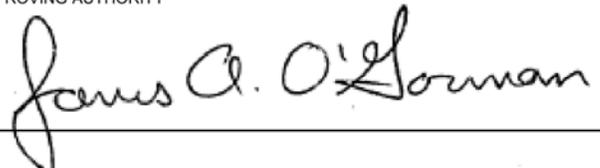


 <p><b>NEW YORK STATE</b> <b>Corrections and Community Supervision</b></p> <p><b>DIRECTIVE</b></p>	TITLE		NO. 4933C
	<p><b>Adolescent Offender Separation Unit (AOSU)</b></p>		DATE 10/03/2018
SUPERSEDES	DISTRIBUTION AB	PAGES PAGE 1 OF 25	DATE LAST REVISED 04/24/2019
REFERENCES (Include but are not limited to) Directives #4040,4202, 4421, 4422, 4910, 4932, 4948, 4101, 4403; HSPM; AOSU Operations Manuel; ACA Expected Practices: 4-JCF-1C-05, 4-JCF-3B-05, 4-JCF-3C-02, 4-JCF-4B-01, 4-JCF-4B-06, 4-JCF-4C-46		APPROVING AUTHORITY 	

## I. GENERAL PROVISIONS

### A. Purpose

1. To establish standards for the operation of adolescent offender separation units (AOSUs) at the Department's adolescent offender (AO) facilities. Unless otherwise provided, the provisions contained herein apply to designated AOSUs only.
2. Set forth herein are the minimum conditions of confinement for AOs admitted to AOSUs pursuant to this Directive. These AOs shall be housed in an area designed to maximize facility safety and security.
3. Whenever the provisions of any section of this Directive are inconsistent with the provisions of a Federal or State court order, such court order will be controlling.

### B. Policy

1. The Department prohibits the placement of AOs into a Special Housing Unit and/or the confinement of an AO in a security room for a period exceeding five days.
2. The Department provides at all AO facilities an AOSU for the confinement of AOs admitted in accordance with the guidelines outlined in this directive. AOs admitted to an AOSU will be confined in a cell/room for no more than eighteen hours per day, five days per week (excluding holidays), with six hours of out-of-cell time consisting of a minimum of four hours of out-of-cell programming for education, or other appropriate out-of-cell programming, with the goal of expediting the transition of the AO into general population and encouraging interaction with others, and two hours out-of-cell outdoor activities (weather permitting) seven days a week.

- ### C. Definition: The AOSU in designated AO facilities shall consist of single occupancy cells grouped so as to provide separation from the general population, and may be used to house AOs confined to such units pursuant to the provisions of this Directive, as well as, such other AOs as approved by the Commissioner or designee.

## II. ADOLESCENT OFFENDER SEPARATION UNIT ADMISSIONS (AOSU)

- ### A. Purpose: AOs may be admitted to AOSUs for any of the several situations described in this section.

### B. Disciplinary Admissions

1. Disposition of Superintendent's (Tier III) hearing for a designated period of time, as specified by the Hearing Officer (Directive #4932A, "Standards of Adolescent Offender Behavior & Allowances").

2. Upon transfer from another facility's AOSU while serving a disciplinary disposition rendered at the former AO facility.

C. Detention Admissions

1. In the case of an AO who is awaiting initial appearance before or determination of a Disciplinary Hearing or Superintendent's Hearing;
2. In cases where an AO is received from another adolescent offender facility and his or her record in the other facility raises a reasonable question as to whether he or she is presently ready to adhere to the Department's rules and policies governing AO behavior; or
3. In the case of a detention admission that occurs upon receipt of a transferred AO from another AO facility, the purpose of such detention shall be solely to ascertain the manner in which the AO will conduct himself or herself in the present AO facility. Provided, however, that a disposition pursuant to a Superintendent's Hearing in another AO facility may be carried out in the facility to which an AO is transferred; and in such case, the admission shall be considered to be a disciplinary admission and the provisions of subdivision C-4 of this section shall not apply.
4. In the case of any detention admission, if a misbehavior report has been issued, the provisions of Directive #4932A shall be applicable. If a misbehavior report or a notice directing involuntary protective custody or administrative segregation has not been issued, the facility's Deputy Superintendent for Security (DSS) or a Watch Commander shall review the detention admission AO's status at least once every 24 hours.

D. Administrative Segregation Admissions

1. This section applies to AO assigned involuntarily to AOSU after a hearing conducted pursuant to Directive #4932A that result in a hearing disposition that sets forth specific reasons why administrative segregation is warranted. The hearing shall be conducted within 14 days of an AO's admission to administrative segregation, after issuance of an administrative segregation recommendation made by the employee who ascertained the facts or circumstances.
2. Administrative segregation admission results from a determination by the facility that the AO's presence in general population would pose a threat to the safety and security of the facility.
3. An AO in administrative segregation status will upon admission to AOSU be placed in Level II of the Adolescent Progressive Movement System (APMS) Program and be afforded the opportunity to earn additional established incentives.
4. An AO in administrative segregation status shall have such status reviewed every seven days for the first two months and at least every 30 days thereafter. [Form #2170](#), "Administrative Segregation Review," shall be used to record the report(s), any recommendation and the decision. The procedure is as follows:

