

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF FLORIDA  
MIAMI DIVISION

CASE NO. 97-2806-CIV-HUCK  
MAGISTRATE JUDGE BROWN

MARK OSTERBACK, et al., )  
 )  
Plaintiffs, )  
 )  
v. )  
 )  
MICHAEL W. MOORE, et al., )  
 )  
Defendants. )  
\_\_\_\_\_ )

CLERK OF DISTRICT COURT  
S.D. OF FLA. - MIA

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**PLAINTIFFS' NOTICE OF ACCEPTANCE  
OF DEFENDANTS' REVISED OFFER OF JUDGMENT**

Plaintiffs, by and through undersigned counsel, pursuant to Rule 68, Fed.R.Civ.P., notify the Court of their acceptance this date of the attached Defendants' Revised Offer of Judgment subject to the fairness hearing required by Rule 23(e), Fed.R.Civ.P.

Respectfully submitted,

Randall C. Berg, Jr., Esq.  
Peter M. Siegel, Esq.

Florida Justice Institute, Inc.  
2870 First Union Financial Center  
200 South Biscayne Boulevard  
Miami, Florida 33131-2310  
305-358-2081  
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and

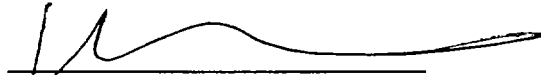
Christopher Jones, Esq.

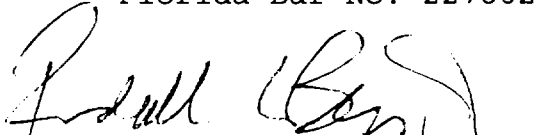
Florida Institutional Legal  
Services, Inc.  
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Gainesville, Florida 32601

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352-375-2494  
352-271-4366 (FAX)

Attorneys for Plaintiffs

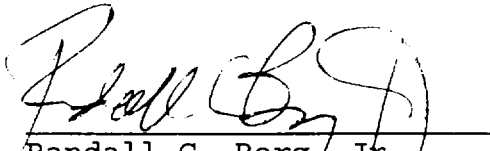
  
By: Peter M. Siegel  
Florida Bar No. 227862

  
By: Randall C. Berg, Jr.  
Florida Bar No. 318371

Date: October 3, 2001

**CERTIFICATE OF SERVICE**

I HEREBY CERTIFY that a true and correct copy of the foregoing document less the attached Revised Offer of Judgment was furnished to Charles Fahlbusch, Esq., and Kathleen M. Savor, Esquire, Assistant Attorney General, Office of the Attorney General, 110 S.E. 6th Street, 10th Floor, Fort Lauderdale, Florida 33301 and James A. Peters, Esq., Special Counsel, Department of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399-1050 by First Class United States Mail on October 3, 2001.

  
Randall C. Berg, Jr.

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**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF FLORIDA  
MIAMI DIVISION**

**CASE NO. 97-2806-CIV-HUCK  
MAGISTRATE JUDGE BROWN**

**MARK OSTERBACK, et al.,**

Plaintiffs,

v.

**MICHAEL W. MOORE, et al.,**

Defendants.

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**DEFENDANTS' REVISED OFFER OF JUDGMENT**

Osterback.OJ.Final.Revised.10.2.01.wpd (102PMFOJ)

Defendants, **MICHAEL W. MOORE, et al.**, pursuant to Rule 68, Fed. R. Civ. Pr., denying liability and that the inclusion of provisions of this offer are all constitutionally mandated and that the failure to implement one or more of the terms of Rule 33-601.800, F.A.C. causes a constitutional deprivation, offer that a Judgment for Injunctive Relief may be entered against them, this offer and that relief to be construed consistent with The Prison Litigation Reform Act, 42 U.S. C. § 1997e and 18 U.S.C. § 3626. This offered Judgment shall provide that Defendants, by October

1, 2003, shall have fully implemented Rule 33-601.800, F.A.C., (attached as Exhibits A and B) governing Close Management ("CM") as outlined herein. Program implementation terminology below is defined in that rule.

This offer of judgment contemplates a promptly phased implementation of a close management system to involve consolidation at four facilities (three institutions for male inmates and one institution for female inmates) operated by the Florida Department of Corrections ("The Department").

The purpose of the Department's close management system shall be to confine inmates, separate from the general inmate population, for reasons of security and for the order and effective management of the institution, because such inmates, through their individual behaviors, have demonstrated inability to live in the general population without abusing the rights and privileges of other inmates. The goals of the Department's close management program shall be (1) progressive assignments of each inmate to the least restrictive level necessary and appropriate to manage each inmate and for the least amount of close management time deemed necessary by competent corrections and medical staff to assure the security and order of the institution and public safety, and (2) close management is not punishment.

In furtherance of these purposes and goals, the Defendants offer this phased plan to efficiently and effectively assure that there will be no constitutional

deficiencies in the Department's close management system and to provide Plaintiffs with timely enforcement means, as permitted by The Prison Litigation Reform Act, 42 U.S.C. 1997e, and 18 U.S.C. 3626, to remedy constitutional deficiencies in the CM system. By this offer Defendants intend that Plaintiffs can seek to enforce violations of constitutional minima in Federal Court by communications to Defendants' counsel and if required by motion practice and hearings; however no liberty interest, no other constitutional entitlement, and no rights under state law are intended or otherwise established by this offer for judgment.

## **THE OFFER**

### **I. The Phased Consolidation Plan**

#### **A. Plan Overview and Components**

Effective operation and management of prisons require that certain inmates be confined apart from the general inmate population, due to risk of harm to others or threat to institutional security.

In order to minimize potential harmful effects of close management housing, Defendants have developed a Close Management Consolidation Plan, the key components of which include the following:

1. Reduce the number of institutions that house CM inmates from ten to four (one for females and three for males), to consolidate

security, program, and mental health staff resources; and to facilitate more uniformity of program operation;

2. Conduct staff training on mental health issues relevant to the CM population;
3. Perform mental health screening before and after CM placement to help ensure timely access to necessary mental health services;
4. Assess behavioral risk for each CM inmate, in order to provide more objective information that will be useful for mental health and other service planning, as well as for administrative decision-making (e.g., modification of CM level or termination of CM status);
5. Provide full range of outpatient mental health services (e.g. group/individual counseling; case management; psychiatric consultation; psychotropic medications; and timely referral to inpatient care), commensurate with clinical need, as determined by the Defendant's mental health staff;
6. Provide self-betterment/stimulation programming to CM inmates.

#### **B. Consolidation of CM Institutions**

The current and future CM population will be consolidated from the current 10

locations to four institutions: Dade C.I (females); Florida State Prison (FSP); Santa Rosa C.I.; and Charlotte C.I. The consolidation shall occur in two phases. In phase 1, the FSP physical plant shall be modified, and its staffing enhanced to house and treat most of the approximately 750 S-3 inmates who are currently assigned to CM. Phase I is scheduled to be completed by July 31, 2002, at which time, FSP will have a CM capacity of 1,074, and its primary mission shall be housing/treating CM inmates who are assigned a mental health grade of 3(S-3), as defined by Health Services Technical Instruction 15.05.18.

Phase II involves modification of the physical plants, and enhancement of staffing at Charlotte C.I. and Santa Rosa C.I., with a beginning date of July 1 2002, and a scheduled completion date of October 1, 2003. With full implementation of phase II, Santa Rosa C.I. (CM capacity of 1,170) will house CM inmates who are classified as S-1 or S-2; and Charlotte C.I. (CM capacity of 780) will also house CM inmates who are classified as S-1 or S-2, as defined by Health Services Technical Instruction 15.05.18. CM inmates classified as mental health grade S-3 may be housed at these two institutions if the Department's mental health staff have determined that they do not require the more intensive services that will be available at FSP provided that sufficient outpatient mental health services will be available at the secondary institutions.

Because of the small number of female inmates in Close Management, all female CM inmates will be housed in the same institution regardless of CM level or psychiatric grade and all mental health and health services will be delivered based upon need of the individual inmate. All privileges, activities and services for CM inmates shall be equally available, regardless of whether the CM inmate is male or female.

### **C. Staff Training**

All security, classification, and program staff assigned to the four designated CM institutions shall receive training on suicide prevention (2 hours) and other mental health issues of relevance to care of CM inmates (3 hours), within 60 days after assignment and annually thereafter.

### **D. Mental Health Screening**

Before CM placement, each inmate shall be referred to mental health staff, who shall advise classification staff as to whether the inmate is in need of mental health services, the level of outpatient mental health services required (and hence, in which of the three male CM institutions the inmate must be placed), or whether the inmate must be admitted to inpatient care (transitional or crisis stabilization) in lieu of CM placement. The determination made by mental health staff will in part be based upon a clinical interview of the inmate conducted not more than 30 days prior. Mental



health recommendations for placement shall be included on the Close Management Referral form and shall include the following:

1. Inmate is classified S-1 and mental status evaluation (clinical interview) within the past 30 days indicated no significant mental or emotional impairment. Inmate may be placed at any Close Management institution.
2. Inmate is classified S-2 and mental status evaluation (clinical interview) within the past 30 days indicated signs of mild to moderate mental or emotional impairment. Inmate may be placed at any Close Management institution that provides mental health services to S-2 inmates. Mental health staff will provide necessary care.
3. Inmate is classified S-3 and mental status evaluation (clinical interview) within the past 30 days indicated inmate is mentally/behaviorally stable. Inmate may be placed at any Close Management institution that provide mental health services to S-3 inmates. Mental health staff will provide necessary care.
4. Inmate is classified S-3 and mental status evaluation (clinical interview) within the past 30 days indicated signs of mild to

moderate mental and/or behavioral instability. Inmate may be placed at any Close Management institution that provides mental health services to S-3 inmates. Mental health staff will provide necessary care.

5. Inmate shows symptomatology that requires inpatient mental health care, and he/she has been referred for admission to an infirmary isolation room, transitional care unit, or crisis stabilization unit.

After CM placement, each inmate shall receive ongoing mental health evaluation (clinical interview) at periodic intervals to assess mental functioning, and thereby determine need for mental health services. CM inmates who are classified as S-3 shall receive mental health screening at least every 30 days. CM inmates who are classified as S-1 or S-2 shall receive mental health screening at least every 90 days.

The results of initial and ongoing mental health screening will be made available to the institutional classification team (ICT) and the state classification office (SCO). The ICT and SCO shall consider such information, together with other information relevant to an inmate's institutional adjustment, in making recommendations or decisions regarding changes in CM level or CM status. The

Director of Mental Health Services or designee shall serve as a consulting member to the State Classification Office.

In addition to conducting the above periodic mental health screening, mental health staff will also perform weekly rounds in each CM unit, by personally observing each inmate at cell front, and inquiring whether he/she has any mental health related problem. Inmates who are observed to present with new problems, whose known problems seem to be worsening, or who report mental health problems will be scheduled for clinical interview outside the cell.

