

	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		EFFECTIVE DATE:	June 5, 2013	Page 1 of 6
			SUPERSEDES:	4353.3A December 6, 2011	
			OPI:	CASE MANAGEMENT	
			REVIEW DATE:	June 5, 2014	
			Approving Authority	Thomas Faust Director	
	SUBJECT:	SEPARATION CASES			
	NUMBER:	4353.3B			
Attachments:	Attachment 1-6				

SUMMARY OF CHANGES:

Section	Change
Page 2, §5	Section #5, "STANDARDS REFERENCED" was revised, ACA Standards were deleted.
Page 2, §7 (a)	Section #7(a) was revised.
Page 3, §10	Section #10 "SEPARATION ORDER" was revised in its entirety.
Page 4, §11 (b-2))	Section #11 (b-2)) was revised.
Page 5, §12	Section #12 was revised

APPROVED:

Signature on File



Thomas Faust, Director

6/5/2013

Date Signed

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1. **PURPOSE AND SCOPE.** To establish procedures for separating inmates from one another when required for their safety or the secure and orderly operation of the facility where they are housed. Inmates who are separated from each other require clearance before internal housing changes, transfers, temporary releases (court appearances, writs, etc.) or participation in community activities to ensure that they are not placed in contact with inmates from whom they are separated.
2. **PROGRAM OBJECTIVE.** The expected result of this program is that inmates shall be separated at all times from all documented separatees.
3. **NOTICE OF NON-DISCRIMINATION**
 - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., (hereinafter, “the Act”), the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place or residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
4. **DIRECTIVES AFFECTED**
 - a. **DIRECTIVES RESCINED**
PS 4353.3A Separation Cases (12/06/11)
 - b. **DIRECTIVES REFERENCED.** None
5. **STANDARDS REFERENCED.** None
6. **AUTHORITY.** D.C. Code § 24-211.2 Powers; Promulgation of Rules.
7. **AUTHORITY TO APPROVE AND LIFT SEPARATIONS.** The authority to approve and lift Separation Orders is delegated as follows (except if it’s a court ordered separation):
 - a. The Warden shall have approving authority for inmates incarcerated at the D.C. Central Detention Facility (CDF) that require separations.

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- b. The Community Corrections Administrator of halfway houses shall approve separations for inmates confined to the halfway houses.
 - c. The Office of Case Management Services shall have authority to approve separations for cooperating witness(s) and those housed in contract facilities. Separations issued by the Office of Case Management Services may only be removed by that office.
8. **DEFINITIONS.** For the purpose of this directive, **separation cases** are defined as inmates who may not be confined in the same general population housing area with other specified individuals who are presently housed in CDF or who may come into D.C. Department of Corrections (DOC) custody in the future. Inmates with separation cases may be housed in a status or segregation unit on separate tiers.
9. **SEPARATION FACTORS.** The factors to consider in identifying an individual as a **separation case** include, but are not limited to:
 - a. Testimony provided by or about an individual (in open court, to a grand jury, etc.), or
 - b. Whether the inmate has exhibited aggressive behavior towards other specific individuals, either in the community or within the institution, or
 - c. Inmates for whom there is no identifiable threat, but who are to be separated from others at the request of the courts, prosecutors or other law enforcement officials.
10. **SEPARATION ORDER**
 - a. The identification of an inmate as a separation case shall be based upon documented information that substantiates the need for the separation. Documentation may include police reports, orders by Superior Court or U.S. District Court Judges, letters from prosecutors, institution investigative reports, or any other notification from a law enforcement agency.
 - b. If an incident occurs while the inmate is confined or new information is presented that substantiates the need for a separation order, the reporting staff shall submit the request for the issuance of a separation order through the chain-of-command to the Warden or Administrators designated in Section 7 of this directive for approval and issuance of the Separation Order.

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- c. Filing of separation orders in the institutional file and/or scanning into PaperClip will be the responsibility of the DOC Records Office Administrator where the inmate is housed and the separatee is located.
 - d. If a separation order is received in the Records Office involving an inmate housed at the CDF, the Records Office shall forward a copy of the separation order to the compliance office for proper housing of the inmate. The inmate will be referred to the Housing Board for proper housing.
 - e. Updating the Jail and Community Corrections System (JACCS) to reflect separatees shall be the responsibility of the office manager or designee that first receives the information or initiates the order. For Example:
 - 1) Court Orders for separations that go directly to the CDF Record's Office shall be entered into JACCS by Records Office Staff. Record Office Staff will generate an alert and forward the separation order to the compliance office.
 - 2) Cooperating Witness Separatees data shall be entered into JACCS by Case Management Services Staff. Separation documentation will remain in Case Management but a copy of the separation order will be forwarded to the Record Office for placement in the institutional file and/or scanned into PaperClip of each separatee.
 - 3) The Adjustment Board and/or Housing Board shall be responsible for initiating requests for separations (Attachment 1) for incidents that occur in CDF. Inmates will be kept separate until the order can be signed. Once the separation is signed by the Warden or designee, a copy shall be forwarded to Record Office Administrator for placement in each respective inmate's institutional file and/or scanned into PaperClip.
 - f. The compliance office is responsible for the appropriate housing of inmates at DOC and also for the tracking of inmate separatees.
 - g. Each Case Manager is responsible for continuously screening all cases (intake, work detail assignment, initial and reclassification reviews) to ensure that separations are honored. They are also responsible for noting separations on security forms and reports, especially when related to movement.
11. **PROCEDURES.** Staff shall screen for inmate separations to ensure the proper security and safety of inmates and shall initiate separation order requests when necessary.