- a. A three-member committee consisting of a representative of the facility executive staff, a security supervisor, and a member of the guidance and counseling staff shall examine the AO's institutional record and prepare and submit to the Superintendent or designee a report setting forth the following:
  - (1) Reasons why the AO was initially determined to be appropriate for administrative segregation;
  - (2) Information on the AO's subsequent behavior and attitude; and
  - (3) Any other factors that they believe may favor retaining the AO in or releasing the AO from administrative segregation.
- b. Upon receipt of the report and any written statement received from the AO, the Superintendent shall, except where the Superintendent or designee refers the matter to central office pursuant to Section D-c (below), make a determination to retain the AO in or release the AO from administrative segregation.
- c. Where the Deputy Commissioner for Correctional Facilities has notified the Superintendent that an AO in administrative segregation is to receive central office review, the Superintendent or designee shall, as part of every review thereafter, refer the committee report, and any written statement received from the AO, to a three-member central office committee consisting of a representative from the Office of Facility Operations, a member of the Department's Office of Special Investigations, and an attorney from the Office of Counsel. The central office committee shall then complete its review and forward the paperwork along with its recommendation to the Deputy Commissioner for Correctional Facilities. Upon receipt of the materials from the central office committee, including any written statement received from the AO, the Deputy Commissioner shall make the determination to retain the AO in or release the AO from administrative segregation.
- d. As part of every review, whenever a determination is made to continue the AO in administrative segregation, the Superintendent or, as applicable, the Deputy Commissioner for Correctional Facilities, shall provide a notice to the AO that states the reason(s) for the determination and includes the following statement:

"A determination has been made to continue your administrative segregation status for the reason(s) stated in this notice. Prior to your next review, you may write to the Superintendent or designee to make a statement regarding the need for continued administrative segregation. The reason(s) stated in this notice, any written statement that you submit, as well as your overall custodial adjustment will be considered during the next scheduled review."
5. At any time when deemed appropriate, an AO may be evaluated and recommended for return to general population at the current AO facility or transferred to another AO facility where it is determined the AO may be programmed into general population.

Nothing in this subdivision shall be construed to terminate the administrative segregation status of an AO who is subject to central office review in accordance with Section II-D-4-c of this section upon the AO's transfer to another AO facility, absent written authorization from the Deputy Commissioner for Correctional Facilities.

- E. Protective Custody Inmates: An AO in protective custody status may be housed in a AOSU. AOs in this status shall upon admission be placed in the APMS Level II and be afforded the opportunity to earn established APMS incentives. An AO in this status shall be subject to reviews as outlined and in accordance with Directive #4948, "Protective Custody Status."
- F. Keyplock Admission
1. An AO in an AO facility may be admitted to an AOSU for reasons such as, but not limited to, the following:
    - a. Awaiting disposition of a Disciplinary (Tier II) or Superintendent's (Tier III) Hearing;
    - b. For confinement pursuant to a disposition of a Disciplinary (Tier II) Hearing or Superintendent's (Tier III) Hearing; or
    - c. Awaiting transfer to another AO facility.
  2. An AO in an AO facility may be admitted to an AOSU for confinement pursuant to a disposition of a Disciplinary (Tier II) or a Superintendent's (Tier III) Hearing, where the disposition included a determination that the AO violated rule 106.11 for failure to comply with a direct order to provide a DNA sample.
- G. Other Admissions
1. An AO may be admitted to an AOSU for any other reason, with the approval of the Deputy Commissioner for Correctional Facilities. The AO shall be allowed the opportunity to be interviewed by an official designated by the Superintendent concerning the AO's placement in an AOSU.
  2. When housed in an AOSU, such AO shall upon admission be placed in Level II of the APMS Program and be afforded the opportunity to earn established APMS incentives.

### III. **ADMISSION PROCEDURE**

- A. Guidelines: Whenever an AO is admitted to an AOSU, a security supervisor will be present and the AO will:
1. Undergo a strip-frisk followed by a hand-held metal detector, portable metal detector and/or BOSS chair search in accordance with the provisions outlined in Department directives concerning "Control of and Search for Contraband."  
NOTE: An AO being transferred from another AO facility shall not be strip-frisked upon admission without probable cause. The metal detector search shall be conducted by the receiving AO facility.

2. Admission Examinations and Assessments:
    - a. Be medically evaluated: Health Services staff will be informed immediately and the AO will be examined by a qualified member of the facility health services staff as soon as possible, but not later than 24 hours after admission. Those AO's who were involved in a fight, a use of force, or a use of chemical agent incident will be examined immediately.  
  
When allegations of sexual assault are present, the AO will be examined by Health Services staff immediately.
    - b. A suicide prevention screening instrument will be completed by the AOSU Security Supervisor in accordance with Directive #4101, "Inmate Suicide Prevention" for all AOs immediately upon admission to any AOSU. If an AO is taken to the infirmary on the way to AOSU, the suicide prevention screening [Form #3152-AOSU](#) is not to be completed until the AO is in the AOSU admission area.
  3. Receive a mental health assessment by Office of Mental Health (OMH) staff within one working day of admission at all AO facilities designated as OMH level 1 or level 2 and within 14 days of admission at all AO facilities designated as OMH level 3 or 4 AOSU. The AO will receive a copy of all rules (in Spanish when applicable) pertaining to the unit and be permitted to discuss these rules with a member of the AOSU staff.
  4. Be assigned to a cell within the AOSU.
    - a. Each cell shall be heated adequately for comfort, as well as being lighted adequately to permit reading. Each cell shall be equipped with the following:
      - (1) One toilet and sink;
      - (2) One mattress per occupant;
      - (3) One bed per occupant;
      - (4) One pillow per occupant;
      - (5) One designated writing surface area; and
      - (6) One storage Container.
    - b. An inventory of the cell equipment will be taken in the presence of the AO.
    - c. A statement to the effect that all equipment listed is present and in an undamaged state shall be signed by the AO and the Officer in charge of the AOSU. If the AO refuses to sign, a statement to that effect will be affixed to the list, signed by the Officer.
- B. Issue Items
1. Personal Property
    - a. AOs assigned to the AOSU shall be allowed to possess their personal property in their cell; and
    - b. Canned goods
  2. As soon as practical, and within 72 hours after admission, each AO will be issued their personal property.

