



DISTRICT OF COLUMBIA  
DEPARTMENT OF CORRECTIONS

## POLICY AND PROCEDURE

<b>EFFECTIVE DATE:</b>	December 19,2016	<b>Page 1 of 6</b>
<b>SUPERSEDES:</b>	4353.3B June 5, 2013	
<b>OPI:</b>	CASE MANAGEMENT	
<b>REVIEW DATE:</b>	December 19,2017	
<b>Approving Authority</b>	Quincy L. Booth Interim Director	

<b>SUBJECT:</b>	<b>SEPARATION CASES</b>
<b>NUMBER:</b>	<b>4353.3C</b>
<b>Attachments:</b>	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

### SUMMARY OF CHANGES:

Section	Change
	<i>Minor changes made throughout the policy.</i>

### APPROVED:

\_\_\_\_\_  
**Quincy L. Booth, Interim Director**

\_\_\_\_\_  
12/19/2016

**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 4353.3B Separation Cases (6/05/2013)
  - 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):

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- a. The Warden shall have approving authority for inmates incarcerated at the D.C. Central Detention Facility (CDF) that require separations.
  - 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 any D.C. Department of Corrections (DOC) facility or who may come into DOC custody in the future. Inmates with separation cases may be housed in a restrictive housing 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.

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- 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.
- c. Filing of separation orders in the institutional record and/or scanning into PaperClip will be the responsibility of the DOC Inmate Records Office (IRO) Administrator where the inmate is housed and the separatee is located.
- d. If a separation order is received in the IRO involving an inmate housed at the CDF, the IRO 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 IRO 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 and scanned into PaperClip by Case Management Services Staff. Separation documentation will remain in Case Management but a copy of the separation order will be forwarded to the IRO for placement in the institutional record.
  - 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 Inmate Record Office Administrator for placement in each respective inmate's institutional record and/or scanned into PaperClip.

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- 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.
- 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.

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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 shall be immediately forwarded to the IRO to be placed in the affected inmate's institutional record 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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