DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE

Procedure No.: MSP 3.5.1	Subject: **LOCKED HOUSING OPERATIONS**	
Reference: DOC Policy No. 3.5.1		Page 1 of 9 and 3 attachments
Effective Date: September 4, 2001	Revision: (new effective date) May 4, 2011	
Signature / Title: /s/ Mike Mahoney		

I. PURPOSE

To maintain safe, secure, locked housing for inmates who require a high degree of physical control by virtue of being charged with serious rule violations, or who must otherwise be removed from the general population for safety, security and/or behavioral reasons.

II. DEFINITIONS

Emergency - means an unforeseen combination of circumstances or the resulting state that calls for immediate action.

Locked Housing - for the purpose of this operational procedure means the cells at MSP used for Pre-Hearing Confinement (PHC), isolation and detention and those designated to house Administrative Segregation, Restricted Administrative Segregation, Special Management, and Maximum Security inmates.

III. PROCEDURES

A. General

1. Locked housing is the primary resource for housing inmates who are unmanageable, present a threat to others or themselves, or who for other reasons require removal from the general inmate population.
2. All inmates confined in locked housing will be subject to the conditions of this procedure until they are moved to general population, even if they have been classified to a general population custody and are awaiting an open bed.
3. Special design features and procedures within designated locked housing units or cells will be used to ensure the security of that unit, the facility, and the safety of staff and inmates. These may include additional grilles and other security features, enhanced movement control, searches, and other security procedures necessary to the operation of the unit.
4. Living conditions for locked housing inmates must approximate those of the general population inmates to the extent that all basic needs are met. Observation of inmates must be maintained, and conversation between staff and inmates permitted.
5. Inmates may be placed in locked housing through the classification or disciplinary process. Specific reporting, mental health intervention, and supervision requirements will be followed.
6. Health Services notification and review of an inmate's placement into locked housing will occur as follows:
   a. Pre-Hearing Confinement (PHC) - Command Post personnel will notify health services staff of all classification placements (annotated as PHC/CD) and disciplinary placements (annotated as PHC/DD) into PHC.
   b. All other classification and disciplinary decisions that place an inmate in locked housing will be communicated to health services staff by MSP Placement Office personnel.

c. If health services staff determine locked housing placement may jeopardize the health of the inmate, they will communicate recommendations for special needs accommodations to Command Post and locked housing unit staff. In the event the recommended special needs accommodations cannot be immediately afforded, the inmate may be placed in the infirmary until a treatment plan, which would include security recommendations, could be developed. At no point will this review interfere with assuring secure operations of the facility.

7. An inmate will only be placed in locked housing for special management when there is documentation that protection is warranted and no reasonable alternatives are available. *(4-4251)*
8. An inmate will only be placed in a locked housing unit isolation cell for special circumstances or management purposes and when there is documentation that his placement there is warranted and other reasonable alternatives are not available and/or appropriate under the current circumstances.
   a. Placement may be in conjunction with the behavior management program (*see MSP 3.5.5*).
   b. Placement must be approved by the on duty shift commander.
   c. Placement must be immediately communicated to mental health staff.
   d. Unit staff must conduct visual checks on the inmates overall status at least every 30 minutes, and will report any irregularities immediately to the unit Sergeant and Shift Commander.

B. Release from Locked Housing

Inmates will only be released from locked housing through procedures outlined in *MSP 4.2.1, Inmate Classification System. (4-4254)*

C. Conditions of Confinement

1. Conditions of confinement in locked housing will reflect the least restrictive amount of control necessary to adequately supervise and safeguard inmates and staff.
2. Locked housing cells must be well ventilated, adequately lighted, appropriately heated, and maintained in sanitary condition at all times.
3. Locked housing cells must be equipped with beds that are securely fastened to the floor or wall of the cell.
4. Locked housing inmates will be furnished a mattress and bedding. An inmate cannot be held in a locked housing unit without clothing, a mattress, blankets and a pillow except when prescribed by the chief medical/clinical staff or designee (for medical or psychiatric reasons) and by the Warden or designee for security reasons (acting out, flooding, setting fires, etc.). Refer to *MSP 3.5.5, Behavior Management Plans* for additional guidance.
5. Whenever a locked housing inmate is deprived of any usually authorized item or activity an incident report must be filed in the inmate's case management file and a copy of it forwarded to the Command Post. *(4-4265)*

   Unit staff will place inmates who engage in flooding or throwing water on staff on water restriction status. Unit staff will shut off the water supply to the inmate's cell and he will be placed on water restriction for 24 hours. Unit staff will ensure the inmate is offered water every four hours. They will document the offers on a *Water Usage Log (attachment A)*. Unit staff will lift the water restriction after 24 hours if the inmate doesn't flood or throw water while his water is on every four hours. If the inmate continues to flood or throw water the water restriction will be extended for another 24

hours.

6. Locked housing inmates must have the opportunity to maintain an acceptable level of personal hygiene.
7. Medical, personal hygiene and laundry services must be provided on a regular schedule. In the case of medical services, in-cell or cell side visits by qualified staff may be considered as part of the regular medical schedule.