NOTE: On request, a Native American AO will be provided one facility-issued disposable ashtray for smudging, to be replaced on a one-for-one basis.

3. State-issued Property

- a. After the AO is secured in a cell, in those cases where the AO's property is not available for issue, the following State-issue items shall be provided for both male and female AOs:
- (1) 1 pair of pants;
  - (2) 1 shirt;
  - (3) 1 sweat shirt;
  - (4) 1 set of underwear (including bra for female AOs or those requiring due to gender identity);
  - (5) 1 pair of socks;
  - (6) 1 pair of slippers; and
  - (7) 1 pair of sneakers

NOTE: AOs who have previously been issued and possess gender confirming undergarments (e.g., female underwear and bras for an AO in a male classified AO facility) due to their gender identity will have their underwear and bra returned to them following the required admission search. In cases where the underwear or bra are in a condition that prohibits its return to the AO, staff will retrieve these items from the AO's personal property for immediate issuance to the AO following the thorough searching of these items.

Female AOs shall be provided with basic feminine hygiene items as required: sanitary napkins, tampons, and panty liners.

- b. Bedding/flatwork: Upon admission, each AO will be issued the following State-issue items:
- (1) 1 set sheets;
  - (2) 1 towel;
  - (3) 1 pillowcase;
  - (4) 1 washcloth; and
  - (5) 1 blanket.
- c. Toilet articles: As soon as possible, but no more than 24 hours after admission, each AO will be issued the following State-issue toilet articles, which will be replaced as needed:
- (1) 1 bar soap (1 oz. size);
  - (2) 1 plastic comb;
  - (3) 1 toothbrush (mini);
  - (4) 1 roll toilet tissue; and
  - (5) 1 tube toothpaste.
- d. Writing materials: Upon request, each AO will be issued the following writing materials:

- (1) writing paper;
- (2) envelopes; and
- (3) flex barrel mini pen (once issued, will only be replaced on an exchange basis).

NOTE: Upon request of the AO for the purpose of completing legal work (facilitating production of 3 - 5 carbon copies), a flexible barrel mini pen (if issued) shall be exchanged for a stiff barrel mini pen, unless a deprivation order has been issued.

- e. Headphones/Earbuds (facility issue only);
- f. Denial of specific items: If possession of any personal or state issue item specified in this section is determined to present a threat to the safety and security of staff, AOs, or State property, an AO may be deprived of specific items upon issuance of a deprivation order.
- g. Other property: Property items not allowed will be inventoried by the Officer in charge within five days of admission and the inventory sheet will be signed by the Officer and the AO. If the AO refuses to sign, that refusal will be so noted and signed by a witnessing Officer. A copy of the signed inventory sheet will be given to the AO. To avoid claims of improper handling of property, the AO should be permitted to view the inventory in process. However, if it is determined by the area supervisor that the AO's presence may pose a threat to the safety and security of the facility, permission may be denied upon issuance of a deprivation order.
- h. Other privileges
  - (1) Visiting: AOs will be afforded visiting privileges in accordance with the APMS (see Attachment A) except as a result of a visitation sanction at a Superintendent's proceeding or as otherwise provided by this section.

Visits for AOs in AOSUs shall be in accordance with any special precautions deemed necessary or appropriate by the Superintendent of the AO facility. Such special precautions may include, but are not limited to, restriction to noncontact visiting for all visits or with a specified visitor or visitors; denial of visiting with a specified visitor or visitors; or other special precautions to maintain the safety, security or good order of the Department or its AO facilities. However, no employee shall be permitted to monitor the content of conversation between an AO and his or her legal or spiritual advisor.

- (2) Telephone: Telephone calls are to be completed in accordance with the APMS (see Attachment A). Emergency calls and legal telephone calls as approved by the Superintendent, and if requested by the AO, within 24 hours of an AO's arrival at a new facility a staff person designated by the Superintendent, usually from the Guidance and Counseling Unit, shall make an arrival telephone call to a person of the AOs choice to inform them of the AO's transfer. No packages may be received at any time by an APMS Level I or II AO in an AOSU except books, periodicals, and legal materials. APMS Level III may receive packages in accordance with the APMS (See Attachment A)

#### IV. ADOLESCENT PROGRESSIVE MOVEMENT SYSTEM (APMS)

- A. Procedures: A uniform behavioral incentive program, APMS, has been established with progressive increase in privileges in accordance with the APMS level table (see Attachment A). Upon admission to AOSU, AOs will be assigned to the APMS as follows:
  1. Disciplinary Admissions will begin at APMS Level I, and their time in APMS I shall be calculated as of the date their AOSU sanction begins.
  2. Detention Admissions will begin at APMS Level I, and their time in APMS I shall be calculated as of the date of admission to AOSU.
  3. Administrative Segregation Admissions will begin at APMS Level II, and their time in APMS II shall be calculated as of the date their administrative segregation hearing disposition begins.
  4. Protective Custody Admissions will begin at APMS Level II, and their time in APMS II shall be calculated as of the date of admission to AOSU.
  5. Keeplock Admissions will begin at APMS Level I, and their time in APMS I shall be calculated as of the date their Keeplock sanction begins.
  6. Other Admissions will begin at APMS Level II, and their time in APMS II shall be calculated as of the date of admission to AOSU.
  7. AOSU to AOSU Admissions will maintain the APMS Level attained at the previous AO facility.
  8. AOs that complete a period free of regressions, deprivation orders, and misbehavior reports will be eligible for the progressive increases in privileges by APMS Level.
  9. Actions resulting in regressions, deprivation orders, or misbehavior reports during the initial APMS Level I period may result in a loss of privileges and the imposition of a new APMS Level I period.
- B. Commissary Purchase: Eligible APMS Level I AOs will be permitted to make one commissary purchase per month of stamps only in a monetary amount not to exceed 50 percent of the monthly total permitted for general population. Eligible APMS Level II and III AOs will be permitted to make one commissary purchase per month of those items listed below in a monetary amount not to exceed 50 percent of the monthly total permitted for general population AOs and in accordance with the APMS (see Attachment A):