#### **E. Behavioral Risk Assessment**

Behavioral risk for each CM inmate shall be determined by a multi-disciplinary services team (MDST) composed of mental health, security, classification, and program staff. Behavioral risk shall be determined by the rating of specific risk factors such as “intentional self-injury” and “threat to safety of others.” Behavioral risk assessment will be performed within 14 days of CM placement; within three working days of a CM inmate’s involvement in a critical event (escape/attempt; suicide attempt or other action that could cause serious bodily harm; homicide/attempt; physical assault/attempt); and each time that the MDST reviews a CM inmate’s individualized service plan.

The following will use behavioral risk assessment results:

- The MDST will use behavioral risk assessment results to help identify mental health related problems, and to plan appropriate mental health related services.
- The institutional classification team will consider behavioral assessment results, together with other information relevant to an inmate's institutional adjustment, in making recommendations for modification of CM level or status.
- The state classification office will consider behavioral risk assessment results, together with other information relevant to an inmate's institutional adjustment, in its decisions regarding changes in CM level and CM status.

#### **F. Mental Health Treatment Services**

A full range of outpatient mental health treatment services (e.g. psychiatric consultation; psychotropic medication; individual counseling; group counseling) will be provided in appropriate settings outside of the inmate's cell, as part of an individualized service plan (ISP), which will be established and revised as needed by the MDST. An ISP will be developed/implemented within 14 days of CM placement, for each inmate having an Axis I Mental Disorder, Borderline Personality Disorder, Schizotypal Personality Disorder, or Mental Retardation; and for each inmate who is at risk for developing such disorder, as determined by mental health staff. CM inmates who are receiving mental health treatment services will typically be classified

as a mental health grade 2 (S-2) or mental health grade 3 (S-3).

The ISP shall include mental health, education, and other program services addressing assessed needs, as determined by the MDST.

CM inmates who are classified as S-1 will not typically have an open ISP, and will not typically receive mental health treatment services, unless the inmate requires treatment for a mental disorder that does not impair his/her ability to function in the prison setting. For example, the CM inmate who is enrolled in sexual disorder group for a diagnosis of paraphilia, who presents with no other symptoms of mental disorder, and whose institutional adjustment is acceptable, may appropriately be classified as S-1, while receiving group treatment through an ISP.

All CM inmates shall be allowed out of their cells to receive mental health services specified in the ISP, unless, within the past 48 hours, the inmate has displayed hostile, threatening, or other behavior that could portend harm or danger to others.

Security staff shall determine the type and level of restraint devices that the CM inmate will be subjected to while he is receiving mental health services outside of his/her cell. CM-1 and CM-2 inmates generally will wear restraints when outside of their cells, while CM-3 inmates will not.

## **G. Self Betterment/Stimulation Programming for CM Inmates.**

### **1. Reading Material.**

CM Inmates shall immediately be permitted to obtain 3 soft cover books per week from the institutional library and shall immediately be permitted 1 magazine subscription (with no more than 4 issues in the cell at a time) and 1 newspaper subscription (with no more than 4 issues in the cell at a time).

### **2. Social Phone Calls.**

CM inmates shall immediately be permitted, in progressive stages based upon their respective individual classifications, to make monitored telephone calls of length established by rule via cordless phones provided by the institution in the CM unit as follows:

**a. CMI Inmates:** 1 call every 30 days after 30 days of satisfactory adjustment;

**b. CMII Inmates:** 1 call every 14 days after 30 days of satisfactory adjustment;

**c. CMIII Inmates:** 1 call every 7 days after 30 days of satisfactory adjustment.

[However if a CM inmate is transferred to less restrictive level due to satisfactory adjustment, the adjustment period is waived].

**3. Broadcast media:**

**a. Radio:** CM inmates of all levels may immediately purchase one headphone/personal portable type radio through the institution Canteen.

**b. Television:**

CMII and CMIII inmates shall be allowed access to social television programs during day room periods, as described in section I.G.7.

**4. In-Cell Educational Opportunities:**

Educational and literacy courses shall be immediately be available to all CM levels unless precluded by safety or security concerns.

**5. Cell-Front Tutoring:**

Wellness services shall be immediately expanded to CM inmates of all levels who request participation in tobacco cessation, wellness education puzzles and the wellness education courses.

**6. Canteen:**

**a. CMI and II Inmates,** following 30 day satisfactory adjustment period, shall immediately have canteen privileges one time per week to include up to 5 non-food items and 5 food items per week.

**b. CMIII Inmates,** following 30 day satisfactory adjustment period, shall immediately have canteen privileges one time per week to include up to 5 non-

food items and 10 food items.

[However if inmate is transferred to less restrictive level due to satisfactory adjustment, the adjustment period is waived].

**7. Day Room Access:**

**a. CMII Inmates:** After 30 days satisfactory adjustment, day room access shall be immediately provided 2 days per week, not to exceed 4 hours daily or beyond 10 p.m., when day room is not being used for organized program activities.

**b. CMIII Inmates:** After 30 days satisfactory adjustment, day room access shall be immediately provided 5 days per week, not to exceed 4 hours daily or beyond 10 p.m., when day room is not being used for organized program activities. [However if an inmate is transferred to less restrictive level due to satisfactory adjustment, the adjustment period is waived. The number of inmates participating at any one time will be determined based upon considerations such as day room size, seating, and safety and security issues associated with the availability of supervising staff .]

**8. Individual exercise shall be:**

**a.** After 30 day satisfactory adjustment period, 6 hours per week (3 days, 2 hours each) or assignment to restricted labor squad or other outside work squad 1 day per week. [Note: Exercise will increase from 3 hours per week to 6 hours week



as the CM Consolidation Plan is phased in. The 6-hours per week of exercise will be fully implemented as of July 1, 2003 unless the CM Consolidation Plan is completed earlier].

b. Exercise apparatus provided in exercise yard.

**9. Non-Contact Visits shall be:**

a. **CMI Inmates:** After 30 days with no major disciplinary infractions, one 2-hour visit every 30 days by appointment.

b. **CMII Inmates:** After 30 days with no major disciplinary infractions, one 2-hour visit every 14 days by appointment.

**10. Contact Visits shall be:**

**CMIII Inmates:** After 30 days with no major disciplinary infractions, one contact visit every 14 days by appointment.

[However if an inmate is transferred to less restrictive level due to satisfactory adjustment, the adjustment period is waived].

**11.** The above privileges may be suspended or reduced by an institutional disciplinary team only for documented good cause consistent with the goals and purposes of close management.

**II. Volunteers:**

Volunteers shall be recruited from the community, to the extent possible, to

assist with chaplaincy and educational services.

### **III. Implementation:**

The Defendants shall promptly promulgate all rule changes necessary to implement the Offer of Judgment and Injunction described herein. That implementation, and the services to be provided in this offer of judgment that are necessary to avoid constitutional deficiencies in the CM program shall and can occur within appropriations by the Florida legislature to the Florida Department of Corrections for the initial phase in of the Close Management Consolidation Plan for fiscal year 2001-2002 ending June 30, 2002. A budget request, Issue Code 4500100 for 234 additional FTEs and approximately \$8.3 million, for the final phase of the Close Management Consolidation Plan has been submitted to the Florida Legislature for fiscal year 2002-2003. Defendant Secretary Moore shall immediately advise the Court in the event an appropriations short fall or budget over run jeopardizes his ability to implement this offer and plan.

### **IV. Enforcement of Constitutional Deficiencies:**

A. Monitoring of the implementation of the Injunction and Judgment shall include the processes and authority of the Correctional Medical Authority (CMA), as provided in Fla. Stat. § 945.601, et seq. Defendants shall take corrective action required by the CMA so as to comply with constitutional obligations of this

Judgment and Injunction as to provisions for medical care.

**B.** The Plaintiffs may also avail themselves of the procedures in the Administrative Grievance Procedure in Chapter 33-103 F.A.C.

**C.** In addition to A and B above, and preferably upon the failure of the Defendants to respond within 30 days of receipt written allegations of constitutional violations of the offer and Judgment and Injunction to Secretary Moore, Plaintiffs may, through their counsel, move the court for an enforcement order to remedy constitutional violations. This 30-day respond and cure time is preferred, except for constitutional violations deemed life threatening in which such events Plaintiffs' counsel should telephonically and in writing specifically inform the general counsel of the Department of Corrections and litigation counsel of the details of such alleged constitutional violations. Compliance with Rule 7.1 A. 3, Local Rules for the Southern District is subsumed into this offer.

**D.** Defendants shall provide quarterly written CM implementation status reports and CMA public records reports to Plaintiffs' counsel and to the Court beginning January 15, 2002, and shall afford Plaintiffs' counsel reasonable access to the CM facilities and CM inmates upon request for same twice annually. That access shall be for one day per CM facility unless more time is ordered by the Court sua sponte or upon motion of the Plaintiffs.

**V. Attorneys Fees:**

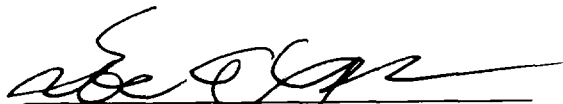
Defendants shall pursuant to Rule 68, Fed. R. Civ. Pro., the Prison Litigation Reform Act, 42 U.S. C. 1997e, 18 U.S.C. 3626 and 42 USC § 1988 be subject to Judgment for reasonable costs and attorneys fees which have accrued to the date of the receipt of this offer on Plaintiffs' counsel, that sum to be in an amount to be determined by the Court upon negotiation between the parties within 45 days of entry of Judgment and Injunction, or by adjudication of Plaintiffs' Motion for Attorney Fees after that time. Defendants shall be subject to additional attorney fees and costs exposure for enforcement activity by Plaintiffs' counsel to remedy constitutional violations upon their motion practice and prevailing party status as allowed by the Prison Litigation Reform Act, 42 U.S.C. § 1997e, 18 U.S.C. 3626 and 42. U.S.C. § 1988.

## VI. Termination of Injunction:

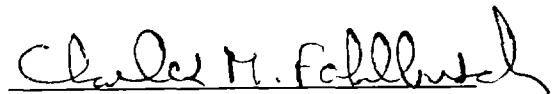
The injunction entered pursuant to this Offer of Judgment shall be subject to termination in accordance with the Prison Litigation Reform Act, 18 U.S.C. §3626(b).

