a positive manner to discipline, who constitute a continuing threat to other inmates or staff or those who escape, attempt or plan to escape, encourage organized resistance or disobey orders or procedures.
2. Case Management Counselors prepare referrals to the SCC based on the need for a change in handling status or for PCS or SPA status.
3. Uniformed staff may refer inmates to the SCC when an inmate's conduct warrants or when an inmate expresses a need for special housing.

- C. Inmates with discipline problems are to be referred first to the Discipline Hearing Officer for disposition of the institutional rule violations prior to referral to the SCC.
 - 1. Inmates who commit violations while in SPA or PCS are to have discipline reports prepared and referred to the DHO.
 - 2. SPA or PCS inmates found guilty and placed in disciplinary confinement are under the jurisdiction of the DHO (SPD and PCD) until released from that status. Such inmates then revert to SPA or PCS and supervision of the SCC.
 - 3. Inmates in PCS or SPA who are placed into MLD/MHC status for either medical or mental health issues remain under the jurisdiction of Medical or Mental Health until released from that status. Such inmates then revert to SPA or PCS and supervision of the SCC.
- D. Inmates subject to abuse by others may request Protective Custody (PC).
 - 1. Requests for PC shall be made via the Protective Custody Request form (VCDC-225). The request should list the reason(s) for protective housing and, where appropriate, identify those individuals the inmate fears. The request for PC should be signed by the inmate.
 - 2. Requests from security staff for PC shall be referred to the Shift Commander (SC) to approve temporary isolation before routing to Case Management for evaluation and review by the SCC.
 - 3. Inmates who submit a written request to Case Management for PC may be approved for temporary isolation by Case Management counselors after evaluation; such inmates should then be referred to the SCC.
 - 4. Inmates who are released from PC by the SCC shall have a Protective Custody Waiver Form (VCDC-226) completed by the inmate prior to their release.
- E. Inmates involved in sex acts while incarcerated shall be referred to SCC for SPA consideration as a threat to the safety of others.
- F. Inmates identified via an Intake Alert or known to have been involved sexually during a prior incarceration, former law enforcement officers, inmates charged with sexual crimes with minors and others believed to be potential subjects of abuse by inmates shall be referred to the SC for temporary isolation. A VCDC-225 is prepared and forwarded to Case Management for evaluation and review by the SCC in such instances.
- G. The Senior Case Counselor and/or the Case Management Coordinator shall ensure the SCC reviews all SCC referrals.
- H. The SCC shall review each referral, inmate record, interview the inmate and make recommendations for appropriate actions.
- I. The SCC recommended action is forwarded to the Program Services Manager who reviews the recommendation and then forwards it to the Warden or designee of the institution where the inmate is housed. The Program Services Manager or designee and the Warden or designee of the appropriate institution have joint and equal responsibility with respect to approving SCC recommendations.
- J. After both the Program Services Manager or designee and the Warden or designee approve the SCC recommendation, the SCC shall complete the appropriate VCDC 208 implementing any changes in status and makes the appropriate entry in each chronological log and case notes. The copy of the SCC report is placed in the inmate's file.

- K. Inmates in special housing (SPA or PCS) shall generally be reviewed each month. At the discretion of the Program Services Manager and Warden, some inmates may be re-set for review of SPA housing earlier than thirty (30) days.
 - 1. Inmates in special housing PCS who desire a change in status shall prepare a Request for Interview (VCDC-204) regarding their request and submit the request to the Unit Counselor, who shall refer the matter to the Program Services Manager.
- L. Appeals of the SCC actions are made to the Program Services Manager in writing within five (5) calendar days of the SCC action. Inmates reviewed by the SCC shall be advised of the appeal procedures during their interview with the SCC. The Program Services Manager shall respond within five (5) business days.



Marilyn Chandler Ford
Corrections Director