1. stamps (up to maximum buy and possession limits set forth in Directive #4422, "Inmate Correspondence Program);
2. writing pad without spiral binding;
3. legal paper;
4. carbon paper;
5. legal folders without metal clips/fasteners;
6. shampoo (one container), not to be kept in cell;
7. shaving cream (one only, not to be kept in cell);
8. toothbrush, mini (one only);
9. toothpaste (one only);
10. deodorant, stick type only;
11. personal soap (if larger than 1 oz. size bar; to be given at shower time);
12. skin cream (1oz. size containers - up to 10 containers may be purchased per buy); 1 container in cell (others to be issued on use and exchange basis);
13. denture cleanser (effervescent tablet form only; a cup may be issued for use);
14. shower slippers;
15. knit cap (1 green);
16. playing cards (one deck);
17. batteries (for personal radios/tape players only; one for one exchange by AOSU Staff);
18. denture adhesive, 2.4 oz. tube (up to 2 tubes may be purchased per buy; one for use in cell, others to be issued on a use-and-exchange basis); and
19. up to five dollars of non-cookable food (APMS Level III only).

NOTE: Shampoo, shaving cream, and soap will be issued at shower time.

## V. SERVICES

- A. Purpose: The following AO support services are mandated and must be furnished at any time following admission unless deprived by issuance of a deprivation order.
- B. Food: AOs confined in the AOSU will be provided meals of the same type as the meals available to AOs in general population and in sufficient quantity to be nutritionally adequate, except as provided in this section.
  1. All food items will be delivered to the AOs upon receipt from the food service area in a manner that will ensure receipt of the food in an appropriate condition.
  2. AOs may be placed on a special management meal order for the following reasons:
    - a. Throwing food while assigned to the AOSU;
    - b. Refusing to obey a direct order at the time of meal distribution or refusing to obey a direct order to return a food container or utensil at the conclusion of a meal while assigned to AOSU;

3. The Superintendent or designee (the Officer of the Day (OD) or higher ranking authority) may issue a written order ([Form #2190](#), "Special Management Meal Order") placing an AO reported to have engaged in conduct described in Section V-B-2 on a Special Management Meal Order ([Form #2190](#)). Initial authorization may be given verbally but must be confirmed in writing within 24 hours with copies to the Commissioner, the Superintendent, and to the AO.

The order shall briefly state the reason(s) for the imposition of the Special Management Meal Order and contain the following notice to the AO: "You may write to the Deputy Superintendent for Security or designee to make a statement as to the need for the continued imposition of this Special Management Meal Order."

4. Each Special Management Meal Order ([Form #2190](#)) must be reviewed on a daily basis by the DSS or, in his or her absence, the OD or higher-ranking authority. If the OD is not present at the facility (weekends or holidays), the Watch Commander will personally review the Special Management Meal Order and sign the form indicating approval or discontinuance. This review shall be documented by the reviewing Officer, who shall initial and date the order, adding any comments that are appropriate. The Special Management Meal Order ([Form #2190](#)) will be limited to a duration of seven days, or 21 consecutive meals. At the conclusion of that period, if not rescinded prior based on the daily review, the Superintendent will ensure that the AO shall be provided meals of the same type as the meals available to AOs in general population.
5. Special Management Meal Orders will not be extended beyond the seventh day without permission of the Assistant Commissioner for Special Housing/Inmate Disciplinary Programs.
6. The Special Management Meal must consist of a sufficient quantity of wholesome and nutritious food. Such meal may be served in either a paper bag or styrofoam tray.
7. Health Services and Food Services shall be notified in advance of the imposition of a Special Management Meal Order ([Form #2190](#)). Health Services shall review the AO's Ambulatory Health Record (in accordance with HSPM Section 1.25) and sign the form prior to the commencement of a Special Management Meal Order to ensure that the use of the Special Management Meal Order is medically appropriate. A Physician, Nurse, or Physician's Assistant, designated by the Facility Health Services Director, must examine into the state of health of the AO within 24 hours of the commencement of the restriction and daily thereafter during the period of restriction.
8. The Superintendent shall give full consideration to any recommendation that may be made by such Physician, Nurse, or Physician's Assistant, and shall forthwith report to the Commissioner any recommendation made by such person that is not carried out, and in any event, make a full report, in writing, to the Commissioner at least once per week concerning the AO's condition.

9. The Special Management Meal Order shall be suspended during the Passover holiday for an AO who is designated as Jewish in accordance with Directive #4202, "Religious Programs and Practices."
- C. Exercise: All AOs confined in the AOSU must be permitted outdoor exercise daily in accordance with the APMS (see Attachment A), exclusive of the time it takes to go to and return from the exercise area, beginning on the day following admission.
1. AOs normally will be offered the opportunity for outdoor exercise despite weather conditions. If during the exercise period the weather significantly deteriorates, the AO may request and shall be permitted to return to his or her cell. If this occurs, the outdoor exercise opportunity for that day will be considered to have been satisfied.
  2. On those rare occasions when the weather so reduces visibility that it significantly impacts the ability of security staff to visually observe the exercise area (i.e., fog, blizzard, etc.); exercise may be curtailed for the duration of the extreme weather conditions by issuance of a deprivation order.
  3. An AO may be deprived of daily exercise by a Deprivation Order. This shall be requested when the supervisor in charge of the AOSU determines that an AO presents a threat to the safety, security or good order of himself or herself, other persons, or State property.
- D. Medical Services: A qualified medical practitioner (Physician, Physician's Assistant, Nurse Practitioner, Registered Nurse) will be required to examine each AO upon admission to an AOSU.
1. A qualified medical practitioner (as listed above) is required to visit the AOSU once in every 24-hour period to examine into the state of health of the AOs confined in such unit.
  2. Sick call will be conducted daily.
  3. The Officer in charge will prepare a list of all AOs who request to see a medical practitioner.
  4. Any AO who requests to see a medical practitioner will be permitted an opportunity to do so in accord with all good security precautions.
  5. The medical encounter will be recorded in each AO's medical file and in the appropriate AOSU file.
  6. If an AO emergency occurs, the facility Health Services unit will be contacted immediately. The response/action taken by Health Services staff shall be logged.
  7. A qualified medical practitioner must examine the state of health of an AO within 24 hours of the commencement of any special management meal, and daily thereafter during the period of the special management meal.
  8. To the extent consistent with the safety and good order of the facility, staff shall respect an AO's right to privacy during medical encounters and the confidential nature of communications between AO and health care providers.