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- a. **Court Ordered Separations.** Cases of court orders and prosecutors' requests for separations do not require any referrals to the Housing Board and can only be lifted by the requesting authority (reference Attachments 2, 3 and 4).
 - b. **Intake Screening.** During the admission process of inmates into the institution, the Case Manager responsible for intake screening shall:
 - 1) Review all documents pertaining to the incoming inmate. If documentation reveals a need for a separation, the assigned staff shall complete a separation order request memorandum (Attachment 1).
 - 2) Interview the inmate for separation needs. The review shall include a search in JACCS and PaperClip so that the intake screener can identify the location of any inmates from whom the inmate is separated (referred to as a "Separatee"). All information reported by the inmate shall be verified and can be the basis for a separation order if valid.
 - 3) Staff must be cautious not to divulge the names of separatees.
 - c. **New Information.** Any employee who becomes aware of a need for a separation based on self-admission by the inmate or when disclosed in documentation shall immediately ensure that the inmates are separated. The employee shall ensure that a separation order request memorandum is completed and is forwarded to the Housing Board. The procedures described in section 11 subsections 2) through 3) above shall be followed.
12. **SEPARATION ORDER LIFT.** All requests for the removal of a separation order resulting from incidents at DOC shall be forwarded through the chain of command to the Warden for final approval. The request must include the rationale for the separation lift and any appropriate supporting documentation, such as signed non-animosity forms (Attachment 6). This documentation should be immediately forwarded to the Records Office to be placed in the affected inmate's institutional file and/or scanned into PaperClip.
- a. All requests for the removal of a separation order from the U.S. Attorney's Office, Courts, the Office of Attorney General (OAG), etc., shall be forwarded to Case Management Services (Attachment 5).

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Attachments

Attachment 1 – Separation Order Memorandum
 Attachment 2 – Separation Order/Court
 Attachment 3 – Keep Separate Order/Judge
 Attachment 4 – Separation Order/U.S. Attorney
 Attachment 5 – Separation Order Lift
 Attachment 6 –No Animosity Separation Form



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS

_____ Facility
Washington, DC 20003

MEMORANDUM

To: _____
Warden

Through:

From:

Date:

Subject: Separation Orders

Re: Inmate's name:

DCDC Number:

Housing:

The above-named inmate is to be separated from:

Inmate' Name	DCDC Number	Housing
_____	_____	_____
_____	_____	_____
_____	_____	_____

Effective the date shown above, the above-referenced inmates are to be separated from each other at all times. This separation includes housing, feeding, recreation, visiting, transportation, showering, medical attention and in any other area where they may come into contact with one another. This order will remain in effect at all times, until rescinded by the institutional Warden or designee.

CC: Each inmate's file
Count Book

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA

CRIMINAL DIVISION

UNITED STATES

v.

CASE NO. _____

PDID. _____

SEPARATION ORDER

By order of the court, the D.C. Department of Corrections is hereby ORDERED to keep:

1. _____
2. _____
3. _____
4. _____

Separated from

1. _____
2. _____
3. _____
4. _____

(Include complete names and PDID Numbers)

This separation order is to remain in effect until lifted by order of the court.

JUDGE

Date: _____

Copies to: Court File, Defense Counsel, Assistant United States Attorney, U.S. Marshal's Service,
Fax: (202) 616-8666, D.C. Jail Records, Fax: (202) 673-8173, Case Management Services,
Fax: (202) 673-8819



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS
Office of Case Management Services
1901 E Street, SE
Washington, DC 20003

DATE: _____

SEPARATION ORDER

The following inmate is to be kept separated, at all times, from the inmate(s) indicated below:

NAME & DCDC#: _____

To be separated from:

NAME & DCDC#: _____

This separation is ordered by D.C. Superior Court Judge

This order is not to be lifted unless approved by the Office of Case Management Services.



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS
Office of Case Management Services
1901 E Street, SE
Washington, DC 20003

DATE: _____

SEPARATION ORDER

The following inmate is to be kept separated, at all times, from the inmate(s) indicated below:

NAME & DCDC#: _____

To be separated from:

NAME & DCDC#: _____

This separation is ordered by has been requested by the United States
Attorney's Office, Assistant United States Attorney:

This order is not to be lifted unless approved by the Office of Case
Management Services.



Office of Case Management Services

SEPARATION ORDER LIFT

At the request of the United States Attorney's Office for the District of Columbia, the following inmates were previously ordered to be separated from each other at all times. This order is now rescinded.

KEEP SEPARATED FROM

This order is now lifted; however any other Separation Orders for each of the inmates will remain in effect.

Thank you for your cooperation.



Date: _____

MEMORANDUM

TO: Institutional Record

THROUGH:
Warden

SUBJECT: No Animosity Separation

I _____ DCDC _____ hereby attest that I
have no animosity or intent of causing harm to
Inmate _____ DCDC _____.

I have been advised that if this request is approved, both of us can be placed
in the same housing area. I attest that I have not been coerced into signing
this request. I hereby request that (check the appropriate box below):

☐ No separation be imposed ☐ The separation order be lifted

Comments: _____

Witnessed by: _____	Requested by: _____
Signature: _____	DCDC _____
Title: _____	Housing Unit: _____