


<p>NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE Pursuant to RSA 21-H:8 III Internal Practices and Procedures</p>	<p>CHAPTER Classification and Client Records <hr/> STATEMENT NUMBER 467 <hr/></p>
<p>SUBJECT: MANAGEMENT OF "KEEP-SEPARATES"</p> <p>PROPOSER: <u>Director of Security and Training</u> Title <u>Commissioner's Office 271-8016</u> Office Phone #</p>	<p>EFFECTIVE DATE 4/2/2021 <hr/> REVIEW DATE 4/2/2023 <hr/> SUPERSEDES PPD# N/A <hr/> DATED N/A <hr/></p>
<p>ISSUING OFFICER:</p> <p> Helen E. Hanks, Commissioner</p>	<p>DIRECTOR'S INITIALS _____ DATE _____ <hr/> APPENDIX ATTACHED: YES _____ NO _____</p>
<p>REFERENCE NO: See reference section on last page of PPD.</p>	

- (a) **PURPOSE:** To establish policy for requiring that residents known to be inappropriate with or threatening to other residents keep and appropriate or safe distance from the other resident.
- (b) **APPLICABILITY:** All staff and residents.
- (c) **POLICY:** It is the policy of the NH DOC that residents known to behave inappropriately together or known to be a threat to another resident maintain appropriate and/or safe distance from each other.
- (d) **PROCEDURE:**
- (1) "Keep-separate" shall be defined as two or more residents that shall not have close physical contact with each another.
 - (2) There shall be 2 levels of keep-separate orders.
 - a. Level 1, which will have 3 sub-levels, can be instituted administratively, without the need for a formal evaluation, and they are:
 1. Level 1a – cannot be within 4 feet of each other or housed in the same cell;
 2. Level 1b – cannot be within 4 feet of each other or housed on the same tier or pod;

3. Level 1c – cannot be within 4 feet of each other or housed in the same unit;
- b. Level 2, which will have two sub levels, requires a formal administrative review evaluation, and are:
 1. Level 2a – cannot be housed at the same facility; and
 2. Level 2b – cannot be housed in any NH DOC facility.
- (3) For purposes of this internal procedure, the upstairs and downstairs of the Northern NH Correctional Facility shall be considered separate housing units.
- (4) The person responsible for the 24/7 management of a housing unit shall determine the need for a level 1a or level 1b keep- separate orders.
- (5) When a level 1a, 1b, or 1c keep-separate order is established, both residents shall be informed of the keep-separate order and informed that any violation of the keep-separate order may result in disciplinary action being taken against the person that violates the order.
- (6) Only administrative review boards shall recommend either level 2a or 2b keep-separate orders when considering a resident’s claim to fear for his or her safety.
- (7) The administrator of classification and client records/designee in conjunction with the warden/designee or director/designee shall make the final determination for level 1c, 2a or level 2b keep- separate orders.
- (8) Classification staff shall enter all keep- separate orders into the Electronic Client Record (ECR).
- (9) All keep- separate orders entered into the ECR shall state a specific reason why. “Institutional Security” shall not be considered a specific reason.
- (10) The keep-separate order shall also be noted as a security alert in the ECR.
- (11) All keep-separate orders shall be reviewed annually by the person responsible for the 24/7 management of the housing unit during the resident’s annual classification evaluation to determine if the keep-separate order remains valid.
- (12) Recommended cancellations of any keep-separate order shall be made to the administrator of classification and client records.
- (13) The administrator of classification and client records/designee in conjunction with the warden/designee or director/designee shall make the final determination.
- (14) Classification staff shall cancel any invalid keep-separate order in the ECR.
- (15) Unit captains / lieutenants, investigations staff, classification staff, chiefs of security, and wardens or directors shall have the ability to make recommendations for keep-separate orders.
- (16) Residents under levels 1a, 1b and 1c keep-separate orders may participate in program activities with the subject of the keep-separate order, providing that the 4-foot rule can be followed, unless there is a clinical justification to prevent their attendance together.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition Standards

Other

DOST/ck