

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject SPECIAL MANAGEMENT REVIEW COMMITTEE	Policy Number DI-4 Effective Date 08-02-22
Related Information DF-1, <i>Inmate Classification and Files</i>	Supersedes DI-4 (11-14-14)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the structure and operations of the Special Management Review Committee (SMRC).

POLICY

It is the policy of the Office to maintain a Special Management Review Committee (SMRC) to review inmate cases relating to their housing or classification status to determine appropriate housing locations.

DEFINITIONS

Administrative Restrictive Housing: Housing units designated for inmates removed, either voluntarily or involuntarily, from general population whose safety is, or may be, threatened from within the jail facility. Placement into administrative restrictive housing shall be made at the direction of Inmate Classification Division personnel.

Closed Custody: The classification category of an inmate who, based upon documented factual information, poses a serious threat to life, property, employees, CHS personnel, other inmates, or to the orderly operation of the jail facility.

Juvenile Housing: Housing units designated for inmates under the age of 18 who have been remanded to an adult court system.

PREA Housing Committee (PHC): An Office committee that gathers and assesses information to develop Detention Housing Plans for transgender and intersex inmates. The committee also reviews an inmate's history for any identifiable predatory behavior or potential for same and houses the inmate appropriately based on that review. The committee consists of detention, classification, and mental health staff.

Restrictive Housing: Any type of detention that involves: removal from the general inmate population, whether voluntary or involuntary; placement in a locked room or cell, whether alone or with another inmate; and the inability to leave the room or cell for the vast majority of the day, typically 22 hours or more.

Security Restrictive Housing: Removal of an inmate from general population who poses a threat to the orderly operation of the jail facility, and who needs immediate, temporary restrictive housing pending reclassification, reassignment, or placement into another housing category. Placement into security restrictive housing shall be determined by detention personnel.

Special Management Review Committee (SMRC): Staff members from detention, classification, and Correctional Health Services responsible for reviewing inmate cases to determine the appropriate placement, management status,

and removal of inmates in closed custody, administrative restrictive housing, juvenile housing and security restrictive housing. The Committee also reviews requests for administrative restrictive housing or recommendations for closed custody classification.

PROCEDURES

1. **Special Management Review Committee (SMRC) Member Selection Process:** The SMRC consists of classification and detention personnel appointed by their respective division commanders and may include Correctional Health Services (CHS) mental health personnel, as appropriate.
2. **SMRC Reviews:** The SMRC convenes weekly to review inmates placed in administrative restricted housing, closed custody, and juvenile housing. This includes monitoring the inmates behavior and changes in judicial status and determining their housing for the safety and security of the orderly operations of the jail facilities.
 - A. The SMRC shall review each inmate to determine the appropriate placement, management status, and removal of inmates in closed custody, administrative restrictive housing, and juvenile housing. They will also review inmates in security restrictive housing who are requesting administrative restrictive housing.
 - B. In addition to other reviews conducted by Classification personnel or the Prison Rape Elimination Act (PREA) Housing Committee, SMRC reviews shall also determine the restriction of dayroom access, retention in administrative restrictive housing, or closed custody or return to general population.
 - C. Absent exigent circumstances, inmates in administrative restrictive housing and closed custody housing that are restricted from having full dayroom access, such as inmates in a one or four hour-out status, shall have their case reviewed by SMRC every 30 days, as specified in Office Policy DF-1, *Inmate Classification and Files*.
3. **SMRC Meeting Structure:** SMRC shall meet three times a week to discuss the appropriate housing placement and removal of inmates.
 - A. One day for closed custody.
 - B. One day for administrative restrictive housing.
 - C. One day for juvenile inmates.
4. **Placement and Referral:** SMRC determines the appropriateness of an inmate’s placement into, or removal from, administrative restrictive housing, closed custody, or juvenile housing. SMRC also reviews special cases relating to an inmate’s housing or classification as referred to them. Referrals may be made through any means of communication and include, but are not limited to:
 - A. Information from detention personnel;
 - B. Disciplinary Action Reports;
 - C. Custody Bureau Intelligence Unit;
 - D. Education or program participation;
 - E. Correctional Health Services (CHS) personnel; and

- F. Other law enforcement agencies.
5. **Management Status:** SMRC shall determine if an inmate's placement in a specialized housing assignment will remain the same.
- A. **Administrative Restricted Housing:** Inmates should remain in voluntary/involuntary administrative restricted housing only as long as necessary to ensure their safety. SMRC may require the inmate to provide information to continue their placement, if necessary.
 - B. **Closed Custody Housing:** Inmates should remain in closed custody housing until their documented behavior demonstrates the ability to comply with the rules and regulations of the Sheriff's Office. Inmates may work their way down the closed custody levels until deemed ready for placement in general population housing.
 - C. **Juvenile Housing:** Inmates shall remain in juvenile housing until midnight on their eighteenth birthday. Prior to the inmate's eighteenth birthday, the SMRC shall determine the inmate's adult placement with consideration of the inmate's behavior while in custody.
 - D. All restrictions and removal from administrative restricted housing, closed custody, and juvenile housing shall be at the discretion of SMRC.