Respectfully submitted,

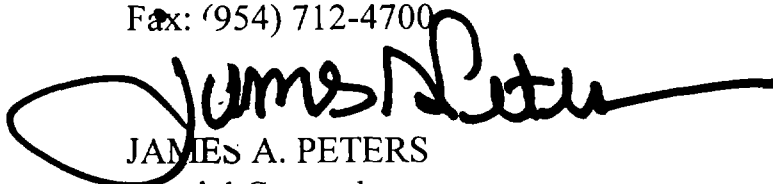
ROBERT A. BUTTERWORTH  
ATTORNEY GENERAL



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Facsimile: (850) 414-9650

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(102PMFOJ)

**STAMPING  
AND RETURN**

MEMORANDUM

TO: Liz Cloud, Chief, Bureau of Administrative Code

DATE: September 19, 2001

SUBJECT: Notice to be Published in F.A.W.

Agency's Title No.: Department of Corrections Title 33

PLEASE PUBLISH THE ATTACHED NOTICE IN THE September 28, 2001 ISSUE  
OF THE FLORIDA ADMINISTRATIVE WEEKLY.

<input checked="" type="checkbox"/> Rule Development	<input type="checkbox"/> Petition to Initiate Rule
<input type="checkbox"/> Proposed Rule	<input type="checkbox"/> Declaratory Statement
<input type="checkbox"/> Notice of Change/Withdrawal	<input type="checkbox"/> Petition For Variance/Waiver
<input type="checkbox"/> Emergency Rule	<input type="checkbox"/> Miscellaneous
<input type="checkbox"/> Meeting/Workshop/Hearing	<input type="checkbox"/> Bid/Request for Proposal

LIST OF FILES ON DISK: 601800-nrd-sept19-01

Name and Phone number of Person to be contacted regarding the attached  
notice: Perri K. Dale

\*\*\*\*\*

**BILLING INFORMATION**

The invoice for cost of publication should be sent to:  
(please fill out complete address)

Department: Department of Corrections

Division/Bureau: Legal Services

Contact Person: Perri K. Dale

Address: 2601 Blair Stone Road, Tallahassee, FL, 32399-2500

Phone No.: (850)488-2326 SC 278-2326 Purchase Order No.: \_\_\_\_\_

.....  
THIS SECTION TO BE COMPLETED BY THE BUREAU OF ADMINISTRATIVE CODE

FAW file name \_\_\_\_\_ lines per notice \_\_\_\_\_

\*\*\*\*\*

**EXHIBIT A**

RECEIVED  
2001 SEP 19 AM 9:33  
DEPARTMENT OF STATE  
TALLAHASSEE, FLORIDA

NOTICE OF PROPOSED RULE DEVELOPMENT

DEPARTMENT OF CORRECTIONS

RULE TITLE:

RULE NO.:

Close Management

33-601.800

PURPOSE AND EFFECT: The purpose and effect of the proposed rule is to revise the conditions of confinement and the privileges provided to close management inmates.

SUBJECT AREA TO BE ADDRESSED: Close management

SPECIFIC AUTHORITY: 944.09 FS

LAW IMPLEMENTED: 944.09 FS

IF REQUESTED IN WRITING AND NOT DEEMED UNNECESSARY BY THE AGENCY HEAD, A RULE DEVELOPMENT WORKSHOP WILL BE NOTICED IN THE NEXT AVAILABLE FLORIDA ADMINISTRATIVE WEEKLY.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE DEVELOPMENT AND A COPY OF THE PRELIMINARY DRAFT, IF AVAILABLE, IS:

Perri King Dale, 2601 Blair Stone Road, Tallahassee, Florida  
32399-2500

THE PRELIMINARY TEXT OF THE PROPOSED RULE DEVELOPMENT IS:

33-601.800 Close Management.

(1) Definitions.

(a) No change.

(b) Medical Staff Clinical health care personnel - a health  
care professional whose primary responsibility is the provision

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TALLAHASSEE, FLORIDA  
DEPARTMENT OF STATE  
OCT 11 1997  
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~~of physical health care to inmates physician, clinical associate, nurse, Correctional Medical Technician Certified (CMTC), psychologist, psychology intern, psychology resident or psychological specialist.~~

(c) Mental Health Staff - a health care professional whose primary responsibility is the provision of mental health care to inmates.

(d)~~(e)~~ Close Management (CM) - the confinement of an inmate apart from the general population, for reasons of security or the order and effective management of the institution, where the inmate, through his or her own behavior, has demonstrated an inability to live in the general population without abusing the rights and privileges of others.

(e)~~(d)~~ No change.

(f)~~(e)~~ Individualized Service Close Management Plan (ISP) - a dynamic, written description of problems, goals, and services which is developed and implemented by the multi-disciplinary services team (MDST) and the inmate. An ISP shall be developed and implemented for each CM inmate who suffers from mental impairment or is at significant risk for developing such impairment, as determined by mental health staff ~~program plan developed for individual inmates determined to be at risk for deterioration of mental health functioning as a result of prolonged confinement.~~



~~The plan utilizes a variety of therapeutic activities, prevention, and intervention components from available mental health and program resources to prevent potential deterioration of mental health and adaptive functioning.~~

(g)-(f) Multi-disciplinary Services Close Management Program Team - a team of an interdisciplinary team of representatives from mental health, programs, classification, and security staff which assesses behavioral risk for each CM inmate and develops and implements an individualized service plan for each CM inmate who suffers from mental impairment or is at significant risk for developing such impairment, as ~~This team develops and monitors close management plans for individual inmates in close management determined by mental health staff to be at risk for potential deterioration of mental health or adaptive functioning as a result of prolonged confinement.~~

(h) Critical Event - inmate involvement, after CM placement, in one or more of the following behaviors: suicide attempt or other action that could have caused serious bodily harm; homicide; attempted homicide; escape; attempted escape; physical assault; attempted physical assault.

(g) through (n) renumbered (i) through (p) No change. ~~(g)~~ Review - where used herein, refers to the evaluation of pertinent information or documentation concerning an inmate's confinement

status to determine if changes or modifications are required or recommended.

(j)~~(h)~~ Visit - where used herein, refers to the official tour and inspection of a close management unit by a staff member.

(k)~~(i)~~ Institutional Classification Team (ICT) - the team consisting of the warden or assistant warden, classification supervisor, and chief of security, that is responsible for making work, program, housing and inmate status decisions at a facility and for making other recommendations to the State Classification Office (SCO).

(l)~~(j)~~ Institutional Classification Team Docket - the official record of an ICT hearing.

(m)~~(k)~~ Major Rule Violation - any assault, battery or attempted assault or battery; any spoken or written threat towards any person; inciting, attempting to incite or participating in any riot, strike, mutinous act or disturbance; fighting; possession of weapons, ammunition, explosives or escape paraphernalia; and any escape or escape attempt.

(n)~~(l)~~ Offender Based Information System (OBIS) - the department's computer offender database system which is utilized to organize and store security, classification, program and other offender information.

(o) ~~(m)~~ Restricted Labor Squad - an armed supervision work squad consisting of individually shackled close management II or III inmates who work outside the secure perimeter on institution grounds.

(p) ~~(n)~~ Senior Correctional Officer - a correctional officer lieutenant or above.

~~(e) Special risk inmate - any inmate who has demonstrated behavior that is harmful to himself or herself.~~

(q) ~~(p)~~ No change.

(2) No change.

(3) Procedures for Placement in Close Management.

(a) Close management is the confinement of an inmate apart from the general population, for reasons of security, or the order and effective management of the institution, where the inmate, through his or her own behavior, has demonstrated an inability to live in the general population without abusing the rights and privileges of others. The secretary shall designate which institutions are authorized to house close management inmates, based on the needs of the department.

(b) No change.

(c) Prior to docketing an inmate's case for close management, the classification supervisor will submit a referral to the senior psychologist for evaluation of the inmate utilizing

the Close Management Referral Assessment, DC6-128. Form DC6-128 is incorporated by reference in subsection (19) ~~paragraph (18)~~ of this rule.

(d) Mental health staff will complete the close management referral assessment ~~mental health record review~~ within five ~~two~~ working days of receipt and return it to ~~of Form DC6-128 from the~~ classification supervisor. ~~If the senior psychologist determines that no further evaluation is needed, he or she will forward Form DC6-128 to the classification supervisor with relevant recommendations. If the senior psychologist determines that further evaluation is needed, either the senior psychologist or psychiatrist will conduct an interview and evaluation with the inmate to determine the treatment needs of the inmate. The senior psychologist or psychiatrist will forward Form DC6-128, Close Management Referral Assessment, to the classification supervisor with the recommendation for the inmate. The recommendation will include the following placement options: unrestricted placement, placement in a close management facility in which there is a provision for out patient mental health services, placement in a close management facility where intensive mental health services are available, or close management not recommended because of the inmate's current mental health condition. A summary of the clinical findings upon which the recommendation is based shall be~~

~~provided to the classification supervisor.~~

(e) Upon receiving the completed close management referral ~~mental health~~ assessment, the classification supervisor will submit the case for ICT Docket. The ICT will evaluate the recommendations for close management placement and the mental health assessment, interview the inmate, and document its findings and recommendations on the Report of Close Management, Form DC6-233C. Form DC6-233C is incorporated by reference in subsection (19) ~~paragraph (18)~~ of this rule. The inmate will be given a minimum of forty-eight hours to prepare for the review unless waived by completing a Close Management Waiver, Form DC6-265. Form DC6-265 is incorporated by reference in subsection (19) ~~paragraph (18)~~ of this rule. The inmate may present information verbally or in writing for consideration by the ICT. The team will document on Form DC6-233C that the inmate was informed of his or her allotted time to prepare for the review. The ICT is authorized to postpone the case review to allow an inmate additional time to prepare. If an extension of time is given, the team will document such postponement on form DC6-233C.

(3) (f) through (5) No change.

(6) Close Management Facilities.

(a) No change.

(b) The only exception to paragraph Section (6)(a) is during an emergency situation as declared by the warden or duty warden. The emergency will be made known to the regional director and to the emergency action center in the central office. If the exception exists in excess of 24 hours, the warden or duty warden must get specific authorization from the regional director to continue to house inmates beyond the 24 hour period in such conditions.

(c) through (d) No change.

(e) Water Supply to CM Units. All close management cells will be equipped with toilet facilities and running water for drinking and other sanitary purposes. Water in the cell can be turned off when necessary due to misbehavior. Misbehavior is defined as any activity exhibited by an inmate which causes an interruption in the water system and its proper function, such as intentionally clogging a toilet bowl or sink with paper in order to then flood the housing area. It also includes the intentional misuse of the water for such purposes as throwing it on staff or other inmates, or mixing it with another substance for an unauthorized purpose (inmate mixes water with soap or shampoo and apply to the floor or himself or herself to hinder cell extraction). In such event, the inmate will be furnished with an adequate supply of drinking water by other means to prevent

dehydration. This action can be taken in addition to formal disciplinary action being taken against the inmate pursuant to established procedures regarding disciplinary action. Any misbehavior from an inmate and subsequent action by security staff will be documented on the Daily Record of Segregation, Form DC6-229. Form DC6-229 is incorporated by reference in subsection (19) paragraph (18) of this rule.