D. Operating Procedures

1. Operating procedures and staff coverage must ensure that the unit is operated safely at all times.
2. Staff observation rounds
   a. Unit staff will personally observe each locked housing inmate on an irregular schedule; at least every 60 minutes on first and second shift, and every 30 minutes on third shift.
   b. Staff will document these checks on an *MSP Locked Housing - Cell Door Sign-Off/Check-Off Form* attached to the door of each occupied cell.
   c. If justifiable circumstances prevent or delay these observations/checks within these timeframes, staff must document the missed observation/check on an incident report and in the unit logbook. Justifiable circumstances that would take precedence over these observations/checks include inmate floodings, cell extractions, medical emergencies, or any non-routine unit activity that requires immediate staff action. Staff will resume inmate observations as quickly as possible after the disrupting incident is resolved.
   d. The *MSP Locked Housing - Cell Door Sign-Off/Check-Off Form* will also be utilized as follows:
      - Unit staff will write their initials in the appropriate space on this form to document each inmate's showers and participation in recreation.
      - The unit Sergeants will write their initials in the appropriate space on this form when they visit the blocks and conduct their required rounds.
      - Medical, mental health, and grievance staff will write their initials in the appropriate space on this form when they visit or conduct their required rounds.
      - Unit Sergeants will forward completed forms to the Unit Manager or designee for review. After reviewing them the Unit manager or designee will forward them to Records staff for filing in the main file.
3. Other than for scheduled dayroom and swamping, control cage officers must not open a cell door unless at least two staff members are present and instruct the cage officer to open a specific cell door. Staff will never allow the keys to the outer doors to be in contact with inmates. Control cage officers will operate the sally-port entrances in a manner that ensures only properly identified individuals are admitted.
4. Unit staff will restrain every inmate who is moved out of a cell per procedures outlined in the post orders. Exceptions may be allowed when the inmate is in a secure enclosure, (such as a recreation area, shower, cell, dayroom, etc.), when the inmate is performing a work detail, or when a physician, physician assistant or nurse practitioner deems it medically necessary. In cases of emergency treatment, escorting officers will only remove restraints when requested by the chief medical officer and only to the degree necessary to accommodate treatment. In this event escort officers will remain with the

inmate at all times.

5. Except for regular intakes and the following exception, unit staff will not allow general population custody inmates to enter a locked housing unit.
   ***Exception**:* Two minimum custody inmates assigned for cleaning duties may enter a locked housing unit as follows:
   a. Unit staff will strip search the inmates upon their entering and leaving the unit, and must directly supervise them at all times after they enter the unit.
   b. Unit staff will not allow the workers to have any contact or interaction with locked housing inmates.
   c. The staff member supervising the workers must stay/be in the immediate area of the workers and must maintain constant visual observation of his/their activities.
      1) The floor or cage officer will supervise the workers when he/they are in the corridors and sallyports.
      2) When the workers are in an area of the corridor that can't be observed by a cage officer (laundry room, offices, storage rooms, blind spots, etc.) a floor officer must be present.
      3) The workers may perform cleaning tasks on the blocks, but a floor officer must be present on the block supervising/observing the work activities.
6. One locked housing inmate from each Maximum custody or Administrative Segregation block may be assigned to work tasks on his block, but only for specified time periods. A floor officer should be present to observe these work activities from the corridor. If a floor officer is not available, the control cage officer may be used to observe inmate work activities, but only when activity on the other blocks is limited.
7. Procedures covering the following topics must be in the unit staff post orders. These procedures must be approved by the Security Major and Associate Warden of Housing:
   a. Special supervision orders (i.e., such as always having two or three staff members present before moving special inmates).
   b. Strip searching of all inmates entering the unit as a new housing assignment.
   c. Staff entry and exit, including a list of who is authorized and the scheduling of their visits.
   d. Inmate cleaning and barbering duties.
   e. Crossover visits.
8. Procedures covering the following topics must be in the inmate housing unit rules. These procedures must be approved by the Security Major and Associate Warden of Housing:
   a. Attorney visits.
   b. Hobby activities (see *attachment B* for allowable hobby and materials).
   c. Inmate to inmate communications.

E. Physical Security Features

Locked housing units, blocks or cells must include but are not limited to having the following physical security features:

1. Interlocking doors or grilles at entrances.
2. Emergency access.
3. Capability for restricting water flow.
4. Handcuff ports and food slots in doors, grilles and gates.
5. Locking capability for shower enclosures.
6. Necessary food service equipment.

F. Property and Contraband Control

1. Locked housing inmates are allowed significantly fewer items of property, however they must be provided prescribed medication, clothing that is not degrading, and access to basic personal items for use in their cells, unless there is imminent danger that an inmate or any other inmate(s) will destroy an item or induce self injury. *(4-4261)* See *attachment B* for the lists of allowable state issue and personal property items for inmates housed in pre-hearing confinement, detention, Administrative Segregation, Restricted Administrative Segregation, Max Custody, and Special Management.
2. To control contraband, staff must follow procedures outlined in *MSP 4.1.3, Inmate Personal Property, MSP 3.1.17b, Contraband Control,* and *MSP 3.1.17a, Searches*.
   a. Unit staff will conduct a thorough search and inventory of all personal property brought into the unit by an inmate.
   b. Staff will conduct an unclothed body search on every inmate that enters the unit.
   c. All property placed in storage must be thoroughly searched and inventoried, and a copy of the inventory list given to the inmate.
   d. Any item of contraband found must be processed in accordance with *MSP 3.1.17b, Contraband Control.*
3. Staff will conduct an unclothed body search on every locked housing unit inmate who has come into contact with the public or general population inmates before returning him to his cell.

G. Locked Unit Inmate Programs

1. Inmates in disciplinary detention and pre-hearing confinement may be housed in the same building as other locked housing unit inmates; however they will be handled differently. *(4-4255)*

   While in disciplinary detention and pre-hearing confinement inmates will be allowed only the following services and programs:
   a) Health services as outlined in section III.G.2.k. below.
   b) Shower offered at least three times a week.
   c) Crisis counseling.
   d) Religious counseling.
   e) Religious reading material (limited).
   f) Social and legal correspondence.
   g) Telephone privileges related specifically to access to the attorney of the record. *(4-4272)*

   NOTE: Continuous confinement in disciplinary detention for more than 30 days requires the review and approval of the Warden or designee.