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E. Mental Health Services

1. Initial Assessment: A mental health clinician (Psychiatrist, Psychologist, Social Worker, or Nurse Practitioner who is licensed by the Department of Education and employed by the Office of Mental Health) shall initially assess all AOs placed in AOSU:
  - a. Within one business day at an OMH level 1 or 2 AO facility; and
  - b. Within 14 days at an OMH level 3 or 4 AO facility.
  
2. Ongoing Assessments
  - a. An AO in an AOSU with a serious mental illness (SMI) who has not been diverted or removed to a residential mental health treatment unit shall be reassessed by a mental health clinician within 14 days of the initial assessment and at least every 14 days thereafter.
  - b. An AO in an AOSU not assessed with a SMI at the initial assessment shall be offered an interview with a mental health clinician:
    - (1) Within 14 days of their initial assessment and every 30 days thereafter at an OMH level 1 or 2 AO facility; and
    - (2) Within 30 days of their initial assessment and every 90 days thereafter at an OMH level 3 or 4 AO facility.
  - c. The Superintendent shall make a full report to the Commissioner at least once a week concerning the condition of an AO with an SMI designation and any recommendation relative to mental health treatment or confinement made by the mental health clinician that is not carried out by the Superintendent.

F. Personal Hygiene

1. Each AO shall have access to the following:
  - a. Showers shall be provided in accordance with the APMS (see Attachment A), for a minimum of five minutes per shower, exclusive of the time it takes to go to and return from the shower area. Use of shampoo is permitted.
  - b. Shaves shall be provided in accordance with the APMS (see Attachment A). Shaving equipment will be on an issue basis and must be returned after use. Use of shaving cream/soap is permitted.
  - c. Haircuts: One per month if requested by the AO.
2. Cell-cleaning materials will be made available three times per week to permit AOs to adequately clean their cells and cell ventilation grates.
3. AOs may be deprived of personal hygiene services by a deprivation order issued in accord with this directive.

- G. Laundry: All clothing items, bedding (excluding blankets), flatwork, and the washcloth will be submitted on a weekly basis in accordance with the AO facility laundry procedures and schedule. The towel will be exchanged one for one a minimum of two times per week except in those AO facilities that elect to exchange two towels once per week. Any item issued to an AO will be freshly laundered.

- H. Law Library Services: The facility law library will provide a list of legal books, journals, and papers in the facility law library. This list will be made available to the AOs in the AOSU upon request.
1. An AO may obtain legal material from the law library, subject to the following restrictions, by submitting a written request:
    - a. A maximum of two items may be ordered at one time.
    - b. The law library will deliver the requested items, if available, to the AOSU within 24 hours of receiving the request.
    - c. AO may retain said legal material for a period of not less than 16 hours nor more than 24 hours at a time.
    - d. AOs may receive legal materials pursuant to procedures set forth in Department directives concerning "Law Libraries and Inmate Legal Assistance."
    - e. No AO advisors or AO law clerks will be permitted to visit the AOSU.
    - f. All communications between AO in the AOSU and the law library will be monitored by facility staff.
    - g. All AO legal materials going to or coming from the law library will be subject to search.
    - h. Whenever a "law library service" item is deemed to be improper or inappropriate, it shall be referred to the Watch Commander for a determination as soon as possible. The staff member doing this shall notify the AO and record the action in the AOSU log.
    - i. AO may be deprived of law library services by issuance of a deprivation order after consultation with the Office of Counsel.
- I. Notary Public: Notarial services will be provided to an AO at least two times per week.
- J. Religious Counseling: Counseling by a member of the facility's Ministerial Services staff will be provided upon the written request of an AO.
1. The facility senior chaplain or a designated member of the Ministerial Services staff will be required to make a minimum of one round per week in the AOSU.
  2. No AO religious advisor or assistant will be permitted to visit the AOSU.
  3. Attendance at congregate religious services will not be permitted.
- K. Counseling Services: AOs who have displayed such adverse behavior as to warrant assignment to an AOSU generally require counseling services to a greater extent than most AOs in general population.
1. An Offender Rehabilitation Coordinator (ORC) will visit the AOSU on a daily basis (excluding weekends and holidays) to provide appropriate counseling services. This will include responding to AO requests, ORC referrals, emergency services, and to see each new admission.
  2. Counseling contacts will be noted in each AO's guidance and counseling unit file and in the appropriate AOSU file.