(f) Prior to placement of an inmate in a close management cell, the cell will be thoroughly inspected by the housing officer to ensure that it is in proper order. The housing officer shall document the cell's condition on Form DC6-221, Cell Inspection. After such time, the inmate housed in that cell will be responsible for the condition of the cell. Form DC6-221 is incorporated by reference in subsection (19) paragraph (18) of this rule.

(g) No change.

(h) Inmates shall be weighed upon entering close management, at least once a week while in close management, and upon leaving close management. The weight of the inmate shall be documented on Form DC6-229, Daily Record of Segregation.

(7) Individualized Service Close Management Plan (ISP)  
~~(CMP)~~.

(a) The multi-disciplinary services ~~close management program~~ team ~~consisting of representatives from mental health, programs, classification, and security~~ will develop an ISP, Form DC4-643A, complete a CMP when deemed necessary by mental health ~~clinical~~ staff. Form DC4-643A is incorporated by reference in subsection (19) of this rule.

(b) The ISP CMP will be developed based on the inmate's needs assessment and will take into consideration the inmate's behavioral risk, as determined by the MDST in accordance with subsection (8) of this rule ~~CM level.~~

(c) The ISP CMP will incorporate mental health, programs, and other services required to address identified problems and to prevent the development or exacerbation of mental and other adjustment problems ~~therapeutic activities and may include prevention and intervention components. The purpose of the plan will be to increase sensory stimulation using a variety of activities from available mental health and program resources.~~

(d) An ISP shall be established within 14 days of CM placement of each inmate who suffers from mental impairment, or who is at significant risk for developing such impairment, as determined by mental health staff.

(e) If an ISP exists at the time of CM placement, it shall be updated within 14 days of CM placement to reflect current



problems, goals, services, and providers. The ISP shall also be updated within 14 days of an inmate's transfer between CM institutions.

(f) The MDST shall review, and if indicated, revise the ISP as needed, but not less frequently than the following:

1. Within three working days of the inmate's involvement in a critical event.

2. Within 30 days of establishing or updating an ISP.

3. 120 days after the initial (30 day) review.

4. Every 180 days after the 120 day review, until mental health staff determines that ongoing mental health care is no longer necessary, at which time the ISP will be closed.

(g) The ISP shall be signed by each member of the MDST.

(8) Behavioral Risk Assessment.

(a) The MDST shall determine behavioral risk of each CM inmate by completing the Behavioral Risk Assessment, Form DC4-729. Form DC4-729 is incorporated by reference in subsection (19) of this rule.

(b) Behavioral risk shall be determined as follows:

1. Within three working days of the inmate's involvement in a critical event.

2. Within 14 days of CM placement.

3. Each time that the MDST reviews the ISP.

(c) Security shall consider results from the behavioral risk assessment and other information relevant to staff and inmate safety and institutional security in determining the level of restraints required during out-of-cell activities such as individual or group counseling.

(d) The ICT shall consider results from the behavioral risk assessment and other information relevant to institutional adjustment, staff and inmate safety, and institutional security when making recommendations for modification of the inmate's CM status.

(e) The SCO shall consider results from the behavioral risk assessment, results from mental health evaluations that have been completed, and other information relevant to institutional adjustment, staff and inmate safety, and institutional security in its review of ICT recommendations made after CM placement.

(9) Mental Health Services.

(a) Chapter 33-404, F.A.C., Mental Health Services, shall apply to CM inmates except where otherwise specified herein.

(b) CM inmates shall be allowed out of their cells to receive mental health services as specified in an ISP unless, within the past 48 hours, the inmate has displayed hostile, threatening, or other behavior that could present a danger to

others. Security staff shall determine the level of restraint required while CM inmates access services outside their cells.

(10) ~~(8)~~ Conditions and Privileges.

(a) through (b) No change.

(c) Personal Property -- Inmates shall be allowed to retain personal property including stamps, watches, rings, writing paper, envelopes and health and comfort items unless there is a indication of a security problem. Close management inmates at all levels shall be allowed to possess a "walkman" type radio with approved headphones as is allowed for general population inmates. Exceptions or removal of any item will be documented on the DC6-229. An Inmate Impounded Personal Property List, Form DC6-220, will be completed by security staff and signed by the inmate designating what personal items were removed. The original will then be placed in the inmate's property file and a copy of the form will be given to the inmate for his or her records. If items of clothing, bedding or personal property are removed in order to prevent the inmate from inflicting injury to himself or herself or others or to prevent the destruction of property or equipment, staff shall re-assess the need for continued restriction every 72 hours thereafter. The warden, based on this assessment, will make the final determination on the continued denial or return of the items. The items will be returned to the inmate when no further

behavior or threat of behavior of the type leading to the restriction has occurred. ~~Radies are not authorized for an inmate in close management.~~ Form DC6-220 is incorporated by reference in Rule 33-602.220, F.A.C.

(d) No change.

(e) Personal Hygiene--Inmates in close management shall meet the same standards in regard to personal hygiene as required of the general inmate population.

1. No change.

2. Male inmates shall be required to shave at least three times per week. The possession and use of shaving powder in close management is prohibited. An inmate housed in close management who is medically exempt from using shaving razors will be clipper-shaved at least three times per week.

3. Hair care shall be the same as that provided to and required of the general population inmates.

(f) Diet and Meals--All inmates in close management shall receive normal institutional meals as are available to the general inmate population except that if any item on the regular menu might create a security problem in the confinement area, then another item of comparable quality shall be substituted. An alternative meal (special management meal) may be provided for any inmate in close management who uses food or food service

equipment in a manner that is hazardous to himself or herself, staff, or other inmates. The issuance of a special management meal will be in strict accordance with Rule 33-602.223, F.A.C. Any deviation from established meal service is to be documented by security staff on the Daily Record of Segregation, Form DC6-229.

(g) Canteen Items.

1. Inmates in CMI and II, following 30 days satisfactory adjustment, will be allowed to make canteen purchases once per week ~~month~~ unless restricted by disciplinary action. ~~Canteen purchases are subject to the following limitations, unless modified by the ICT:~~

~~1. Inmates in CMI and II will be allowed to purchase up~~  
~~restricted to a limit of five non-food items and five food items.~~  
 In making this determination, with the exception of stamps and notebook paper, it is the number of ~~non-food~~ items that is counted not the type of item. For example, three security pens counts as three items, not one item. Twenty-five stamps or fewer will count as one item and two packages or less of notebook paper will count as one item.

2. Inmates in CMIII, following 30 days satisfactory adjustment, will be allowed to make canteen purchases once each ~~every two weeks~~ unless restricted by disciplinary action. ~~Canteen~~

~~purchases are subject to the following limitations, unless modified by the ICT:~~ Inmates in CMIII will be allowed to purchase up to five non-food items and ten food items. In making the determination, with the exception of stamps and notebook paper for food, it is the number of food items that is counted not the type of item. For example, three packages of cookies count as three items, not one item.

3. Any disciplinary reports received by an inmate in which there is a guilty finding and placement in disciplinary confinement or suspension of canteen privileges between the time that he or she requests canteen food items and the delivery of those items will result in disapproval of the requested items.

~~4. The ICT has the authority to suspend privileges for canteen purchases when the inmate fails to comply with the rules and procedures established for close management. Any action taken by the ICT regarding the suspension or limiting of privileges will be documented on the Daily Record of Segregation, DC6-229.~~

(h) No change.

~~(i) Counseling Interviews Counseling shall be provided to close management inmates in cell or out of cell when deemed necessary by mental health staff. The ICT will determine whether an inmate in close management may be removed from his or her cell~~

~~to attend any counseling session when they determine that it is safe to do so, or whether counseling must take place in cell.~~

(i)(j) Legal Access -- An inmate in close management will have access to his or her personal legal papers and law books and have correspondence access with the law library. Access to the law library will be obtained through delivery of research materials to an inmate's cell, and access to visits with research aides ~~certified inmate law clerks~~. Although the inmate may not be represented by an attorney at any administrative hearing under this rule, access to an attorney or aide to that attorney will be granted for legal visits at any reasonable time during normal business hours. Indigent inmates will be provided paper and writing utensils in order to prepare legal papers. Inmates who are not indigent will be allowed to purchase paper and envelopes for this purpose by completing Form DC6-251, CMI and II Canteen Order, or Form DC6-252, CMIII Canteen Order, within the stated time frames. Forms DC6-251 and DC6-252 are incorporated by reference in subsection (19) ~~paragraph (18)~~ of this rule. Typewriters or typing services are not considered required items and will not be permitted in confinement cells. Inmates with disabilities that hinder the preparation of legal correspondence will be allowed the use of auxiliary aids (writer/reader). An inmate who is provided an auxiliary aid shall also be allowed

access to a research aide ~~certified law clerk~~ for the purpose of preparing legal documents, legal mail, and filing grievances.

(k) through (l) renumbered (j) through (k) No change.

(1) ~~(m)~~ Reading materials -- Reading materials, including scriptural or devotional materials and books that are in compliance with admissibility requirements, are allowed in close management units unless there is an indication of a threat to the safety, security, or sanitation of the institution. If it is determined that there is a safety, security or sanitation risk, the items will be removed. Such removal of reading materials will be documented on Form DC6-229, Daily Record of Segregation. If items are removed in order to prevent the inmate from inflicting injury to himself or herself or others or to prevent the destruction of property or equipment, staff shall re-assess the need for continued restriction every 72 hours thereafter. The warden, based on this assessment, will make the final determination on the continued denial or return of the items. The items will be returned to the inmate when no further behavior or threat of behavior of the type leading to the restriction has occurred. An inmate who receives services from the Bureau of Braille and Talking Book library will be allowed to have his tape player, devotional or scriptural material tapes, and other books on tape which are in compliance with Rule 33-501.401, F.A.C.



~~(m)-(n)~~ Exercise -- Those inmates confined on a 24-hour basis excluding showers and clinic trips may exercise in their cells. If the inmate requests a physical fitness program handout, the wellness specialist or the confinement officer shall provide the inmate with an in-cell exercise guide and document such on the Daily Record of Segregation, Form DC6-229. However, ~~if confinement extends beyond a 30 day period,~~ an exercise schedule shall be implemented to ensure a minimum of three hours per week of exercise out of doors. The assignment and participation of an inmate on the restricted labor squad or other outside work squad required to work outside at least one day per week will satisfy the minimum exercise requirements for the week. Such exercise periods shall be documented on Form DC6-229. The ICT is authorized to restrict exercise for an individual inmate only when the inmate is found guilty of a major rule violation. In this instance, a major rule violation is defined as: any assault, battery or attempted assault or battery; any spoken or written threat towards any person; inciting, attempting to incite or participating in any riot, strike, mutinous act or disturbance; fighting; possession of weapons, ammunition, explosives or escape paraphernalia; escape or escape attempt. Inmates shall be notified in writing of this decision and may appeal through the grievance procedure. The denial of exercise

shall be for no more than 15 days per incident and for no longer than 30 days in cumulative length. Medical restrictions determined by health services staff can also place limitations on the amount and type of exercise permitted. Such restrictions of exercise periods will be documented on the Daily Record of Segregation, Form DC6-229. A disabled inmate who is unable to participate in the normal exercise program will have an exercise program developed for him that will accomplish the need for exercise and take into account the particular inmate's limitations. Close management inmates shall be allowed equal access to outdoor exercise areas with exercise stations.