   If an inmate is held in continuous confinement in disciplinary detention for 60 consecutive days, and still has additional detention time to be served, he will be moved to another classification status. After serving no more than ten days he will be placed back in detention to resume serving the remaining detention time. *(4-4255)*
2. The following programs and activities must be available to all other locked housing inmates. Exceptions are permitted only when found necessary by the Unit Manager and/or Command Post Shift Commander (or designees). Unit staff will document any exception in the unit log and prepare an incident report detailing the justification for the exception. Unit staff will ensure inmates who are let out of their cells for program activities are kept in restraints at all times when they are in direct contact with staff.

a. Unless security or safety considerations dictate otherwise, each locked housing inmate will receive a minimum of one hour of outdoor recreation and exercise, not less than five times each week. *(4-4270)*
A locked housing inmate may be denied recreation or exercise based upon a determination that he is unmanageable or presents a serious danger to himself, others, or facility security.
   1) Whenever a locked housing inmate's recreation or exercise is restricted, Unit Management staff must document it by filling out and processing an *MSP Recreation/Exercise Restriction for Inmates in Locked Housing Units* form *(attachment C)*. The restriction will take effect immediately, but must be approved / signed within three working days by the Deputy Warden or the Associate Warden of Housing.
   2) Recreation or exercise restrictions must be evaluated within five days (excluding weekends and holidays) by the Administrative Review Committee.
   3) Unit Management staff may extend the restriction if the inmate continues to pose too high of a risk after the initial restriction period. To extend a restriction Unit Management staff must prepare and process another *MSP Recreation/Exercise Restriction for Inmates in Locked Housing Units* form as outlined above.
   4) A recreation or exercise restriction may not exceed 30 consecutive days (blocks of 5 days at a time) unless there is prior written approval from the Warden or Deputy Warden.
   5) Copies of completed Recreation/Exercise Restriction for Inmates in Locked Housing Units forms must be retained in the inmate's main and unit mini-file.
   6) Hearings officers and UMT Disciplinary Committees must not sanction locked housing inmates to the loss of recreation or cell restriction unless security or safety considerations dictate otherwise.
   7) Individual recreation may be used as necessary to prevent assaults and for other management problems.
   8) A floor officer will directly supervise inmates involved in recreation activities at all times.
   9) Only one inmate will be placed in each recreation yard enclosure.

b. Inmates will have the opportunity to shave and shower at least three times per week. *(4-4262)*

c. Inmates will receive laundry, barbering, and hair care services and are to be issued and exchange clothing, bedding, and linen on the same basis as inmates in the general population. *(4-4263)*

d. Crisis counseling and other social services may be provided on an in-cell basis. Inmates requiring private counseling may be moved in restraints to a separate room where they must remain under the observation of staff and in restraints.

e. In cell education programs will be available. Inmates may possess approved educational materials, ordered through approved channels, provided such materials do not constitute a security risk.

f. Leisure reading materials will be available in each locked unit on a checkout basis. *(4-4269)*

g. Inmates will have access to legal materials on a checkout basis. *(4-4268)*

h. Religious services and programs must be provided as outlined in *MSP 5.6.1, Religious Programs and Services.*

i. Correspondence must be provided as outlined in *MSP 5.4.1, Inmate Correspondence, Publications, & Packages. (4-4266).*

j. Canteen will be in accordance with *MSP 1.2.10, Canteen*.

k. Health services must be provided as follows:

1) Locked housing inmates under extreme isolation with little or no contact with other individuals will be checked daily by medical staff and at least once a week by mental health staff.

2) Locked housing inmates who are not under extreme isolation, but have limited contact with staff or other inmates will be checked at least 2 days a week by medical staff and at least once a week by mental health staff.

3) Locked housing inmates who are allowed periods of recreation or other routine social contact among themselves will be checked weekly by medical staff and at least once a week by mental health staff.

4) Documentation of health care segregation rounds will be made on logs, the *MSP Locked Housing - Cell Door Sign-Off/Check-Off* form on each occupied cell, or in an inmate's health record, and will include:

a) The date and time of the contact.

b) The signature or initials of the health care staff member making the rounds.

5) Any significant medical findings will be documented in the inmate's health record, and any significant mental health findings will be documented in the inmate's health record as a *Mental Health Contact Note*.

6) Owing to the possibility of injury and depression during isolation, the evaluation by health services staff will include notation of bruises or other trauma markings, comments regarding the inmate's attitude and outlook (particularly as they might relate to suicidal ideation), and any health complaints.

7) Suicide watch cases identified by Mental Health staff will be housed in the Infirmary whenever possible.

8) Inmates with medical and psychiatric conditions must be handled according to the medical orders for those cases as long as those orders do not conflict with the security needs of the facility. If there is a conflict, the Unit Manager or designee, and if necessary the Security Major or designee, will resolve the issue with the health care professional in charge.

l. Social and legal visits, provided the inmate is not under a properly imposed visiting restriction. *(4-4267)*

m. Social and legal phone calls. Access may be limited to certain hours per the unit rules depending on staff availability. *(4-4271)*

H. Other Considerations

1. All locked housing inmates must be reviewed every thirty days in compliance with *MSP 4.2.1, Inmate Classification System*. The inmate must be afforded the opportunity to be present. The review will address the inmate's adjustment to his present environment,

mental health issues, his disciplinary record during the review period, and any concerns the inmate may have.

