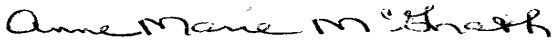
 <b>Corrections and Community Supervision</b>  <b>DIRECTIVE</b>	TITLE <b>Changes In Inmate Housing Capacity</b>		NO. 4030
			DATE 03/20/2019
SUPERSEDES DIR. #4030 Dtd. 03/08/16	DISTRIBUTION A	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY 		

- I. PURPOSE:** This directive sets forth the responsibilities and procedures for requesting, reviewing, and approving changes in inmate 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 inmate 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 Inmate Housing
    - 1. The Superintendent shall complete [Form #1902](#), "Request for Change in Inmate Housing Capacity," by completing the information requested on the top of the form and Part 1, including:
      - a. The location/building, the present capacity, the change(s) requested, and the new capacity (if there is an increase or reduction);
      - b. Reason for the change in descriptive form, including effective date;
      - c. If the beds to be changed are currently listed on the Locator System, indicate the Locator System bed numbers affected by the change; if beds are to be added that are not on the Locator System, indicate the preferred number sequencing; also indicate what the cell use will be in accordance with the following schedule:
        - General Confinement Cell
        - SHU Cell
        - Restricted Use Cell
        - Infirmary Cell
        - OMH Satellite Cell
        - Holding Cell
        - SHU Restricted Use Cell
      - d. Indicate if change(s) are permanent or temporary;

- e. Under "Structure," enter one of the following:
    - Secure Cell
    - Dorm
    - Secure/Handicapped
    - Dorm/Handicapped
    - Secure/Wheelchair Access
    - Dorm/Wheelchair Access
  - f. Upon completion, the Superintendent shall sign [Form #1902](#) and forward 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 his 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:
    - The Requesting Facility;
    - The Supervising Superintendent;
    - Each Deputy Commissioner;
    - The Division of Facilities Planning & Development;
    - The Office of Classification and Movement;
    - The Division of Program Planning, Research & Evaluation; and
    - The Office of Counsel.