(n) At a minimum, wellness services for close management inmates at all levels shall be provided through cell-front tutoring, wellness puzzles, and the wellness education course.

(11)(9) Programs and Privileges in Close Management Units.

(a) While in a close management unit, an inmate's movement within the institution and contacts with other individuals will be restricted. Privileges will also be limited depending on the specific close management level. If an inmate transfers to a less restrictive level due to satisfactory adjustment, the adjustment period required for any privilege shall be waived.

(b) CMI. Privileges for an inmate assigned to CMI who maintains a satisfactory adjustment are as follows:

1. Participation in available approved programs, including in-cell educational opportunities, that the inmate can perform within the cell unless precluded by safety or security concerns ~~after a minimum period of at least 60 days with a clear disciplinary record since assignment to close management;~~

2. Check out three ~~one~~ soft-back book from the library at least once per week and possess no more than three ~~one~~ soft back books at any given time. An inmate who receives services from the Bureau of Braille and Talking Book Library will be allowed to check out three ~~one~~ books on tape per week and possess no more than three books ~~one~~ at any given time, even though the actual number of tapes may be more than three ~~one~~ per book;

3. Conduct routine inmate bank transactions ~~once per month;~~

4. Subscribe to one magazine and newspaper as provided for in Rule 33-210.101, F.A.C., and possess no more than four issues of each at any given time; an inmate who receives services from the Bureau of Braille and Talking Book Library will be allowed to receive up to four issues of a magazine;

5. Make one telephone call of the length allowed by Rule 33-602.205, F.A.C. every 30 days following 30 days of satisfactory adjustment as well as emergency telephone calls and telephone calls to an attorney as explained in rule 33-602.205;

6. Receive one two-hour non-contact a personal visit by appointment after completing 30 ~~60~~ days of ~~satisfactory adjustment~~ in close management status and having no major rule violations ~~maintained a clear disciplinary record during this period since assignment to close management.~~ If found guilty of any major rule violations ~~disciplinary infractions~~ while assigned to CMI, the inmate is eligible to be considered for visits 30 ~~60~~ days following release from disciplinary confinement or the disciplinary hearing, if a penalty other than disciplinary confinement was imposed;

7. The inmate is eligible to receive one two-hour non-contact personal visits by appointment after each subsequent 30 ~~60~~ day period with no major rule violations ~~a continued clear disciplinary record and satisfactory adjustment~~ while in the status unless security or safety concerns would preclude a visit. All visits for CMI inmates ~~in CMI~~ will be non-contact visits.

(c) CMII. In addition to the programs provided for CM I inmates and those privileges outlined in (11)(9)(b)1.- 4.5. of this rule, the following privileges are authorized: ~~cell front counseling and program offerings shall be made available to inmates who desire to participate.~~

1. CMII inmates will be eligible to receive one two-hour non-contact personal visits by appointment:

a.1. After completing 30 days of ~~satisfactory adjustment~~ in close management status and having no major rule violations ~~maintained a clear disciplinary record~~ since being assigned to close management.

b.2. If found guilty of any major rule violations ~~disciplinary infraction~~ while assigned to CMII, the inmate is eligible to be considered for a visits 30 days following release from disciplinary status or the disciplinary hearing if a penalty other than disciplinary confinement was imposed, with no major rule violations ~~a continued clear disciplinary record~~.

c.3. The inmate is eligible to receive personal visits by appointment after each subsequent 14 30 day period with no major rule violations ~~a continued clear disciplinary record and satisfactory adjustment~~ while in the status unless security and safety concerns would preclude a visit. All visits for inmates in CMII will be non-contact visits.

2. CMII inmates shall be allowed to make one telephone call of the length allowed by Rule 33-602.205, F.A.C. every 14 days after 30 days of satisfactory adjustment as well as emergency telephone calls and calls to attorneys as provided in rule 33-602.205, F.A.C.

3. CMII inmates, following 30 days satisfactory adjustment, shall be allowed access to the day room area for social purposes

to include watching television programs for up to two days per week, not to exceed 4 hours per occasion or to extend beyond 10:00 PM. This is allowed only when it does not conflict with organized program activities. The number of participants at any one time will be determined by the shift supervisor in consultation with the duty warden. This determination will be based on considerations such as day room size, availability of seating, and safety and security issues associated with the availability of supervising staff as well as staff available for response should a problem develop. CMII inmates will be restrained during the above-described dayroom access unless determined by the chief of security that the inmate can safely participate without restraints.

(d) CMIII. In addition to the programs privileges provided above for CM I inmates, and those privileges outlined in (11)-(9)-(b) 1.- 4.5- of this rule, the following privileges are authorized: cell front or out of cell counseling and program offerings shall be made available to inmates who desire to participate.

1. CM III inmates will be entitled to the following:

a.1. One two-hour contact A personal visit by appointment after completing 30 days of satisfactory adjustment in close management status and having no major rule violations maintained

~~a clear disciplinary record~~ since being assigned to close management. CMIII inmates shall be subject to placement on non-contact status as outlined in Rule 33-601.709, F.A.C.

~~b.2-~~ If found guilty of a disciplinary infraction while assigned to CM III, the inmate is eligible to be considered for visits 14 days following release from disciplinary status or the disciplinary hearing if a penalty other than disciplinary confinement was imposed, and the inmate has no major rule violations ~~a continued clear disciplinary record.~~

~~c.3-~~ The inmate is eligible to receive one two-hour contact personal visits by appointment after each subsequent 14 day period with no major rule violations ~~a continued clear disciplinary record and satisfactory adjustment~~ while in the status unless security or safety concern would preclude a visit. The warden will determine ~~the conditions of the visit, whether the visit is to be contact or non-contact,~~ and the level of supervision and restraint required.

~~2.4-~~ Day room privileges after 30 days ~~six continuous months~~ with ~~a clear disciplinary record and above~~ satisfactory adjustment shall be allowed access to the day room area for social purposes to include watching television programs for up to five days per week, not to exceed 4 hours per occasion or to extend beyond 10:00 PM. This is allowed only when it does not

conflict with organized program activities. The number of participants at any one time will be determined by the shift supervisor in consultation with the duty warden. This determination will be based on considerations such as day room size, availability of seating, and safety and security issues associated with the availability of supervising staff as well as staff available for response should a problem develop within the close management unit unless security and safety concerns would preclude day room activities. This privilege will be limited to once per week for up to two hours in duration. CMIII inmates shall not be restrained for dayroom activities unless security or safety concerns require otherwise.

3. CMIII inmates shall be allowed to make one telephone call of the length allowed by Rule 33-602.205, F.A.C. every seven days after 30 days of satisfactory adjustment as well as emergency telephone calls and calls to attorneys as provided in Rule 33-602.205, F.A.C.

(12)-(10) Suspension Of Privileges.

(a) In addition to the suspension of privileges through disciplinary action, the ICT has the authority to suspend privileges for inmates in close management status who fail to comply with the rules and procedures established for close management.



~~(b)~~ The ICT shall suspend an inmate's privileges if security and safety concerns would preclude an inmate from receiving certain privileges. Any action taken by the ICT regarding the suspension or limiting of privileges will be documented on the Daily Record of Segregation, Form DC6-229. Privileges suspended by the ICT in excess of 30 ~~90~~ days will require the review and approval of the SCO.

(13)~~(11)~~ No change.

(14)~~(12)~~ Restraint and Escort Requirements.

(a) CMI.

1. Prior to opening a cell for any purpose, including exercise, health care ~~medical~~ or disciplinary call-outs, telephone calls, recreation, and visiting, the ~~all~~ inmates ~~in the cell~~ shall be handcuffed behind his or her ~~their~~ backs. If documented medical conditions require that the inmates be handcuffed in front, waist chains will be used in addition to the handcuffs and the escort officers shall be particularly vigilant.

2.~~(b)~~ No change.

3.~~(e)~~ Prior to escorting an inmate from a cell the inmate shall be thoroughly searched. If the inmate is being taken outside the immediate housing unit or designated adjacent exercise area, leg irons and other restraint devices shall be applied.

(b) CMII. The same restraints and escort requirements as provided for CMI inmates above apply to CMII inmates with the exception that the senior correctional officer shall be authorized to approve unrestrained participation in group and individual counseling, dayroom access, and inside work assignments.

(c) CMIII. Unless precluded by specific safety and security concerns, CMIII inmates shall be escorted within the unit and to exercise areas attached to the unit as well as to all program and privilege activity participation without restraints. The warden shall base any determination to require restraints on the security and safety needs of his or her individual institution and CM unit.

(d) Due to the unique mission of close management units, it is understood that more than one inmate may be out of his or her cell within the unit at any one time. However, whenever inmates are being escorted in restraints, there shall be one officer with each inmate and the inmates shall be kept at a distance from each other which would preclude any unauthorized physical contact. Extreme care shall be exercised when escorting restrained inmates in areas where unrestrained inmates are present. When possible, unrestrained inmates will be returned to their cells, removed

from the wing or, at a minimum, closely supervised by additional staff until the escort of restrained inmates is completed.

(15)-(13) Contact by Staff.

(a) The following staff members shall be required to officially inspect and tour the close management unit. All visits by staff shall be documented on the Inspection of Special Housing Record, Form DC6-228. Form DC6-228 is incorporated by reference in subsection (19) ~~paragraph (18)~~ of this rule. The staff member shall also document his or her visit on the Daily Record of Segregation, Form DC6-229, if there is any discussion of significance, action or behavior of the inmate, or any other important evidential information which may have an influence or effect on the status of confinement. These visits shall be conducted at a minimum of:

1. through 3. No change.

4. Daily by medical staff ~~a clinical health care person.~~

5. through 6. No change.

7. Weekly by ~~a psychologist or his or her~~ mental health staff designee.

8. through 9. No change.