2. Electronic supervision by television monitors will serve as a security aid, but is not a substitute for staff supervision. Voice or other communication capability with inmates must be maintained at all times.
3. The following are two of the rule infractions found in *MSP 3.4.1, Institutional Discipline*. Inmates who engage in these behaviors will be cited by staff for a disciplinary infraction on a disciplinary infraction report. These incidents may also be referred to the County Attorney for criminal prosecution.
   - *Assaulting any person to include spitting on or throwing liquids (urine, feces, etc.)* ***on*** *staff.*
   - ***Threatening*** *another with bodily harm. Verbal or written statements or* ***engaging in physical conduct causing fear in another person****.*

   Locked housing unit classification staff will document on the inmate's thirty-day review report each inmate who has a documented history of threatening to, or engaging in, spitting on or throwing liquids (urine, feces, etc.) on or at staff or other inmates. In addition to this notation, locked housing unit staff will place a magnetic sign with the words "Caution - Liquids Threat" on the cell door of each inmate they determine poses a current threat to engage in these behaviors. Unit staff will require each of these identified inmates to place a spit hood over his head before they open his cell door for any reason. The spit hood will be kept in place on the inmate's head until the inmate is secured back inside a cell. Unit staff will review the need for the sign and spit hood requirement at each thirty day review and document the findings. The IPS Lieutenant and Command Post staff will be consulted prior to any consideration of lifting the requirement. The hood requirement may be lifted at the next 30 day classification review, but if the inmate continues the behaviors the spit hood requirement will continue until the next 30 day classification review. If the inmate is a repeat offender for these behaviors the spit hood requirement will be in effect for the next six months. At the thirty-day review unit staff will determine if the inmate's behaviors are under control. If it's determined that the inmate doesn't currently pose a threat to continue the behaviors, unit classification staff will document the reasons for this determination on the thirty-day review report and the sign will be removed from the inmate's cell door.

I. Food Service

1. Meals must be the same as those served to general population inmates. The exception is meat items with bones, for which a reasonable substitute will be served.
2. Inmates may not be used to serve food or control food portions.
3. Staff must ensure that food delivered to inmates is at the intended temperature, and that the intended portions are served. Unit staff will take the temperature of all hot meals and record it on the retherm/hot tray log. Unit staff will also review the menu for each meal and ensure that all items are served.
4. All serving equipment must be maintained in sanitary conditions.
5. Alternative meal service may be provided to a locked housing inmate who uses food or food service equipment in a manner that is hazardous to himself, staff, or other inmates. Alternative meal service is on an individual basis, is based on health or safety considerations only, meets basic nutritional requirements, and will only occur with the written approval of the Warden or designee and responsible health authority. The

substitution period will not exceed seven days. A record of this action must be maintained for the affected inmate and placed in the central file upon the inmate's release from restricted food status. *(4-4264)*

J. Staff Training and Assignment

1. Staff will be assigned to locked housing units on a rotational basis and will be selected based on their experience, judgment, and ability to manage inmates professionally. *(4-4259)*
2. All staff assigned to locked housing units must receive training that includes:
   a. Information regarding the types of inmates housed in the unit, including suicidal individuals.
   b. The rules that govern the operation of locked housing units.
   c. Safety and security precautions unique to locked housing units.
   d. Department policies and MSP operational procedures governing inmate discipline and the use of the different aspects of locked housing units for particular inmate classifications.
3. The Shift Commander must not assign a Correctional Officer to a locked housing unit post until the officer has a minimum of six months of experience. The Warden or designee may authorize an exception to this provision due to special circumstances. Such exceptions must be documented in writing.
4. Correctional officers and Sergeants assigned to a locked housing unit must be rotated in and out of the units at least every two years. Unit Managers and Case Managers in locked housing units must be rotated in and out of the units at least every three years. The rotation must be staggered so there are always experienced staff in the unit to train and work with newly assigned staff. The Associate Warden of Housing, the Security Major, and the Deputy Warden will review the staff assignments in locked housing units on a yearly basis with the Unit Managers to determine staff rotation.

K. Health and Well-Being Visits *(4-4258)*

1. Each on-shift locked housing unit Sergeant must visit each living area in their assigned locked housing unit at least once each day.
2. A qualified health care staff member must visit every locked housing block at least once each day (unless attention is needed more frequently).
3. A qualified mental health care staff member must visit every locked housing block at least once each calendar week (unless attention is needed more frequently).
4. Inmates will be allowed scheduled visits with program staff based on established protocols.

Unit staff must document all the above visits in the housing unit logbook. *(4-4260)*

IV. CLOSING

Questions concerning this operational procedure should be directed to the Warden.

V. ATTACHMENTS

MSP Locked Housing Unit Water Usage Log form	attachment A
Lists of allowable state issue and personal property items	attachment B
MSP Recreation/Exercise Restriction for Inmates in Locked Housing Units form	attachment C

MSP LOCKED HOUSING UNIT WATER USAGE LOG

Inmate Name:_____ ID#_____

Date	Time	Received	Refused	Staff Signature
/ /	hrs.			
/ /	hrs.			
/ /	hrs.			
/ /	hrs.			
/ /	hrs.			
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MSP Locked Housing Units - Pre-Hearing Confinement / Detention Authorized Property/Inventory

