

 <p><b>Corrections and Community Supervision</b></p> <p><b>DIRECTIVE</b></p>	<p>TITLE</p> <p><b>Changes In Incarcerated Individual Housing</b></p>		<p>NO. 4030</p>
			<p>DATE 03/03/2022</p>
<p>SUPERSEDES</p> <p>DIR. #4030 Dtd. 03/20/19</p>	<p>DISTRIBUTION</p> <p>A</p>	<p>PAGES</p> <p>PAGE 1 OF 3</p>	<p>DATE LAST REVISED</p>
<p>REFERENCES (Include but are not limited to)</p>	<p>APPROVING AUTHORITY</p> <p><i>Aimee Marie M. Bhatt</i></p>		

**I. PURPOSE:** This directive sets forth the responsibilities and procedures for requesting, reviewing, and approving changes in incarcerated individual housing, cell use, cell type, cell physical structure, or capacity.

## **II. RESPONSIBILITIES**

- A. Facility Level: The Superintendent is responsible for requesting approval to make changes in the facility's approved housing, cell use, cell type, cell physical structure, or capacity.
- B. Hub Level: The Supervising Superintendent shall approve or disapprove requests for changes in their respective Hub facilities.
- C. Central Office Level: The Deputy Commissioner for Strategic Planning and Population Management is responsible for coordinating the Central Office Executive review of requested changes and obtaining the Commissioner's approval.

## **III. PROCEDURE**

### **A. Requesting a Change in Approved Housing**

1. The Superintendent shall complete [Form #1902](#), "Request for Change in Housing," by completing the information requested on the top of the form, including the effective date, and Part 1:
  - a. Indicate the location/building and the Locator System identity affected by the change.
  - b. Check all boxes that apply: change in capacity, change in subdivision, change in use, and/or change in structure as well as whether the change is permanent or temporary:
    - (1) If "change in capacity" is selected, indicate the present capacity, the number added or subtracted, and the new capacity.
    - (2) If "change in subdivision" is selected, indicate the present subdivision and the new subdivision.
    - (3) If "change in use" is selected, indicate the present use and the new use.
      - (a) General Confinement
      - (b) SHU
      - (c) Restricted Use
      - (d) OMH Satellite

- (e) Holding
  - (f) SHU Restricted Use
  - (g) Infirmary
- (4) If “change in structure” is selected, indicate the present structure and the new structure.
  - (a) Secure Cell
  - (b) Dorm/Handicapped
  - (c) Dorm
  - (d) Secure/Wheelchair Access
  - (e) Secure/Handicapped
  - (f) Dorm/Wheelchair Access
- c. Indicate the reason for the change in descriptive form.
- d. Upon completion, the Superintendent shall sign [Form #1902](#) and forward it to the Supervising Superintendent.
- 2. If approved, the Supervising Superintendent shall forward the request to the Deputy Commissioner for Strategic Planning and Population Management.

**B. Central Office Review**

1. The Deputy Commissioner for Strategic Planning and Population Management shall log the request in and forward [Form #1902](#) to the Division of Facilities Planning and Development for review and comment.
2. The Division of Facilities Planning and Development, upon completion of its review and entry of comments, shall return [Form #1902](#) to the Deputy Commissioner for Strategic Planning and Population Management.
3. The Deputy Commissioner for Strategic Planning and Population Management shall have copies of [Form #1902](#) prepared and forward a copy to each of the Deputy Commissioners for review and comment.
4. Each Deputy Commissioner, upon completion of this review and entry of comments, shall return [Form #1902](#) to the Deputy Commissioner for Strategic Planning and Population Management.
5. The Deputy Commissioner for Strategic Planning and Population Management shall review the comments of the Division of Facilities Planning and Development and each of the Deputy Commissioners, prepare and enter a summary and recommendation on [Form #1902](#), and forward it to the Commissioner for their review and decision.
6. The Commissioner shall review [Form #1902](#), enter the decision, and return it to the Deputy Commissioner for Strategic Planning and Population Management for distribution.

7. The Deputy Commissioner for Strategic Planning and Population Management shall have [Form #1902](#), containing the Commissioner's decision, copied and distributed to:
  - a. The Requesting Facility
  - b. The Supervising Superintendent
  - c. The Office of Classification and Movement
- C. Implementation: The Office of Classification and Movement will coordinate with the facility to make the necessary changes in the Locator System and communicate when changes are complete.