

DEPARTMENT OF THE ARMY
U.S. ARMY COMBINED ARMS CENTER AND FORT LEAVENWORTH
UNITED STATES DISCIPLINARY BARRACKS
1301 N WAREHOUSE ROAD
FORT LEAVENWORTH, KANSAS 66027-2304

STANDING OPERATING PROCEDURE
CONTROL PROCEDURES FOR INTRACTABLE INMATES

1. PURPOSE. To establish procedures for controlling intractable inmates.
2. APPLICABILITY. This Standing Operating Procedure (SOP) applies to all assigned, attached or operationally controlled personnel working at the United States Disciplinary Barracks (USDB).
3. REFERENCES.
 - a. AR 190-47, The Army Correctional System.
 - b. USDB Reg. 210-1, Staff Duty/Authentication Officer.
 - c. USDB Reg. 600-1, Manual for the Guidance of Inmates (MGI).
 - d. USDB SOP 31, Search Procedures.
 - e. USDB SOP 51, Forced Cell Move Procedures.
 - f. The American Correctional Association (ACA) Standards for Adult Correctional Institutions 4th Edition with Supplement.
4. DEFINITION. An intractable inmate is an inmate who is assaultive, consistently destructive, or flagrantly refuses to comply with orders and instructions issued by the Correctional staff.
5. GENERAL.
 - a. The Commandant, USDB delegates the authority to place an inmate on intractable status, to the following personnel:
 - (1) Deputy Commandant.
 - (2) Director of Operations (DOPS)
 - (3) Operations Officer/NCOIC.
 - (4) Guard Commander (after duty hours only).
 - b. Inmates placed on intractable status will be moved to the Special Housing Unit (SHU) and placed in 1A or 1B, preferably on

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the bottom floor in a camera cell, if available.

c. A DD Form 509, Inspection Record of Prisoner in Segregation, will be prepared and maintained on all intractable inmates.

d. Correctional staff listed below must visit the inmate as indicated and record it on the DD Form 509. (ACA 4-4258)

(1) Guard Commander (Staff Duty Officer) - twice daily (once during swing shift and once during the midnight shift after 2400).

(2) SHU Noncommissioned Officer-in-Charge (NCOIC) or Correctional Treatment Team (CTTs) - twice daily during duty days.

(3) Authentication Officer (AO) twice daily on weekends and holidays.

(4) Medical Officer of the Day (MOD) - once daily.

e. Correctional staff listed below must visit the inmate as indicated and record it on the USDB Form 509-1. (ACA 4-4258)

(1) SHU Shift Leader - will check on the inmate during each shift. The SHU shift leader during swing shifts will annotate the USDB 509-1.

(2) Chaplain - once daily.

f. The intractable designation will be immediately removed when the inmate demonstrates that destructive or flagrant refusal to comply with rules and instructions has ceased.

g. The Commandant will review, at a minimum, the intractable designation every 72 hours. Only the Commandant may remove an inmate from intractable status.

h. Inmates placed on intractable status require hand restraints to the rear and leg irons when being moved within the SHU. When moving an intractable inmate outside the SHU, the inmate **will** be in full restraints.

6. RESPONSIBILITIES.

a. The Correctional Force in General Population will:

(1) Notify the Housing Unit Control Booth NCOIC when confronting an unruly inmate.

(2) Submit a DD Form 2714, Inmate Disciplinary Report (DR), to the Guard Commander.

(3) Once the inmate is moved to the SHU, ensure that his previous cell is inspected for contraband/weapons and secured using the deadbolt lock.

(4) Ensure all evidence is secured and documented on a DA Form 4137, Evidence/Property Custody Document.

b. The Housing Unit Control Booth NCO in General Population will:

(1) Notify the Guard Commander when confronted with an unruly inmate.

(2) Review the Correctional Specialist's DD Form 2714, Disciplinary Report for accuracy before it is forwarded to the Guard Commander.

(3) Ensure the inmate's cell is inspected and deadlocked.

c. The Guard Commander will:

(1) Notify key personnel in accordance with (IAW) USDB Notification Matrix when an inmate is placed on intractable status (after duty hours only).

