



ADMINISTRATIVE POLICIES  
AND PROCEDURES  
State of Tennessee  
Department of Correction

Index #: 506.14

Page 1 of 5

Effective Date: June 1, 2014

Distribution: B

Supersedes: 506.14 (7/15/12)  
PCN 13-12 (4/15/13)

Approved by: Derrick D. Schofield

Subject: HOUSING ASSIGNMENTS

- I. AUTHORITY: TCA 4-3-603, TCA 4-3-606, and Prison Rape Elimination Act of 2003 Standards 115.13(d) and 115.42(g).
- II. PURPOSE: To establish uniform procedures for housing assignments of inmates in the physical custody of the Tennessee Department of Correction (TDOC).
- III. APPLICATION: To all Wardens, Associate Wardens, employees responsible for assigning inmate housing, inmates, and privately managed facilities. Any offender assigned to and actively participating in an SAIU program is excluded.
- IV. DEFINITIONS:
  - A. Administrative Segregation: The assignment to a segregation housing unit for inmates on Protective Custody, Punitive Segregation, believed to be a threat to the security of the institution, the welfare of staff, other inmates or those inmates in the physical custody of the Department by court order for safekeeping
  - B. Housing Unit: A physical area which contains cells/rooms or dormitory(s).
  - C. Mandatory Administrative Segregation: The assignment to a segregation housing unit for inmates on Protective Custody, Punitive Segregation or those inmates in the physical custody of the Department by court order for safekeeping.
  - D. Maximum Security Administrative Segregation (MSAS): The purposeful separation of inmates which are a threat to the safety and security of an institution, the welfare of staff, inmates, or public due to past or current acts of violence and/or escape or are committed to the Department under the sentence of death.
  - E. Protective Custody (PC): The separation of inmates from the general population for the purpose of providing a level of safety for inmates requiring such.
  - F. Protective Custody Segregation: The purposeful separation of safekeeping inmates from the general TDOC population who do not appear to pose a risk of harm or escape.
  - G. Punitive Segregation: The confining of an inmate as a result of a disciplinary conviction for no longer than 30 days, as punishment for the commission of an infraction.
  - H. Room/Cell: The inmate living quarters that are either single occupancy, double occupancy, or barracks style.
  - I. Section: A portion of a housing unit designed for a specific custody level; the custody level is determined by the Deputy Commissioner of Operations based on departmental needs.

Effective Date: June 1, 2014	Index # 506.14	Page 2 of 5
Subject: HOUSING ASSIGNMENTS		

- J. Therapeutic Seclusion: The confinement of an inmate in a locked cell/room as part of a treatment plan for mental or emotional disorders. (See Policy #506.07)
- K. Tier Management Supervision: A supervision method that allows one half/tier of a medium or higher custody level group of inmates out of their cells into the pod/unit for leisure activities. This does not include the release of inmates for meals (outside the unit), gym, recreation/ball field activities, education and/or programs.
- L. Transients: Inmates who are temporarily (not to exceed 14 days) in the in-house count of a receiving institution and in the assigned count of a sending institution.

V. POLICY: Housing assignments for inmates shall reflect a balance between custody and control requirements, inmate needs, and TDOC resources consistent with the least restrictive level of custody.

VI. PROCEDURES:

A. Method of Assignment

1. Inmate housing assignments shall be controlled and coordinated under the supervision of the unit management team/Associate Warden/designee. Staff of the institutional count room will enter assignments on TOMIS screen LIMC immediately after the inmate's housing assignment has been determined.
2. Panels of the classification committee may determine if there is a need for a particular housing assignment or change in the assignment of an inmate and shall notify the Associate Warden/unit management team by e-mail with reasons for the particular recommendation.
3. Certain factors will be taken into consideration prior to assigning inmates to a housing unit. These factors include, but are not limited to, the following:
  - a. Compatibility among inmate population
  - b. History of institutional adjustment
  - c. Institutional conduct
  - d. Conviction offense
  - e. Program needs
  - f. Handicapping conditions including identified mental illness or retardation
  - g. Custody level
  - h. Escape history
  - i. Chronic or disabling medical conditions
  - j. STG affiliation
  - k. Geriatric status
  - l. PREA status
4. Assignments shall not be made on the basis of race, color, national origin, religion, or political views unless they are justified by legitimate and documented security concerns (i.e., opposing or rival security threat group affiliation). In those instances, a specific written justification shall be prepared and filed in the inmate institutional record and in a separate file maintained by the Associate Warden/unit management team. Sexual orientation shall not be the sole determining factor in facility or housing placement.

Effective Date: June 1, 2014	Index # 506.14	Page 3 of 5
Subject: HOUSING ASSIGNMENTS		

5. Housing units shall be designated by name, number, letter, or location. Each institution shall maintain an inmate housing display locator which includes unit designation, names and numbers of inmates assigned, and cell/bed location of inmates. For statistical purposes only, it shall be permissible to denote inmates by race on this locator.