- L. Education: AOs in AOSUs will be offered the opportunity to participate in four hours per day of out of cell programming five days per week, except in exceptional circumstances.
- M. General Library Services: There shall be available to AOs in the AOSU, general library materials in a quantity equal to at least two books and one magazine/periodical for each AO. This reading material will be rotated in the AOSU every 30 days.
1. Items selected from the general library shall be considered part of the maximum allowed.
  2. Each facility will develop a system for the maintenance of an appropriate inventory record.
- N. Correspondence
1. Each AO shall be permitted to send and to receive privileged and regular correspondence, in accordance with Directives #4421, "Privileged Correspondence" and #4422.
  2. An AO may, at any reasonable time, address a written communication to the Superintendent or the Commissioner. When an AO makes a request for permission to write such a communication, the responsible employee to whom the request is made shall:
    - a. Supply the AO with necessary writing materials and an envelope;
    - b. Allow the AO to write his or her communication in privacy; and
    - c. Forward it promptly to the addressee.
- O. Inmate Grievance Program: AOs assigned to the AOSU will have access to the inmate grievance mechanism as follows:
1. Grievance forms will be made available upon request to an AOSU Officer.
  2. A staff representative of the AO grievance resolution committee will visit the AOSU a minimum of once per week, or more often if necessary, or requested to do so by the supervisor in charge of the AOSU to interview the AO and investigate the grievance.
  3. Appropriate procedures as required by Directive #4040, "Inmate Grievance Program," will be implemented.

## VI. CONTROLS/RESTRICTIONS/RESTRAINTS

- A. Frisks: In accordance with the provisions of Directive #4910, "Control of & Search for Contraband," the following procedures will be followed in such designated AOSUs.
1. Strip frisk
    - a. On initial entry to an AOSU, an AO will be strip-frisked.
    - b. When an AO is transferred from one AO facility AOSU to another AO facility AOSU, he or she may be strip-frisked on exiting the AO facility, but may not be strip-searched or strip-frisked without probable cause upon entry to the receiving AO facility AOSU.
    - c. An AO will be pat-frisked/hand held metal detector scanned whenever he or she goes out of or returns to the AOSU; and prior to and upon returning from any exercise periods, hearings, interviews, etc.

## B. Deprivation Order

1. Deprivation orders will not be imposed as punishment, but only where there is a threat to the safety and security of staff, AO, or State property. Deprivation orders will be terminated when the threat has abated, as determined by security staff.
2. A deprivation order must be authorized by the OD or the DSS or higher-ranking authority. Initial authorization may be given verbally but must be confirmed in writing within 24 hours with a copy to the Superintendent, and one copy to the AO.
3. Each deprivation order must be reviewed on a daily basis by the DSS or, in his or her absence, the OD or higher-ranking authority. If the OD is not present at the facility (weekends or holidays), the Watch Commander will personally review the deprivation order and sign the form indicating approval or discontinuance.  
This review shall be documented by the reviewing Officer, who shall initial and date the order, adding any comments that are appropriate. After seven days, deprivation orders will be reviewed and can be renewed by the Superintendent.
4. The written order and any notice of renewal thereafter must briefly state the reason(s) for the deprivation and contain the following notice to the AO:  
"You may write to the Deputy Superintendent for Security or his or her designee to make a statement on the need for continuing the deprivation order."
5. Any deprivation order depriving an AO of minimum standard items (e.g., bedding, clothing, etc.) for "mental health" or "psychiatric" reasons must be approved by an appropriate clinical professional or, in their absence, by the ranking facility health service professional, DSS, OD, or higher-ranking authority.
6. When there is a deprivation order depriving an AO of in-cell water, the AO's cell water shall be turned on for at least ten minutes, five times per day, as follows:
  - a. Approximately 30 minutes prior to the service of each meal, once at the beginning of tour I (nights), and once during tour III (evenings) in accordance with a schedule established by the Superintendent;
  - b. Staff shall notify the AO prior to turning on the water and record the times that the water is turned on and off in the unit activity log; and
  - c. Additional beverages shall be provided if determined necessary by medical staff.
7. The Office of Mental Health (OMH) will be notified of the issuance, renewal, and termination of all deprivation orders issued to AOs on the OMH caseload.

NOTE: Deprivation orders and renewals shall be recorded on [Form #2187](#), "Deprivation Order," and [Form #2187R](#), "Deprivation Order Renewal."

## C. Use of Restraints, Generally

1. Definition: For the purposes of this section, mechanically restrained means either:
  - a. Handcuffed in front with or without a waist chain; or
  - b. Handcuffed in back with or without a waist chain.

2. Application of restraints: An AO assigned to an AOSU will be placed in mechanical restraints in accordance with the APMS (see Attachment A) for inter unit movement prior to exiting his or her cell. If the AO is escorted off the unit, the AO shall be handcuffed in front with a waist chain. In order to accommodate the restraint procedure, the AO will be required to place his or her hands through the feed-up port.
3. Temporary Removal of Restraints
  - a. Once outside the room, restraints shall be removed to accommodate the following:
    - (1) A request of a Physician or a Physician's Assistant (PA) when removal is necessary to permit medical treatment;
    - (2) A request of the Parole Board at a parole hearing;
    - (3) A request of a Judge or Magistrate; or
    - (4) An order of the DSS or higher-ranking authority.
  - b. Once outside the room, restraints shall also be removed to accommodate the following, unless otherwise specified in a restraint order:
    - (1) A scheduled shower, when the AO can be secured in a shower room;
    - (2) A scheduled period of exercise when the AO can be secured in an exercise area; or
    - (3) A visit.
  - c. If mechanical restraints have been removed, they will be reapplied prior to return to the AOSU cell.

NOTE: During programming in the AOSU all AOs will be seated and secured in a RESTART chair with leg restraints only, absent a Restraint Order.