(2) Submit an Intractable Status Justification (see Appendix A) to the designation authority during non-duty hours prior to departing the facility. Verbal justification is authorized in immediate action situations; however, written justification will be submitted to the DOPS prior to departing the facility. (ACA 4-4265)

(3) Authorize the movement of an inmate on intractable status within the SHU during non-duty hours.

(4) Recommend implementation of USDB SOP 51, to the designation authority when placing an inmate on intractable status.

(5) Notify the inmate who has been designated as intractable of the reason(s) for the action. The notification will include the reasons for the designation and an explanation of those actions on the part of the inmate, which will cause revocation of the designation of intractable.

d. DOPS will:

(1) Recommend to the Commandant, or in the absence of the Commandant or Deputy Commandant the DOPS can place an inmate on intractable status.

(2) Complete and submit the written justification statement for placing an inmate on intractable status.

(3) Review the intractable status on a daily basis to determine if continuation or removal from intractable status is warranted.

(4) Submit an Intractable Inmate Performance Report (see Appendix B) to the Commandant, at a minimum of every 72 hours, recommending retention or removal from the status.

(5) Notify the SHU NCOIC/SHU Shift Leader when the Commandant removes an inmate from intractable status.

(6) Direct Central Control to issue a move order when an inmate is placed on or removed from intractable status.

e. The SHU NCOIC will:

(1) House intractable inmates in a stripped cell with a camera in the SHU and supervise the inmate's movement within the SHU.

(2) Ensure the SHU Shift Leaders prepare, maintain and forward to the Directorate of Inmate Administration (DIA), Records Section, for inclusion in the inmate's Correctional Treatment File (CTF), a DD Form 509.

(3) Review the inmate's status daily.

(4) Review the DD Form 509 and DD Form 2713, Observation Report (OR) on the inmate's attitude and behavior for the previous 24 hours.

(5) Recommend to the approving authority any modifications of the status and update the DD Form 509 as necessary. (ACA 4-4250)

f. The SHU Shift Leader will:

(1) Monitor the inmate's move and ensure the receiving cell is searched and all unauthorized property is removed (e.g., mattress, bunk drawer).

(2) Cut off the water to the applicable cell as directed by the SHU NCOIC.

(3) Apply full restraints, move the inmate to the designated cell and remove restraints.

(4) Instruct the inmate to remove all clothing.

(5) Conduct a strip search, viewing it through the cell window, IAW USDB SOP 31.

(6) Issue smock and safety blanket.

(7) Secure cell slot covers.

NOTE: Inmates who are non-compliant will be moved utilizing the Forced Cell Move Team (FCMT) IAW USDB SOP 51.

(8) Ensure the DD Form 509 is prepared for any move occurring during non-duty hours.

(9) Supervise the inspection and inventory of the inmate's personal property from the previous cell and initiate a DA Form 4137 as applicable.

(10) Ensure the inmate is seen by a Directorate of Treatment Programs (DTP) counselor within four hours of being placed on intractable status. Ensure the DTP counselor completes a DD Form 503, Medical Examiner Report.

(11) Monitor staff interaction with intractable inmates.

(12) Document and report all acts of misconduct.

(13) Review the Correctional Specialist's DD Form 2713/2714 for accuracy before they are forwarded to the Guard Commander.

(14) Ensure meals (finger foods) are served on paper products (no plastic wrap) and inmate(s) receive drink cartons (no cups or hot drinks).

(15) Supervise all intractable movement within the SHU upon approval from the SHU NCOIC during duty hours and the Guard Commander during non-duty hours.

g. The Correctional Force in the SHU will:

(1) Notify the SHU East Control Booth NCO when dealing with an unruly inmate.

(2) Complete and submit a DD Form 2713 to the Guard Commander at the end of each shift.

(3) Once an inmate is placed on intractable status:

(a) Conduct an inspection and inventory of all property in the inmate's previous cell. Document all property on a DA Form 4137.