~~10. At least once a month by a member of the ICT to ensure that the inmate's welfare is properly provided for, and to determine the time and method of release or any program changes.~~

~~(14) Special Risk Inmates.~~

~~(a) Any inmate who has demonstrated behavior that is or could be harmful to himself or herself shall be designated as a special risk inmate. If the inmate demonstrates bizarre, mentally disordered, or self destructive behavior, the health services department shall be immediately contacted to determine if special watch or suicide watch procedures shall be initiated.~~

~~(b) Suicidal inmates shall be removed to a designated area where a correctional officer or health care staff provides observation. Visual checks shall be made in accordance with medical protocols or at least every 30 minutes and shall be documented on Form DC4-650, Observation Checklist/Restraint Observation Checklist, until the inmate is no longer considered a special risk inmate. All actions taken by staff with regard to special risk inmates shall be documented on Form DC6-229 and followed with an Incident Report, Form DC6-210. Form DC4-650 is incorporated by reference in paragraph (18) of this rule. Form DC6-210 is incorporated by reference in Rule 33-602.210.~~

(16)~~(15)~~ Review of Close Management.

(a) An ICT member shall review inmates in close management at least once every week for the first 60 days and once every 30 days thereafter. The purpose shall be toward reducing the inmate's status to the lowest management level or returning the

inmate to general population as soon as the facts of the case indicate that this can be done safely. During the review, the ICT shall consider the results of the behavioral risk assessments and mental health evaluations that have been completed prior to the review, and other information relevant to institutional adjustment, staff and inmate safety, and institutional security.

~~(b) Any inmate assigned to close management for more than 30 days shall be given a psychological screening assessment by mental health professional staff to determine the inmate's mental condition. The assessment shall include a personal interview if deemed necessary by mental health staff. All such assessments shall be documented in the mental health record. The psychologist or psychological specialist shall prepare a report to the ICT with the facts of the case. The ICT shall then make a decision regarding continuation of confinement. Any recommendations by the psychologist or psychologist specialist that the inmate be released from close management shall be forwarded by the ICT to the SCO. If the decision is to continue confinement, a new psychological screening assessment shall be completed at least every 90 day period.~~

~~(c) The close management program team (CMPT) will review each CMP at least 30 days after the implementation of the plan and at least every 60 days thereafter. However, the CMPT shall~~

~~meet within 7 days if mental health staff determine that more immediate attention is required. All changes and or modifications will be documented on the inmate's CMP. The CMPT's review (and interview, if necessary) will include the following:~~

- ~~1. A status assessment of the inmate's participation,~~
- ~~2. A status evaluation of the close management plan's objectives and goals, and the ability to meet the inmate's needs,~~
- ~~3. A determination if changes or modifications to the current plan are needed.~~
- ~~4. The CMP will be available in the CM unit. The original will be placed in the mental health record. All changes to the plan will be attached to the original mental health record and the copy maintained in the CM unit.~~

~~(b)5.~~ All services provided by any mental health or program staff member shall be recorded on the Daily Record of Segregation, Form DC6-229 ~~Close Management Activity Participation Log, Form DC6-129~~, which shall be kept in the officers' station of the CM unit. When the form has been completely filled-out or the inmate has been released from the CM unit, a copy shall be placed in the inmate file and the original shall be filed in the mental health record. ~~Form DC6-129 is incorporated by reference in (18) of this rule.~~

(c)-(d) No change.

~~(d)(e)~~ The ICT shall review the report of close management prepared by the classification officer, consider the results of behavioral risk assessments and mental health evaluations and other information relevant to institutional adjustment, staff and inmate safety, and institutional security, and insert any other information regarding the inmate's status and interview the inmate. The ICT's recommendation shall be documented in OBIS and the Report of Close Management, Form DC6-233C. If it is determined that no justifiable safety and security issues exists for the inmate to remain in close management the ICT shall forward their recommendation for release to the SCO for review. For an inmate to remain in close management the ICT shall justify the safety and security issues or circumstances that can only be met by maintaining the inmate at the current level or a lower level of management.

~~(e)(f)~~ The SCO shall conduct an onsite interview with each inmate at least once every six months or as often as necessary to determine if continuation, modification, or removal from close management status is appropriate. The SCO shall review all reports prepared by the ICT concerning an inmate's close management status, consider the results of behavioral risk assessments and mental health evaluations and other information relevant to institutional adjustment, staff and inmate safety,

and institutional security and may interview the inmate before determining the final disposition of the inmate's close management status. If it is determined that no justifiable safety and security issues exist for the inmate to remain in close management the SCO shall cause the inmate to be immediately released. For an inmate to remain in close management, the SCO shall determine based on the reports and documentation that there are safety and security issues or circumstances for maintaining the inmate at the current level or at a lower level of management. The SCO's decision shall be documented in OBIS and the Report of Close Management, Form DC6-233C. The ICT shall advise the inmate of the SCO's decision.

(17)-(16) Close Management Records.

(a) No change.

(b) A Daily Record of Segregation, Form DC6-229, shall be maintained for each inmate as long as he is in close management. Form DC6-229 shall be utilized to document any activities, including cell searches, items removed, showers, recreation, haircuts and shaves. If items that inmates in close management are not prohibited from possessing are denied or removed from the inmate, the shift supervisor or the senior correctional officer must approve the action initially. The Central Office ADA coordinator shall be contacted within 24 hours if any item is



removed that would be considered an auxiliary aid or device that ensures a disabled inmate an equal opportunity as a non-disabled inmate. The items denied or removed shall be documented on Form DC6-229 and the chief of security shall make the final decision in regard to the action no later than the next working day following the action. Staff shall re-assess the need for continued restriction every 72 hours thereafter as outlined in subsection (10) of this rule. The confinement housing officer shall make a notation of any unusual occurrences or changes in the inmate's behavior and any action taken. Changes in housing location or any other special action shall also be noted. Form DC6-229 shall be maintained in the housing area for 30 days. After each 30 day review of the inmate, Form DC6-229 shall be forwarded to the ICT for review. Once reviewed, these forms shall be forwarded to classification to be filed in the institutional inmate record.

(c) An Inspection of Special Housing Record, Form DC6-228, shall be maintained in each close management area. Each staff person shall sign the record when entering and leaving the confinement area. Prior to leaving the confinement area, each staff member shall indicate any specific problems, ~~including any inmate who requires special attention.~~ Upon completion, Form DC6-228 shall be maintained in the housing area and forwarded to the

chief of security on a daily ~~weekly~~ basis where it shall be maintained on file pursuant to the current retention schedule.

(18) ~~(17)~~ Staffing Issues.

(a) Officers assigned to a confinement unit shall be reviewed ~~rotated to another assignment~~ every 18 months ~~for a period of at least one year~~ by the chief of security to determine whether a rotation is necessary. The chief of security shall review personnel records, to include performance appraisals, incident reports, uses of force, and any other documentation relevant to the officer's assignment and job performance; interview the officer and the officer's supervisors for the period of review; and shall make a recommendation to the warden as to the necessity of a rotation. The warden shall review the recommendation, request additional information, if necessary, and make the final determination as to whether the officer continues in the current assignment or is rotated to another assignment. Any officer assigned to a confinement post shall be authorized a minimum period of five days annual leave or a five day assignment to a less stressful post every six months.

(b) No change.

(19) ~~(18)~~ Forms. The following forms referenced in this rule are hereby incorporated by reference. Copies of any of these forms are available from the Forms Control Administrator, Office

of the General Counsel, Department of Corrections, 2601 Blair Stone Road, Tallahassee, Florida 32399-2500.

~~(a) Form DC4-650, Observation Checklist/Restraint Observation Checklist, effective date 2-12-01.~~

(a)~~(b)~~ Form DC6-128, Close Management Referral Assessment, effective date \_\_\_\_\_ ~~2-1-01~~.

~~(c) Form DC6-129, Close Management Activity Participation Log, effective date 2-1-01.~~

(b) Form DC4-643A, Individualized Service Plan, effective date \_\_\_\_\_.

(c)~~(d)~~ Form DC6-221, Cell Inspection, effective date \_\_\_\_\_ ~~2-12-01~~.

(d)~~(e)~~ No change.

(e)~~(f)~~ Form DC6-229, Daily Record of Segregation, effective date \_\_\_\_\_ ~~2-12-01~~.

(f)~~(g)~~ Form DC6-233C, Report of Close Management, effective date \_\_\_\_\_ ~~2-1-01~~.

(g)~~(h)~~ Form DC6-251, CMI and II Canteen Order, effective date \_\_\_\_\_ ~~2-1-01~~.

(h)~~(i)~~ Form DC6-252, CMIII Canteen Order, effective date \_\_\_\_\_ ~~2-1-01~~.

(i)~~(j)~~ No change.

(j) Form DC4-729, Behavioral Risk Assessment, effective date

\_\_\_\_\_  
Specific Authority 944.09 FS. Law Implemented 944.09 FS. History-  
Formerly 33-601.801-.813, Substantially Amended 2-1-01, Amended

\_\_\_\_\_  
Name of Person Originating Proposed Rule: Richard Dugger

## INSPECTION OF SPECIAL HOUSING RECORD

Housing Area

[illegible]

**INSTRUCTIONS:**

One copy only of this form is to be maintained in each special housing in the institution. Correctional Officers in charge, medical staff representatives, and Disciplinary Committee members are to initial this form each time they make required visits to inmates in special housing. These initials indicate that all inmates located in the housing area have been checked. A minimum number of visits is required by directive. However, if visits are made more frequently, an entry should be made on this form at the time of each visit.

Under "remarks" note the name and number of any inmate who requires special handling and give a brief explanation, using as much space as is required. The supervising officer on duty, medical staff, or Disciplinary Committee members should enter subsequent information concerning this inmate on the "Daily Record of Segregation" Form DC6-229 for that inmate.

When this form is completely filled, it should be maintained as a permanent record of the institution.

## EXHIBIT B

**State of Florida  
Department of Corrections  
Close Management Waiver**

**Identifying Inmate Information**

DC # \_\_\_\_\_ Inmate Name \_\_\_\_\_

**A. ☐ Waiver of 48 Hour Waiting Period**

*I waive my right to the provision of Rule 33-601 stipulating that the inmate will be given 48 hours to prepare for a close management hearing and is not to commence prior to 48 hours unless waived. My signature below attest to the fact that I do so voluntarily and that I understand that the close management hearing may commence at the discretion of the Institutional Classification Team Chairman.*

**B. ☐ Waiver of Right to be Present at Close Management Hearing**

*I waive my right to be present at the close management hearing. My signature below attests to the fact that I do so voluntarily and that I am aware that the close management hearing will be conducted in my absence.*

Inmate Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Witnessing Employee \_\_\_\_\_

**Refusal of Right to be Present at Close Management Hearing**

The inmate identified in Section above refused to appear at the Close Management Hearing and refused to affix his signature to: Section A. ☐ Section B. ☐

*My signature attests to the fact that the inmate was given the opportunity to be present at the close management hearing and that the inmate voluntarily refused to be present and refused to participate in attesting to that decision by signing this form.*

Signature of Witnessing Employee \_\_\_\_\_ Date \_\_\_\_\_

**Additional Comments:**

State of Florida  
Department of Corrections

**DRAFT**

**Close Management Referral Assessment**

To: **Mental Health at** \_\_\_\_\_  
From: **Institutional Classification Team**  
Re: **Close Management Referral**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Inmate: \_\_\_\_\_ DC# \_\_\_\_\_ is being considered for placement in  
Close Management.