D. Restraint Orders

1. Any AO assigned to an AOSU who has a history of assaultive behavior and/or who presents a threat to the safety or security of himself/herself, other persons, or State property may be placed under a restraint order by the DSS or, in his or her absence, the OD, or higher-ranking authority.
2. A restraint order will be valid for no more than seven days and will be reviewed and may be renewed by the Superintendent or, in his or her absence, the OD.
3. Copy of the restraint order must be forwarded to the Superintendent and the AO within 24 hours. The order and any renewal thereafter must briefly state the reason(s) for the order or renewal and contain the following notice to the AO: "You may write to the Deputy Superintendent for Security or designee to make a statement as to the need for continuing the restraint order."
4. A restraint order will describe the types of restraints to be used and the manner in which they are to be applied (e.g. handcuffed in front or in back, with or without waist chain, with or without leg irons).

5. If an AO is under a restraint order directing that he or she be mechanically restrained whenever he or she leaves the AOSU cell for any reason, the AO will remain mechanically restrained during the entire period of time he or she is out of the AOSU cell, except:
  - a. Upon request of a Physician, Nurse Practitioner, or a Physician's Assistant (PA) when removal is necessary to permit medical treatment;
  - b. Upon request of the Parole Board at a parole hearing;
  - c. Upon the request of a Judge or Magistrate;
  - d. When the AO can be secured in a shower room during the scheduled shower period;
  - e. When the AO has been secured in the exercise area, unless the restraint order (or renewal) includes a written determination stating the reason(s) why the removal of restraints in the exercise area would, in the light of the particular circumstances relative to the affected AO, present a threat to the safety or security of the AO, other persons, or State property.

Such a determination, in any restraint order or renewal, shall only remain in effect for three days, unless approved in writing by the Superintendent or acting Superintendent, based upon his or her review of the relevant facts.
  - f. Upon order of the DSS or higher-ranking authority; or
  - g. When in an AO general population visiting room and not in a non-contact area.
6. When mechanical restraints are removed pursuant to subdivision VI-D-5-e (above), they will be reapplied as specified in the restraint order prior to return to the AOSU cell.

NOTE: Restraint orders and renewals shall be recorded on [Form #2186](#), "Restraint Orders," and [Form #2186R](#), "Restraint Order Renewal."

- E. Closing Cell Hatch Covers: In those AOSU cells that have only one solid door, the fixed vision panels will be maintained with the solid metal hatch coverings in an opened position, unless a deprivation order is issued. A deprivation order to close such hatch coverings may be imposed only where there is a threat to the safety of staff, AOs, or State property.
  1. Feed-up hatches shall remain closed except during feed-up activities or when it is necessary to open the hatches to pass items to or from the AO.
- F. Use of Cell Shields
  1. A cell shield is a transparent cell front covering, equipped to provide adequate ventilation.
  2. Cell shields may be ordered for good cause, including but not limited to the reasons listed below:
    - a. Spitting through the cell door, or the throwing of feces, urine, food, or other objects through the cell door.
    - b. The AO refuses to keep his or her hands within the cell and/or otherwise attempts to assault or harass staff.

- c. The AO is so disruptive as to adversely affect the proper operation of the unit.
3. Use of the cell shield shall be ordered by the DSS or, in his or her absence, the OD or higher-ranking authority. The cell shield order shall be valid for no more than seven days and will be reviewed and may be renewed by the Superintendent or, in his or her absence, the OD.
  4. A copy of the cell shield order shall be forwarded to the Superintendent and the AO within 24 hours. The order and any renewal thereafter shall briefly state the reason for the order or renewal and contain the following notice to the AO:  
 "You may write to the Deputy Superintendent for Security or designee to make a statement as to the need for continuing the cell shield order."

NOTE: Cell shield orders shall be recorded on [Form #2188](#), "Cell Shield Order – SHU," and [Form #2188R](#), "Cell Shield Order – SHU –Renewal."

## VII. OPERATIONS

- A. Adolescent Offender Separation Unit Operations Manual: Each AOSU shall operate in accordance with a AOSU Operations Manual, which has been approved by the facility Superintendent.
  1. The Operations Manual will be based on the provisions of this directive.
  2. A copy of this directive #4933C, "Adolescent Offender Separation Unit" shall be included in the AOSU Operations Manual.
  3. A copy of the AOSU Operations Manual will be located within the AOSU, is to be reviewed by every employee assigned therein, will be maintained, and will be constantly available for reference purpose.
  4. A copy of the AOSU Operations Manual and all revisions thereto will be forwarded to the Director of Special Housing in Central Office and maintained on file at that location.
- B. Sign-In/Out Log: Each AOSU will maintain an official log of all visitors to the unit.
  1. Each and every visitor will be required to place the following information in the log immediately upon entry to the AOSU:
 

● Date	● Purpose of visit
● Time entered unit	● Signature
● Printed name and title	● Upon exit will enter time left unit
  2. Supervisors must make their log entries in red ink.
  3. Completed logs will be placed in secure storage in a location designated by the Superintendent.
- C. Unit Activity Log
  1. Each AOSU will maintain an official chronological log of all activities occurring on the unit. Contents will include but are not limited to the following:
    - a. Names and titles of all employees assigned to the unit, list date, and tour of duty.

- b. Names and titles of all visitors to the unit, including the specific purpose(s) of the visit.
2. Staff of the opposite gender shall verbally announce their arrival on a housing unit to avoid unnecessarily invading the privacy of AOs of the opposite gender unless emergency conditions dictate otherwise. This announcement will be recorded in the unit logbook.
3. A record of AO admissions to include the following:
  - a. Name and number,
  - b. Time admitted,
  - c. Supervisor who authorized admission,
  - d. Type of admission,
  - e. Disposition,
  - f. Escorting employees,
  - g. Officer(s) who conducted pat frisk or strip frisk, and
  - h. Supervising sergeant.
4. A record of incidental AO exit and entry including name and number, times, reasons for exit/entry, and names of escorting Officer(s).
5. A record of AO releases to include name and number, time released, and reason (time expired, transfer, etc.).
6. A record of when a restraint order is applied to include:
  - a. AO name and number,
  - b. Time placed in restraint,
  - c. Reason and authorizing employee, and
  - d. Time removed from restraint.