(b) Check the inmate every 15 minutes on an irregular schedule or as indicated on the DD Form 509, recording each check on the DD Form 509.

(c) Inspect the inmate's cell once daily and adhere to all provisions as specified on the DD Form 509.

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(d) The following exceptions apply and require immediate recovery after use; a toothbrush, toothpaste and dental floss (not to exceed six inches) will be provided after each meal (annotate the issue on the recreation and shower log) and soap, when requested. (ACA 4-4257)

(e) Submit a DD Form 2713 for each intractable status inmate at the end of each shift. Reports can be either positive and/or negative behaviors, including specific incidents and summarizing the inmate's attitudes and behavior. Forward the DD Form 2713 to the Guard Commander.

(f) The inmate is not authorized to use the telephone without prior written approval from the Deputy Commandant.

h. The SHU East Control Booth NCO will:

(1) Notify the SHU East Control Booth NCO when dealing with an unruly inmate.

(2) Ensure the Correctional Specialist working the tier complies with the requirements listed in paragraph 6(g).

i. The Assistant Guard Commander will supervise all movements outside the SHU. (ACA 4-4190)

j. Central Control will:

(1) Initiate a move order during non-duty hours when an inmate is placed on intractable status.

(2) Make blotter entries concerning the placement on and removal from intractable status of all inmates.

k. Housing Unit Correctional Treatment Team (CTT) NCO's will:

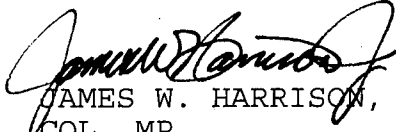
(1) Inventory and box the inmate's personal property from their previous cell on a DA Form 4137.

(2) Turn the property into the Inmate Services Branch (ISB) for safekeeping once 72 hours has elapsed.

l. Military Police Investigations (MPI) will:

(1) Investigate all acts of misconduct.

(2) Secure evidence seized by the Correctional staff on a DA Form 4137.



JAMES W. HARRISON, JR.

- 2 Encls
- 1. Appendix A, Recommendation For Intractable Status
- 2. Appendix B, Intractable Inmate Performance Report

COL, MP
Commandant

Appendix A

(SAMPLE REQUEST FOR DESIGNATING INTRACTABLE INMATES)

ATZL-DBC-O

[Date]

MEMORANDUM FOR COMMANDANT

SUBJECT: Recommendation for Intractable Status

1. Inmate [Name, Registration Number] is recommended for intractable status based on the following justification. Inmate [Name] has demonstrated that he is a threat to the good order and discipline of the institution. [Name] consistently and flagrantly disregarded institutional rules and regulations and poses a threat to the efficient operation of the institution.
2. (Give detailed description of events leading to request).
3. Notifications were made in accordance with the USDB Notification Matrix.
4. Point of contact is the undersigned at 8-XXXX.

[Signature Block
of Requesting Officer]

Appendix B

(SAMPLE PERFORMANCE REPORT)

ATZL-DBC-O

[Date]

MEMORANDUM FOR COMMANDANT

SUBJECT: Intractable Inmate Performance Report

1. For DECISION.

2. PURPOSE. To obtain the Commandants approval to retain/remove Inmate (Name, Registration Number) on/from intractable status.

3. RECOMMENDATION. That the Commandant approve the retention/removal of Inmate (Name, Registration Number) on/from intractable status.

APPROVED _____ DISAPPROVED _____ SEE ME _____

4. BACKGROUND AND DISCUSSION. Inmate (Name, Registration Number) is recommended for retention in/removal from intractable status based on the following justification (list justifying information).

5. IMPACT. List any impact that may arise if the inmate is retained or removed from intractable status. If none, then state "No impact".

6. COORDINATION.

DEPUTY CMDT	CONCUR/NONCONCUR	DATE
DOPS	CONCUR/NONCONCUR	DATE
DTP	CONCUR/NONCONCUR	DATE

7. Point of contact is the undersigned at 8-XXXX.

[Signature Block
of Requesting Officer]