Please review this inmate's mental health record and recommend appropriate placement based on this  
inmate's vulnerability to mental health problems which may be exacerbated by prolonged segregation.

\_\_\_\_\_  
Institutional Classification Supervisor or Designee

---

**Mental Health Recommendations**

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

The mental health record for the above-named inmate was reviewed. A clinical interview was/was not  
indicated.

The following is recommended based upon the record review or the record review and clinical interview,  
as indicated above:

\_\_\_\_\_ Unrestricted close management placement

\_\_\_\_\_ Close Management facility with outpatient mental health services

\_\_\_\_\_ Close Management is not recommended at this time due to inmate's  
current placement or referral to an IMR or inpatient mental health unit.

\_\_\_\_\_ Close Management Plan required:

\_\_\_\_\_ Close Management plan not required.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Clinician Signature and Stamp

**DRAFT**

**STATE OF FLORIDA - DEPARTMENT OF CORRECTIONS  
INDIVIDUALIZED SERVICE PLAN (PART I)**

**DATE:** \_\_\_\_\_

DSM DIAGNOSIS:  
AXIS I

Revised: \_\_\_\_\_

AXIS II

AXIS III

AXIS IV

AXIS V

**PATIENT STRENGTHS:** Strengths which may affect his/her success in achieving treatment goals. (Write dates when changes are made.)

Date: \_\_\_\_\_

**PATIENT LIMITATIONS:** Limitations which may affect his/her success in achieving treatment goals.

Date: \_\_\_\_\_

Inmate Name \_\_\_\_\_

DC# \_\_\_\_\_ R/S \_\_\_\_\_

Date of Birth \_\_\_\_\_

Institution \_\_\_\_\_

Individualized Service Plan (Part I)

DC4-643A Part I of III



**STATE OF FLORIDA - DEPARTMENT OF CORRECTIONS**  
**INDIVIDUALIZED SERVICE PLAN (PART II)**

DATE: \_\_\_\_\_

PROBLEM # \_\_\_\_\_ PAGE: \_\_\_\_\_

PROBLEM DESCRIPTION: \_\_\_\_\_

LONG-TERM GOALS AND TARGET DATE \_\_\_\_\_

DATE	SHORT-TERM GOALS AND TARGET DATES	STATUS	INTERVENTION (number and frequency)	RESPONSIBLE PERSON

STATUS: A-ACTIVE C-ACCOMPLISHED R-REVISED D-DISCONTINUED I-INACTIVE

Inmate Name \_\_\_\_\_

DC# \_\_\_\_\_ R/S \_\_\_\_\_

Date of Birth

Institution \_\_\_\_\_

## Individualized Service Plan (Part II)

DC4-643A Part II of III

## STATE OF FLORIDA - DEPARTMENT OF CORRECTIONS

## INDIVIDUALIZED SERVICE PLAN (PART III)

		<u>TYPE</u>	<u>TYPE</u>	<u>TYPE</u>	<u>TYPE</u>	<u>TYPE</u>	<u>TYPE</u>
<u>TITLE</u>	<u>SIGNATURE/INITIALS</u>	<u>DATE INIT</u>	<u>DATE INIT</u>	<u>DATE INIT</u>	<u>DATE INIT</u>	<u>DATE INIT</u>	<u>DATE INIT</u>
INMATE							
PSYCHIATRIST							
MENTAL HEALTH RN							
PSYCHOLOGIST							
PSYCH. SPECIALIST							
ACTIVITY THERAPIST							
CORR. OFFICER							

REVIEW TYPE CODE: I=INITIAL 14=14-DAY REVIEW 30=30-DAY REVIEW 90=90-DAY REVIEW 180=180-DAY REVIEW  
S=SPONTANEOUS UPDATE

YOUR SIGNATURE ABOVE INDICATES THAT YOU HAVE HAD AN OPPORTUNITY TO PARTICIPATE IN THE DEVELOPMENT  
OR REVIEW OF THIS SERVICE PLAN

Inmate Name \_\_\_\_\_

DC# \_\_\_\_\_ R/S \_\_\_\_\_

Date of Birth \_\_\_\_\_

Institution \_\_\_\_\_

Individualized Service Plan (Part III)

DC4-643A Part III of III

**DRAFT**

Date Confined \_\_\_\_\_ Weight \_\_\_\_\_  
Date \_\_\_\_\_ Weight \_\_\_\_\_  
Date Discharged \_\_\_\_\_ Weight \_\_\_\_\_

Name: \_\_\_\_\_  
 ID #: \_\_\_\_\_  
 Institution: \_\_\_\_\_  
 Cell Number: \_\_\_\_\_

This is sheet number \_\_\_\_\_ on this inmate's current confinement.  
Initial date of confinement \_\_\_\_\_.

CUSTODIAL DEPARTMENT								MEDICAL DEPARTMENT				
Date	Type Confinement	Diet Specify	Time	Physical Appearance	Attitude	Remarks	Initials	Date	Hour	Condition	Action and Remarks	Initials
			AM									
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STATE OF FLORIDA  
DEPARTMENT OF CORRECTIONS  
Cell Inspection

DRAFT

Inmate Name: \_\_\_\_\_

Number: \_\_\_\_\_

Correctional Institution \_\_\_\_\_

Cell Number:	Date Inmate Entered:	Noted Discrepancies	Date Inmate Exited:	Noted Discrepancies	Cell Number	Date Inmate Entered:	Noted Discrepancies	Date Inmate Exited:	Noted Discrepancies
Item Inspected	Condition (Good, Sat., Poor)		Condition (Good, Sat., Poor)		Item Inspected	Condition (Good, Sat., Poor)		Condition (Good, Sat., Poor)	
Walls					Walls				
Window					Window				
Pillow					Pillow				
Mattress					Mattress				
Bunk					Bunk				
Sink					Sink				
Ceiling					Ceiling				
Floor					Floor				
Toilet					Toilet				
Door					Door				
Locking Device					Locking Device				
Light					Light				
Inmate's Signature: _____					Inmate's Signature: _____				
Officer's Signature: _____					Officer's Signature: _____				

Cell Number:	Date Inmate Entered:	Noted Discrepancies	Date Inmate Exited:	Noted Discrepancies	Cell Number	Date Inmate Entered:	Noted Discrepancies	Date Inmate Exited:	Noted Discrepancies
Item Inspected	Condition (Good, Sat., Poor)		Condition (Good, Sat., Poor)		Item Inspected	Condition (Good, Sat., Poor)		Condition (Good, Sat., Poor)	
Walls					Walls				
Window					Window				
Pillow					Pillow				
Mattress					Mattress				
Bunk					Bunk				
Sink					Sink				
Ceiling					Ceiling				
Floor					Floor				
Toilet					Toilet				
Door					Door				
Locking Device					Locking Device				
Light					Light				
Inmate's Signature: _____					Inmate's Signature: _____				
Officer's Signature: _____					Officer's Signature: _____				

This form will be completed when an inmate is initially placed in a confinement/close management cell and each time a cell change takes place. This form will be maintained with the DC6-229 form for confinement/CM inmates. For open population inmates housed in a secure housing unit, this form will be completed when an inmate is initially placed in the cell and each time a cell change takes place.

DC6-221

INSTITUTIONAL CLASSIFICATION TEAM / STATE CLASSIFICATION OFFICE REVIEW				ICT's REVIEW
Date Reviewed	Action	Remarks - Disposition	Signature	
				Signature
				Date

**INSTRUCTIONS:**

Complete this form in one original only on every inmate placed in either administrative or disciplinary confinement or close management. If the inmate is in administrative or disciplinary confinement, maintain this form in the housing area for one week, then forward to the ICT for review, and then forward to Classification for filing in the institutional inmate record. If the inmate is in close management, maintain this form in the housing area for thirty (30) days. After each 30 day review by the ICT, forward to Classification to be filed in the institutional inmate record. If inmate is remaining in confinement, fill out the heading of another form on this inmate.

Weigh inmate on entry to confinement, once a week thereafter, and on discharge. Custodial department "physical appearance" and "attitude" columns - indicate by one of the following and add additional comments to explain:

Excellent, Very Good, Good, Satisfactory, Fair, Poor, Unsatisfactory

**REMARKS: Full and complete remarks are required in the following situations:****Custodial Department - Officer in Charge**

1. Unusual occurrences in inmate's behavior;
2. It becomes necessary to notify the medical department;
3. It becomes necessary to restrict any privilege or remove any clothing, bedding, or comfort item for the inmate's own protection or to prevent destruction;
4. If inmate refuses food;
5. Cell changes;
6. Release to population;
7. To further explain a notation made under "physical appearance" or "attitude."

**Medical**

1. Immediate health care services (code #1);
2. Call out for a physician's appointment or laboratory, x-ray, tests, etc., (code #2);
3. No action required (code #3);
4. Referral to mental health (code #4);
5. Co-pay, if inmate requests care which results in a health care encounter at that time (code #5);
6. Medication administration (code #6).

**Mental Health**

1. Refer to medical for follow-up of physical health related complaint (code MH 1);
2. Immediate mental health care services needed due to urgent or emergent concerns (code MH 2);
3. No action required (code MH 3);
4. Schedule for nonemergent follow-up by mental health (code MH 4).

**Classification**

1. At each review of the case;
2. On release from confinement.

**ADDITIONAL REMARKS:**

**DRAFT****Report of Close Management**

State of Florida

Department of Corrections

DC #: \_\_\_\_\_ Inmate Name: \_\_\_\_\_ Facility: \_\_\_\_\_

- I. ☐ Referral for Assignment to Close Management  
☐ Review of Inmate's Assignment to Close Management Status

Date of Current Initial assignment to CM: \_\_\_\_\_

Close Management Status Level: \_\_\_\_\_

Date Assigned to Current CM level: \_\_\_\_\_

Recommendations/Comment: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- II. **Notice of Close Management Review:** You are hereby notified that you shall receive a review by the Institutional Classification Team no earlier than 48 hours from the time this notice is delivered. You are permitted to submit information to the Team verbally or in writing regarding: ☐ the consideration of placement on Close Management Status or ☐ the status of your assignment to Close Management.

Notice Delivered by: \_\_\_\_\_ Date: \_\_\_\_\_, at \_\_\_\_\_ a.m./p.m.