Inmate:_____ _____ _____/_____/_____
Name ID Number Date

Staff Names (print): _____
_____

Property/Commissary Items	Authorized	Number in Possession	Condition - (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
Bedding & Linens			
Blankets - state issue	2		
Hand towel – state issue	1		
Mattress - state issue	1		
Pillow - state issue	1		
Pillow case - state issue	1		
Sheets - state issue	2		
Clothing & Footwear			
Briefs - state issue	1 pair		
Scrubs - top and bottom – state issue	1 each		
Shoes – black; slip-on – state issue	1 pair		
Socks - state issue	1 pair		
Hygiene & Health			
Denture adhesive (issued to indigent)	1 box		
Hair brush – security approved - state Issue	1		
Hair tie – no metal - state Issue	1		
Soap – bar; ½oz. - state Issue	1		
Toilet paper - roll - state issue	1		
Toothbrush – 4” max; blue; flexible - state issue	1		
Toothpaste - clear tube; 1½oz. - state issue	1		
Writing / Mailing / Stationary			
Envelope – pre-stamped; regular (issued to indigent)	5		
Envelope – 10”x15” (issued to indigent)	3		
Envelope - plain (issued to indigent)	5		
Paper – (issued to indigent)	10 sheets		
Pen – flex - state issue	1		
Miscellaneous / General Items			
Address book (if part of property prior to placement)	1		
Cup - styrofoam - state issue	2		
Eyewear	Per HSR		
Legal papers - received while in PHC/Detention			
Personal letters - received while in PHC/Detention			
Ring – wedding (if worn when admitted to unit)	1		
Religious publication - state issue; per request	1		

Inmate Signature:_____ Date: _____/_____/_____

Staff Signature:_____ Date: _____/_____/_____

Staff Signature:_____ Date: _____/_____/_____

MSP Locked Housing Units - Administrative Segregation Authorized Property/Inventory

Inmate:_____ _____ _____/_____/_____
Name ID Number Date

Staff Names (print): _____
_____

Property/Commissary Items	Authorized	Number in Possession	Condition - (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
Bedding & Linens			
Blankets - state issue	2		
Hand towel – state issue	1		
Mattress - state issue	1		
Pillow - state issue	1		
Pillow case - state issue	1		
Sheets - state issue	2		
Clothing & Footwear			
Briefs - state issue	1		
Cap – stocking; blue	1		
Scrubs - top and bottom – state issue	1 each		
Shoes – Velcro; slip-on	1 pair of either not both		
Shoes – black; slip-on - state issue			
Socks - state issue	1 pair		
Thermal bottom - state issue	1		
Thermal top - state issue	1		
Electronic			
Ear Buds – 3ft cord	1 of either not both		
Headphone – stereo; clear; less than $30.00			
TV - 7" (only after 20 days clear conduct on the Ad Seg block)	1		
TV coax cable – 6 ft maximum	1		
Watch – clear; unisex; wrist; digital; no metal back	1		
Watch battery	1		
Hygiene & Health			
Antacid - generic	1 package		
Cough drops	1 bag		
Denture adhesive (issued to indigent)	1 box		
Dental floss – single use packet	10		
Deodorant - ½oz.; clear stick; no alcohol	1		
Eyewear	Per HSR		
Fiber tablets	1 bottle		
Hair brush – security approved – state issue	1		
Hair tie – no metal; state issue	1		
Lip balm – clear plastic tube	1		
Soap – ½oz. bar - state issue	1		
Toilet paper – roll – state issue	1		
Toothbrush – 4"max; blue; flexible - state issue	1		
Toothpaste - 1½oz.; clear tube; fluoride - state issue	1		
Vitamin – multiple; clear bottle	1		

MSP Locked Housing Units - Administrative Segregation Level 2 Authorized Property/Inventory *(continued)*

Inmate:_____ _____ _____/_____/_____
Name ID Number Date

Staff Names (print): _____
_____

Property/Commissary Items	Authorized	Number in Possession	Condition - (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
Writing / Mailing / Stationary			
Card – birthday; sympathy; etc	5		
Envelope – pre-stamped; regular (5 issued to indigent)	15		
Envelope – 10"x15"; manila (3 issued to indigent)	3		
Envelope – plain white (5 issued to indigent)	15		
Paper– notebook/typing paper 100 sheets (10 sheets per week issued to indigent)	1 package/tablet		
Pen – flex - state issue	1		
Miscellaneous / General Items			
Address book	1		
Books – personal; includes religious	5		
Books - library – state owned	3		
Box – storage; cardboard; 24"x18"x18" – state issue	1		
Box – storage; cardboard; 2 cubic ft; for storing legal & hobby only – state issue	1		
Calendar – one page	1		
Cup – clear; non-insulated; with lid	2		
Cup – styrofoam - state issue	2		
Chips - tortilla, plain	2		
Ear plugs	1 set		
Legal papers - current case only			
Magazines	3		
Newspapers	2		
Photographs	24		
Ring – wedding	1		
Religious Items			
Medallion / medicine bag – no metal, no chain or string	1		
Religious publications	part of the 5 limit		
Tarot Cards – deck; no nudity; for Wiccan faith only	1		
Hobby & Items (*for AS2 only*)			
Permit – Max art (must achieve AS2)	1		
Paper – 14"x11" sheet	10 sheets		
Pencils (colored & plain) – must be security approved	12		