B. Special Housing

1. Inmates with special medical needs are housed according to the level of care needed. (See Policy #113.32) Physically disabled inmates in the general population should be assigned to an institution and housing unit that can accommodate the disabling condition and facilitate mobility to activity areas as resources permit. Inmates with special medical needs shall not have their cell or location changed without the unit manager/shift commander consulting with Health Services. When emergency action is required, this consultation shall occur as soon as possible but no later than the next working day. The Director of Classification will maintain a list of institutions that cannot accommodate non-ambulatory inmates. This list will be included in the *Classification Users Guide*, Section K, entitled Programs and Placement.
2. Inmates who are under a sentence of death shall be single-celled and housed in a Maximum Security Administrative Segregation (MSAS) unit separate from the general population.
3. Inmates placed in MSAS shall be single-celled and confined within a maximum security unit separate from the general population. Facilities without maximum security units may retain inmates on MSAS status in their facility only as long as it takes to affect a transfer to an appropriate facility.
4. Inmates assessed as being mentally ill or mentally challenged shall not be permanently assigned to a housing unit until there has been a consultation between the unit manager/shift commander and the appropriate mental health staff or their designee. When emergency action is required, this consultation shall occur as soon as possible but no later than the next work day to review the appropriateness of the action. When inmates require mental health seclusion as part of a treatment plan for mental or emotional disorders, requirements of Policy #113.88 shall be met.
5. Protective custody/security threat group (STG) housing shall be secure from access by the remainder of the inmate population. This requirement extends to program and activity areas used by protective custody/STG inmates. Inmates may be selectively double-celled.
6. Punitive segregation housing shall be designated at the Warden's discretion. Inmates may be separated from the general population in a section of a secure unit or restricted to room/cell for the period of confinement.
  - a. Inmates in MSAS who subsequently receive a disciplinary disposition for punitive segregation must remain in the MSAS unit. Such inmates must continue to be single-celled.
  - b. General population inmates under punitive segregation may be selectively double-celled.

Subject: HOUSING ASSIGNMENTS

7. Transients may be segregated from the general population at a receiving institution. If the inmate is not placed in general population but is placed in segregation for reasons other than punitive and/or protective custody, the period of time shall not exceed 14 days. (See Policy #506.16)
8. New admission inmates and those returning from parole or escape shall be single-celled until a determination can be made that they can be reasonably safe when double-celled. The Warden of a privately managed facility is responsible for ensuring that inmates returning from escape are appropriately secured and supervised until such time as the inmate can be transferred to a state operated facility.
9. Inmates ordered by courts to be housed by TDOC for safekeeping purposes due to safety and/or security problems shall be assigned to Protective Custody Segregation. They shall be single-celled and remain secure from access by the remainder of the institution's population.
10. Inmates ordered by the courts to be housed by TDOC for safekeeping purposes due to health and/or mental health issues shall be assigned to protective custody segregation. These inmates may be selectively double-celled with other safekeeping inmates after the Warden/designee has determined that two inmates are compatible and pose no known risk to one another. Such inmates remain under mandatory administrative segregation status. The security for movement within the compound shall be at the discretion of the Warden.
11. The Warden's designee shall enter segregation placement and release dates, along with other required information, on TOMIS screen LIBD.

C. Custody Levels

1. Inmates in the general population should normally be of the same custody level when double-celled; however, inmates classified to different custody levels may be housed in the same cell.
  2. Assigning inmates of different custody levels to the same housing unit(s) shall be restricted to the following:
    - a. Minimum custody through close custody in protective custody units and security threat group program units, provided post orders direct intensive supervision when close custody inmates are involved in activities with inmates in lower custody levels.
    - b. Minimum through maximum custody at DSNF only when the need for inmate mental health programming and/or health care is necessary. The Warden shall cause appropriate levels of supervision to occur in these situations so that inmates are protected from harm by one another.
- D. The shift commander/unit manager or designee shall conduct unannounced rounds of inmate living and activity areas at least once during his/her shift for the purpose of detecting deficiencies and possible breaches of security and to identify and deter sexual abuse and sexual harassment of inmates. Members of the unit team, counselors, teachers, and other members of the program staff shall be available upon request. All staff members and official visitors who visit the housing units shall make an entry in the unit log.

Effective Date: June 1, 2014	Index # 506.14	Page 5 of 5
Subject: HOUSING ASSIGNMENTS		

- E. General population units/pods with a capacity to house 64 or more inmates who are medium or higher custody shall supervise in accordance with Policy #506.01, and shall adhere to the Tier Management Supervision model at all times. Inmates shall be allowed out of their cells for dayroom activities by tier/walk as determined by the institutional policy; however, inmates housed on the upper and lower tier/walk shall not be allowed out of their cells for pod/dayroom activities at the same time.
  - F. Each Warden shall promulgate the necessary institutional policy and procedures governing housing arrangements for inmates in accordance with this policy and incorporating the Tier Management Supervision for his/her facility.
- VII. ACA STANDARDS: 4-4103, 4-4132, 4-4133, 4-4142, 4-4277, and 4-4399.
- VIII. EXPIRATION DATE: June 1, 2017.