- III. **Institutional Classification Team Action:** Date: \_\_\_\_\_, at \_\_\_\_\_ a.m./p.m.  
 Staff Assistance Provided: ☐ Yes ☐ No  
 Findings:

 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
**Action Recommended:**

- |  |   |
|--|---|
| <input type="checkbox"/> Assigned to Close Management I                | <input type="checkbox"/> Release from Close Management status                   |
| <input type="checkbox"/> Assigned to Close Management II               | <input type="checkbox"/> Reassign from Close Management I to Close Management   |
| <input type="checkbox"/> Assigned to Close Management III              | <input type="checkbox"/> Reassign from Close Management II to Close Management  |
| <input type="checkbox"/> Disapproved for placement in Close Management | <input type="checkbox"/> Reassign from Close Management III to Close Management |
| <input type="checkbox"/> Continue current Close Management status      |   |

Member \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

- IV. **SCO Review:** ☐ Approve ☐ Disapprove ☐ Modify

 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of Florida  
Department of Corrections  
CLOSE MANAGEMENT I & II  
CANTEEN ORDER

# DRAFT

You are hereby advised that should you complete and submit this form and then refuse delivery, you are subject to disciplinary action and loss of canteen privileges! This order will not be processed if this section is not filled out completely and accurately. Any disciplinary report received between the time this order is submitted and delivery shall result in disapproval of those requested items.

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ DC#: \_\_\_\_\_

CELL#: \_\_\_\_\_ DOB (yy/mm/dd): \_\_\_\_\_

**TAXABLE (Y) YES (N) NO**

NON-FOOD ITEMS (LIMIT 5) LIMIT 1 EACH EXCEPT AS NOTED				
ITEM DESCRIPTION	PRICE	QTY	TOTAL	REC'D
POSTAGE STAMPS (max 25) (N)	.34			
No. 10 ENVELOPES (max 1 PK OF 25) (Y)	.48			
NOTEBOOK PAPER (max 2 PKS) (200 Sheets) (Y)	1.33			
SHOWER SHOES MD (Y)	.80			
SHOWER SHOES LG (Y)	.80			
SHOWER SHOES EXTRA LARGE (Y)	.80			
WHITE ENVELOPES 10x13 5PK (Y)	.42			
SECURITY PENS (Y)	.74			
DENTURE ADHESIVE (N)	3.90			
HAIR BRUSH NO HANDLE (Y)	1.17			
SOAP DISH (Y)	.34			
IVORY SOAP (Y)	.56			
TOOTHPASTE (Y)	1.10			
DENTAL FLOSS LOOPS (Y)	2.82			
ANTI-PERSPIRANT (Y)	2.48			
AM/FM CLEAR RADIO (Y)	17.74			
HEADPHONES (Y)	11.98			
BATTERIES AA 2PK (Y)	1.34			
BATTERIES AAA 2PK (Y)	1.34			

FOOD ITEMS (LIMIT 5)				
ITEM DESCRIPTION	PRICE	QTY	TOTAL	REC'D
SALTINES 10=1 ITEM (N)	.07			
PEANUT BUTTER SQZR 5=1 ITEM (N)	.30			
CRUNCHY CHEEZE DOODLE (N)	.18			
PLAIN CHIP (N)	.18			
SNICKER BAR (Y)	.58			
COOKIES - CHOC CHIP (N)	.49			
E-Z DIGBY BAG CANDY (Y)	.67			
HONEY BUN (Y)	.52			

ORDER RECEIVED BY: \_\_\_\_\_

DC NUMBER \_\_\_\_\_

ORDER DELIVERED BY: \_\_\_\_\_

State of Florida  
Department of Corrections

**DRAFT**

**CLOSE MANAGEMENT III  
CANTEEN ORDER**

**You are hereby advised that should you complete and submit this form and then refuse delivery, you are subject to disciplinary action and loss of canteen privileges! This order will not be processed if this section is not filled out completely and accurately. Any disciplinary report received between the time this order is submitted and delivery shall result in disapproval of those requested items.**

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ DC#: \_\_\_\_\_

CELL#: \_\_\_\_\_ DOB (yy/mm/dd): \_\_\_\_\_

**TAXABLE (Y) YES (N) NO**

NON-FOOD ITEMS (LIMIT 5) LIMIT 1 EACH EXCEPT AS NOTED				
ITEM DESCRIPTION	PRICE	QTY	TOTAL	REC'D
POSTAGE STAMPS (max 25) (N)	.34			
No. 10 ENVELOPES (max 1 PK OF 25) (Y)	.48			
NOTEBOOK PAPER (max 2 PKS) (200 Sheets) (Y)	1.33			
SHOWER SHOES MD (Y)	.80			
SHOWER SHOES LG (Y)	.80			
SHOWER SHOES EXTRA LARGE (Y)	.80			
WHITE ENVELOPES 10x13 5PK (Y)	.42			
SECURITY PENS (Y)	.74			
DENTURE ADHESIVE (N)	3.90			
HAIR BRUSH NO HANDLE (Y)	1.17			
SOAP DISH (Y)	.34			
IVORY SOAP (Y)	.56			
TOOTHPASTE (Y)	1.10			
DENTAL FLOSS LOOPS (Y)	2.82			
ANTI-PERSPIRANT (Y)	2.48			
AM/FM CLEAR RADIO (Y)	17.74			
HEADPHONES (Y)	11.98			
BATTERIES AA 2PK (Y)	1.34			
BATTERIES AAA 2PK (Y)	1.34			

FOOD ITEMS (LIMIT 10)				
ITEM DESCRIPTION	PRICE	QTY	TOTAL	REC'D
SALTINES 10=1 ITEM (N)	.07			
PEANUT BUTTER SQZR 5=1 ITEM (N)	.30			
CRUNCHY CHEEZE DOODLE (N)	.18			
PLAIN CHIP (N)	.18			
SNICKER BAR (Y)	.58			
COOKIES - CHOC CHIP (N)	.49			
E-Z DIGBY BAG CANDY (Y)	.67			
HONEY BUN (Y)	.52			

ORDER RECEIVED BY: \_\_\_\_\_

DC NUMBER \_\_\_\_\_

ORDER DELIVERED BY: \_\_\_\_\_



FLORIDA DEPARTMENT OF CORRECTIONS  
OFFICE OF HEALTH SERVICES  
**BEHAVIORAL RISK ASSESSMENT**

# DRAFT

**Instructions:** To be completed on each CM inmate, after CM placement, as follows: within 14 days of CM placement; within 30 days of the initial assessment; within 120 days of the initial assessment; every 180 days thereafter; and within 72 hours of a critical event (escape, escape attempt, homicide, homicide attempt, physical assault, physical assault attempt, suicide attempt). Record rating for each risk factor; multiply the rating by the assigned weight to determine score for each factor; sum all scores to obtain total score. **Any risk factor with a rating of 2 or higher must be addressed on the individualized service plan.** The total score and individual risk factor ratings/scores are intended to be used with other pertinent information for service planning and administrative decision making. Original to be filed in the health record, with copy to the confidential section of the master (classification) file.

Legend for translating total score to potential risk level: 1-14 = mild; 15-29 = moderate; 30-60 = severe; > 60 = very severe.

S-Grade: \_\_\_\_\_ CM Level: \_\_\_\_\_ Date Assigned to CM: \_\_\_\_\_

Dates of CM level changes during current CM status (N/A if no change in level): \_\_\_\_\_

RISK FACTOR	RATING	WEIGHT	SCORE
<b>A. Major Axis I Disorder (Schizophrenia/Other Psychotic Disorder/Bipolar Disorder/Major Depression):</b> 0. No history. 1. Diagnosis is present, but symptoms in remission (well controlled w/treatment). 2. Diagnosis is present with mild symptoms/impairment. 3. Diagnosis is present with moderate symptoms/impairment.		1	
<b>B. Suicide Attempts/Threats:</b> 0. No history. 1. Pre-/postincarceration attempt within past three years; threat within past year. 2. Pre-/postincarceration attempt within past two years; threat within past six months. 3. Pre-/postincarceration attempt within past year; threat within past thirty days.		1	
<b>C. Intentional Self-Injury (without suicide intent):</b> 0. No history. 1. Pre-/postincarceration attempt within past three years; threat within past year. 2. Pre-/postincarceration attempt within past two years; threat within past six months. 3. Pre-/postincarceration attempt within past year; threat within past 30 days.		1	
<b>D. Substance Abuse:</b> 0. No history. 1. History of alcohol abuse or illegal drug use. 2. Use of illegal drugs in prison within past three years. 3. Trafficking illegal drugs in prison within past three years.		3	

Inmate Name \_\_\_\_\_

DC# \_\_\_\_\_ Race/Sex \_\_\_\_\_

Date of Birth \_\_\_\_\_

Institution \_\_\_\_\_

This form is not to be amended, revised, or altered  
without approval of the Deputy Director of Health  
Services Administration

**BEHAVIORAL RISK ASSESSMENT**

<b>RISK FACTOR</b>	<b>RATING</b>	<b>WEIGHT</b>	<b>SCORE</b>
<b>E. Predatory Behavior:</b> 0. No history. 1. Coercion/intimidation behaviors within past two years. 2. Coercion/intimidation behaviors within past year. 3. Coercion/intimidation behaviors within past six months.		2	
<b>F. Threat to Safety of Others (acts or attempted acts of violence which caused or could have caused injury, including sexual assault/battery):</b> 0. No history. 1. Acts or attempted acts of violence within past two years. 2. Acts or attempted acts of violence within past year. 3. Acts or attempted acts of violence within past six months.		4	
<b>G. Homicidal Behavior:</b> 0. No history 1. Any pre-/postincarceration history of involvement in an incident resulting in a death. 2. Any pre-/postincarceration incident causing death within the past two years. 3. Any incident causing death within the past year.		5	
<b>H. Threat to Institutional Security (e.g., serious property damage/instigating; inciting or involvement in a riot; trafficking in contraband; hostage-taking; or attempts to commit above acts):</b> 0. No history. 1. Disruption within past two years. 2. Disruption within past year. 3. Disruption within past six months.		4	
<b>I. Escape Threat:</b> 0. No history. 1. Any history of escape/escape attempt. 2. Any escape/escape attempt within past two years. 3. Any escape/escape attempt with past year.		5	
<b>J. Disruptive Behavior (documented pattern of conduct that disrupts orderly institutional operations):</b> 0. No history. 1. Pattern evident within past two years. 2. Pattern evident within past year. 3. Pattern evident within past six months.		3	
<b>TOTAL SCORE</b>			

Legend for Translating Total Score to Potential Risk Level:

1-14 = Mild

15-29 = Moderate

30-60 = Severe

&gt; 60 = Very Severe

Inmate Name \_\_\_\_\_

DC# \_\_\_\_\_ Race/Sex \_\_\_\_\_

Date of Birth \_\_\_\_\_

Institution \_\_\_\_\_

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