Inmate Signature:_____ Date: _____/_____/_____

Staff Signature:_____ Date: _____/_____/_____

Staff Signature:_____ Date: _____/_____/_____

MSP Locked Housing Units - Max Custody Level 3 Authorized Property/Inventory

Inmate:_____ _____ _____/_____/_____

Name ID Number Date

Staff Names (print): _____

_____

Property / Commissary Items	Authorized	Number in Possession	Condition (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
Bedding & Linens			
Blankets - state issue	2		
Hand towel – state issue	1		
Mattress - state issue	1		
Pillow - state issue	1		
Pillow case - state issue	1		
Sheets - state issue	2		
Clothing & Footwear			
Briefs - state issue	1		
Cap – stocking; blue	1		
Scrubs – top and bottom - state issue	1 of each		
Shoes – Velcro; slip-on	1 pair of either not both		
Shoes – black; slip-on - state issue			
Socks - state issue	1 pair		
Thermal bottom - state issue	1		
Thermal top - state issue	1		
Electronic			
Cord – headphone extension; 6 ft	1		
Ear Buds – 3ft cord	1 of either not both		
Headphone – clear; value must be less than $30.00			
Razor - electric	1		
Razor head - electric replacement	1		
TV – 7" – (remote only allowed for initial set up)	1		
TV coax cable – 6 foot maximum	1		
Watch – clear; unisex; wrist; digital; no metal back	1		
Watch battery	1		
Hygiene & Health			
Acetaminophen – 2 count packet	10 packets		
Antacid – generic	1 package		
Aspirin – 2 count packet	10 packets		
Cough drops	1 bag		
Dental floss – single use packet	10		
Denture adhesive - (issued to indigent)	1 box		
Deodorant – ½oz. clear stick; no alcohol	1		
Eyewear	Per HSR		
Eye drops – saline	1 bottle		
Fiber tablets	1 bottle		
Hair brush – security approved - state issue	1		
Hair tie – no metal - state issue	1		
Hemorrhoid crème – 2 oz. tube	1		
Hemorrhoid suppositories – 12 count package	1		
Hydrocortisone ointment – 1 oz. tube	1		
Ibuprofen – 2 count packet	10 packets		
Lip balm – clear plastic tube	1		
Soap – ½ oz. bar - state issue	1		
Toilet paper – roll – state issue	1		
Toothbrush – 4" max; blue; flexible - state issue	1		
Toothpaste - 1½ oz.; clear tube; fluoride - state issue	1		
Vitamin – multiple; clear plastic bottle	1		

MSP Locked Housing Units – Max Custody Level 3 Authorized Property/Inventory *(continued)*

Inmate:_____ _____ _____/_____/_____
Name ID Number Date

Staff Names (print): _____
_____

Property / Commissary Items	Authorized	Number in Possession	Condition – (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
Food & Beverages			
Cookies – sandwich	1 package		
Chips – plain	2 packages combined		
Chips – tortilla, plain			
Drink mix – fruit punch	1 pouch		
Drink mix – lemonade	1 pouch		
Drink mix – Tang powder; orange	1 package		
Sugar substitute	1 small box		
Writing / Mailing / Stationary			
Card – birthday; sympathy; etc	5		
Envelope – pre-stamped; regular (5 issued to indigent)	15		
Envelope – 10”x15”; manila (issued to indigent)	3		
Envelope – plain; white (5 issued to indigent)	15		
Paper – notebook (10 per week issued to indigent)	100 sheets		
Paper – typing	100 sheets		
Pen – clear; Bic; blue or black ink only	2		
Pen – flex (issued to indigent)	1		
Tablet – writing	2		
Typewriter ribbon cartridge	2		
Miscellaneous / General Items			
Address book	1		
Books – personal; includes religious	5		
Books - library – state owned	3		
Bowl – with lid	1		
Box – storage; cardboard; 2 cubic ft; for storing legal & hobby only – state issue	1		
Box – storage; cardboard; 24”x18”x18”; – state issue	1		
Calendar – one page	1		
Cards – pinochle; Bicycle	1 deck		
Cards – playing; Bicycle	1 deck		
Cup – clear; non-insulated; with lid	2		
Ear plugs	1		
Legal papers – current case only			
Magazines	3		
Newspapers	2		
Photographs	24		
Ring – wedding	1		
Religious Items			
Medallion / medicine bag – no metal; no chain or string	1		
Religious publications	Part of the 5 limit		
Tarot Cards – deck; no nudity; for Wiccan faith only	1		
Hobby & Items			
Permit – Max art (must have 3 months clear conduct)	1		
Paper – 14”x11” sheet	10 sheets		
Pencils (colored & plain) – must be security approved	12		

Inmate Signature:_____ Date: _____/_____/_____

Staff Signature:_____ Date: _____/_____/_____

Staff Signature:_____ Date: _____/_____/_____

MSP Locked Housing Units – SMI & Max Custody Levels 4 & 5 Authorized Property/Inventory

Inmate:_____ _____ _____/_____/_____
Name ID Number Date

Staff Names (print): _____
_____

Property/Commissary Items	Authorized	Number in Possession	**Condition –** (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
Bedding & Linens			
Blankets – state issue	2		
Hand towel – state issue	1		
Mattress – state issue	1		
Pillow – state issue	1		
Pillow case – state issue	1		
Sheets – state issue	2		
Clothing & Footwear			
Boxer shorts – white	9 – any combination		
Briefs – white			
Cap – stocking; blue	1		
Shirt – Tee; white	9		
Shorts – gym; gray	1		
Shoes – Velcro; slip-on	1 pair		
Shoes – shower	1 pair		
Socks – white	9 pair		
Sweatpant – gray; no pockets	1		
Sweatshirt – gray; no hood or pockets	1		
Thermal bottom – one state issue	3		
Thermal top – one state issue	3		
Electronic			
AC Power Adapter – CD player	1		
AM/FM CD Player – clear	1		
CD – pre-recorded	24		
CD – lens cleaning	1 (included in 24)		
Cord – headphone extension; 6 ft	1		
Ear Buds – 3ft cord	1		
Headphone – clear; value less than $30	1		
Razor – electric	1		
Razor head – electric replacement	1		
TV – 7” (remote for initial setup only; not kept in cell)	1		
TV cable – coaxial; 6 foot maximum	1		
Voltage surge protector strip	1		
Watch – unisex; wrist; digital; clear; no metal back	1		
Watch battery	1		
Hygiene & Health			
Acetaminophen – 2 count packet	10 packets		
Antacid – generic	1 package		
Antifungal crème – Tolnafatate; ½ ounce tube	1 tube		
Anti-gas tablets – Gas-X	1 package		
Aspirin – 2 count packet	10 packets		
Cough drops	1 bag		
Dental floss – single use packet	10		
Denture adhesive (issued to indigent)	1 box		
Deodorant - ½oz. clear stick; no alcohol	1		
Eyewear	Per HSR		
Eye drops – saline	1 bottle		
Fiber tablets	1 bottle		
Hair brush – security approved – state issue	1		
Hair tie – no metal – state issue	1		
Hemorrhoid crème – 2 oz. tube	1		
Hemorrhoid suppositories – 12 count package	1		
Hydrocortisone ointment – 1 oz. tube	1		
Ibuprofen – 2 count packet	10 packets		
Lip balm – clear plastic tube	1		
Mirror – shaving; acrylic; 6” x 4½”	1		
Nasal spray – Ocean	1 bottle		
Orajel - ¼ ounce	1		
Soap – ½oz. bar – state issue	1		
Toilet paper – roll – (1 state issue for indigent)	4		
Toothpaste – 1½ oz.; clear tube; fluoride - state issue	1		
Toothbrush – 4” max; blue; flexible – state issue	1		
Vitamin – multiple	1 bottle		

MSP Locked Housing Units – SMI and Max Custody Levels 4 & 5 Authorized Property/Inventory *(continued)*

Inmate:_____ _____ _____/_____/_____
Name ID Number Date

Staff Names (print): _____

Property/Commissary Items	Authorized	Number in Possession	**Condition** (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
Food Items & Beverages			
Beef Stick	1 package		
Bread – wheat	1 loaf		
Bread – white			
Candy bag – Atomic Fire Balls	2 bags any combination		
Candy bag – Jolly Rancher; assorted			
Candy bag – licorice mix			
Candy bag – Saltwater Taffy			
Candy bag – M & M; peanut			
Candy bag – sugar-free			
Candy bar – Big Hunk	5 bars – any combination		
Candy bar – Hershey's			
Candy bar – Milky Way			
Candy bar – Salted Nut Roll			
Candy bar – Snickers			
Cheese – squeeze tube; cheddar	1		
Cheese – squeeze tube; jalapeno	1		
Chips – BBQ	2 bags any combination		
Chips – Doritos; nacho cheese			
Chips – Frito's; Chili Cheese			
Chips – plain			
Chips – tortilla, plain			
Popcorn – plain			
Rice cakes			
Cocoa / hot chocolate – mix	1 box		
Coffee – instant; decaffeinated	2 any combo		
Coffee – instant; regular			
Cookies – assorted	2 packages – any combination		
Cookies – chocolate chip			
Cookies – crème wafer; sugar free			
Cookies – fig bar			
Cookies – oatmeal raisin			
Cookies – sandwich			
Cracker – snack	1 box		
Crackers – saltine	1 box		
Drink mix – fruit punch	1 pouch		
Drink mix – Gatorade	1 package		
Drink mix – lemonade	1 pouch		
Drink mix– Tang; powder; orange	1 package		
Granola bar – assorted	8		
Honey – squeeze	1		
Honey Buns	6		
Jelly – grape; sugar free; packet	20 combined		
Jelly – strawberry; sugar free; packet			
Jerky – Tub Of; five ounce	1		
Ketchup – packet	10		
Margarine – packet	10		
Mayonaise – packet	10		
Mustard – packet	10		
Nutty Bars	1 box		
Oatmeal – hot instant; assorted	1 box		
Peanut butter – creamy; packet	20		
Peanuts – dry roasted	1 pouch		
Pie – apple – 4 ounce	5		
Pie –cherry - 4 ounce	5		
Pop – four flavors; 20 ounce plastic bottle	8		
Sunflower seeds – without shells	1 package		
Pouch – chicken chunks	10 any combination		
Pouch – chili with beans; hot			
Pouch – refried beans; regular			
Pouch – mac & cheese			
Pouch - chili with beans; regular			
Pouch – tuna fish			
Pouch - beef stew			
Ramen – beef	10 any combination		
Ramen – chicken			
Ramen – chili			
Ramen – oriental			
Ramen - spicy vegetable			
Sausage – beef; summer – six ounce	1		
Sugar substitute	1 small box		
Tea mix – instant; diet	1 pouch		
Tea mix – instant; regular	1 pouch		
Tortilla – flour	1 package		
Trail mix	1 package		

MSP Locked Housing Units – SMI & Max Custody Levels 4 & 5 Authorized Property/Inventory *(continued)*

Inmate:_____ _____ _____/_____/_____
Name ID Number Date

Staff Names (print): _____
_____

Property/Commissary Items	Authorized	Number in Possession	Condition - (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
Writing / Mailing / Stationary			
Card – birthday; sympathy; etc	5		
Envelope – pre-stamped; regular (5 issued to indigent)	15		
Envelope – manila; 10"x15" (issued to indigent)	3		
Envelope – regular (5 issued to indigent)	15		
Mailing tube	Mail out only		
Paper – notebook	100 sheets		
Pen – clear; Bic; blue or black	2		
Pen – flex (issued to indigent)	1		
Tablet – legal	2		
Tablet – writing	2		
Typing paper (10 per week issued to indigent)	100 sheets		
Typewriter ribbon cartridge	2		
Miscellaneous / General Items			
Address book	1		
Books – personal; includes religious	5		
Books – library - state issue	3		
Bowl – with lid	1		
Box – storage; cardboard; 24"x18"x18"; state issue	1		
Box - cardboard; 2 cubic ft; for legal & hobby storage only – state issue	1		
Calendar – one page	1		
Cards – pinochle; Bicycle	1 deck		
Cards – playing; Bicycle	1 deck		
Cup – clear; non-insulated; with lid	2		
Ear plugs	1		
Laundry soap - individual packets	5		
Legal papers – current case only			
Magazines	3		
Newspapers	2		
Photographs	24		
Ring – wedding	1		
Sewing kit - w/o scissors	1		
Religious Items			
Medallion/medicine bag-no chain, string, or metal	1		
Religious publications	Part of 5 limit		
Tarot Cards – deck; no nudity; for Wiccan faith only	1		
Hobby & Items			
Permit – Max art (with 3 months clear conduct)	1		
Paper - 14" x 11" sheets	10		
Pencils (colored and plain) - security approved	12 combined		

MSP Locked Housing Units - Restricted Administrative Segregation Authorized Property/Inventory

Inmate:_____ _____ _____/_____/_____
Name ID Number Date

Staff Names (print): _____
_____

Property/Commissary Items	Authorized	Number in Possession	Condition - (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
Bedding & Linens			
Blankets - state issue	2		
Hand towel – state issue	1		
Mattress - state issue	1		
Pillow - state issue	1		
Pillow case - state issue	1		
Sheets - state issue	2		
Clothing & Footwear			
Briefs - state issue	1		
Cap – stocking; blue	1		
Scrubs - top and bottom – state issue	1 each		
Shoes - black slip-on - state issue	1 pair of either not both		
Shoes – Velcro; slip-on			
Socks – state issue	1 pair		
Thermal bottom - state issue	1		
Thermal top - state issue	1		
Electronic			
Ear Buds – 3ft cord	1 of either - not both		
Headphone – stereo; clear; less than $30.00			
TV - 7"- after 30 days clear conduct on RAS	1		
TV coax cable – 6 foot maximum	1		
Watch – unisex; wrist; digital; clear plastic; no metal back	1		
Watch battery	1		
Hygiene & Health			
Antacid - package	1		
Cough drops	1 bag		
Dental floss – single use packet	10		
Denture adhesive – (issued to indigent)	1		
Deodorant - ½oz; clear stick; no alcohol	1		
Fiber – tablets; clear plastic bottle	1		
Hairbrush – security approved – state issue	1		
Hair tie – no metal - state issue	1		
Lip balm – clear plastic tube	1		
Soap - ½oz bar - state issue	1		
Toilet paper – roll – state issue	1		
Toothbrush – 4" max; blue; flexible - state issue	1		
Toothpaste – clear tube; 1½oz. – state issue	1		
Writing / Mailing / Stationary			
Card – birthday; sympathy; etc	5		
Envelope – pre-stamped; regular (5 per week issued to indigent)	15		
Envelope – 10"x15"; manila (3 issued to indigent)	3		
Envelope – plain white (5 issued to indigent as needed)	15		
Paper – notebook/typing paper – 100 sheets (10 issued per week to indigent)	1 package		
Pen –flex - state issue	2		

Inmate Signature:_____ Date: _____/_____/_____

Staff Signature:_____ Date: _____/_____/_____

Staff Signature:_____ Date: _____/_____/_____

MSP Locked Housing Units - Restricted Administrative Segregation Authorized Property/Inventory *(continued)*

Inmate:_____ _____ _____/_____/_____
Name ID Number Date

Staff Names (print): _____
_____

Property/Commissary Items	Authorized	Number in Possession	Condition - (ie: open, unopened, new, used, working, not working, cracked, worn, ripped, etc)
Miscellaneous / General Items			
Address book	1		
Books – personal; soft cover only	5		
Books – library; soft cover only - state owned	3		
Box - for storage; cardboard; 24"x18"x18"; - state issue	1		
Calendar – one page	1		
Cup – clear; non-insulated; with lid	2		
Cup – styrofoam - state issue	2		
Ear plugs	1		
Eye wear	Per HSR		
Legal papers - current case only			
Magazines	3		
Newspapers	2		
Personal letters			
Photographs	24		
Ring – wedding	1		

Religious Items			
Medallion/medicine bag – small; no chain, string, or metal	1		
Religious publications – soft cover only	Part of 5 limit		
Tarot Cards – deck; no nudity; for Wiccan faith only	1		

Inmate Signature:_____ Date: _____/_____/_____

Staff Signature:_____ Date: _____/_____/_____

Staff Signature:_____ Date: _____/_____/_____

MSP Recreation/Exercise Restriction for Inmates in Locked Housing Units

(this form must be completed anytime an inmate is restricted from recreation)

Inmate Name & ID#:	Date of Request: ____/____/____	Requesting Supervisor:

Housing Unit	Inmate Status:	Previous Restrictions
☐ Close III ☐ Max	☐ Administrative Segregation ☐ Maximum Custody	____/____/____ ____/____/____ ____/____/____ ____/____/____
		Dates Restricted: From: ____/____/____ To: ____/____/____

Inmate _____ is being denied access to recreation/exercise area due to the risk(s) he currently poses to the security or safety of others.

(Describe the risks(s) in detail.)

☐ Violent: _____

☐ Assaultive: _____

☐ Threatening: _____

☐ Behavior Management Plan _____

☐ Other _____

☐ Approved ☐ Denied

_____ _____

Signature/Date of requesting Staff Deputy Warden or Associate Warden of Housing or designee/Date

This restriction must be evaluated within five days (excluding weekends and holidays) by the Administrative Review Committee. If the inmate continues to pose too high of a risk the restriction may be extended after submission and approval of another *MSP Recreation/Exercise Restriction for Inmates in Locked Housing Units* form, and the five-day review process will be repeated.

WHITE – Records File **CANARY** – Unit mini-file