NOTE: This does not include those AOs placed in restraint merely for escort off the unit.

7. A record of all occasions when a deprivation order is imposed. This record will include the reasons for said deprivation and the name of the authorizing official.
8. A record of all occasions when all hatch coverings are closed and the reasons therefore.
9. A record of all occasions when "cell shields" are used and the reasons therefore.
10. A record of the starting and ending times of AO exercise, AO showers, and AO telephone calls.
11. A record that indicates the announcement of the presence of medical or mental health staff on the unit and that medical or mental health rounds were completed.
12. The names and numbers of AOs who receive medical attention or medication.
13. The name and number of any AO who refuses medical attention when it is felt that medical attention is required.
14. The name and number of any AO who refuses a visit.

15. A record of all AOs on a special management meal, when served.
16. A record of all unusual incidents occurring on the unit.
17. A record of all AO contacts with the Inmate Grievance Resolution Committee (IGRC) staff representatives.
18. A record of all contacts between Mental Health Staff and specific AOs to include all out-of-cell interviews that are completed or an indication if the AO refused a scheduled interview. The time out and end time of the out-of-cell interview shall also be recorded.
19. A record of all contacts between ORCs and specific AOs.
20. A record of any occasion in which an employee enters a cell assigned to an AO for a reason other than routine.
21. A record of each round conducted (see Section IX-A below).

NOTE: Completed logs will be placed in secure storage in a location designated by the Superintendent. Upon completion of an authorized removal of an individual or sign in/out logbook, a notation (in red ink) will be made explaining the reason for the removal along with the utilized auxiliary logbook number and page of the recorded minutes.

D. Cell Search Log

1. Each AOSU shall maintain a log for recording searches of AO cells. This log shall include:
  - a. Name and number of the AO assigned to cell which is searched;
  - b. Date and time of search;
  - c. Names of Officers conducting search;
  - d. List of contraband found;
  - e. Name of supervisor authorizing search;
  - f. List of any State or AO property damaged; and
  - g. Cell integrity items including, but not limited to: walls, floors, ceilings, sinks, vents, bars, etc. have been inspected. An entry will also be made indicating any deficiencies noted.
2. It is the duty of the supervisor assigned to the AOSU to make weekly inspections of these logs to determine that they are current and that searches are made in a timely and reasonable manner.

E. APMS Telephone Call Log:

1. Each AOSU shall maintain a log for recording APMS AO telephone calls. This log shall include;
  - a. Name, Number, and cell location of the AO;
  - b. Date and time of telephone call or attempt if unsuccessful;
  - c. Name of Officer(s) supervising the telephone call;
  - d. APMS Level of AO; and
  - e. Notation indicating if the AO accepted or declined the opportunity to make a telephone call.

- F. AO File: The supervisor in charge of the AOSU will cause a file to be kept on each AO assigned. That file will contain:
- Cell Equipment Statement
  - Miscellaneous
  - Medical Order(s)
  - Suicide Prevention Screening Form(s)
  - Deprivation Orders
  - Restraint Orders
  - Disciplinary Dispositions
  - Property Storage Receipts
  - Shield Orders
- G. Solid Cell Doors with Expanded Vision Panels: Designated cells in AOSUs may be equipped with solid cell doors with Expanded Vision Panels (EVP) to promote increased visibility and communication for AOs with serious mental illness (SMI).
- AOs designated with SMI who are placed in AOSU should be placed in a cell equipped with EVP, keeping with the Department's efforts to provide visibility and communication, while maintaining a safe working environment for staff.
1. In those AOSU cells that have EVP doors, the sliding transparent Lexan Vision Panel will be maintained in a closed position when an AO who has not been diagnosed as SMI is assigned to the cell.
  2. In those AOSU cells that have EVP doors, the sliding transparent Lexan Vision Panel will be maintained in an open position when an AO with SMI is assigned to the cell to facilitate increased visibility and communications.
    - a. A cell shield order will be required to close the sliding transparent Lexan Vision Panel when an AO with SMI is assigned to the cell.
    - b. The sliding transparent Lexan Vision Panel may be temporarily closed when it is necessary to move an AO for other than routine reasons (e.g. when an AO is being disruptive during movement or use of chemical agents).

## VIII. ADOLESCENT OFFENDER SEPARATION UNIT SUPERVISION

- A. Unit Supervisor: A supervisor of the rank of Correction Sergeant (or higher) will be responsible for the supervision of the unit and, at a minimum, be present whenever:
1. An AO is admitted;
  2. An AO is removed from his or her cell for other than routine reasons (showers, exercise, etc.);
  3. An AO who is under a restraint order is removed from his or her cell for any reason; and
  4. In the discretion of the facility Watch Commander or higher authority, whenever an AO is escorted from the unit for activities including, but not limited to, visits and routine infirmary visits.
- B. Unit Supervisor: The unit supervisor will be notified whenever a cell is entered by staff for other than routine reasons. A record of such occurrence will be entered in the unit activity log.
- C. Watch Commander: The AOSU, including the sign-in/out and chronological logs, will be inspected daily by each Watch Commander during his or her tour of duty. The Watch Commander will sign each log in red ink during his or her inspection.

- D. Facility Executive Staff: Superintendent and each member of the Executive Team shall visit the AOSU at least once per week. All on-duty facility Correction Captains, regardless of facility duty assignment, shall visit each AOSU a minimum of once per day.

**IX. INSPECTIONS:** Essential to good security practices, constant physical inspections will be conducted by security staff as follows:

- A. Rounds: Unit Officers will have accountability for all AOs assigned to the unit and will conduct rounds on all three shifts. Rounds will be made at least every 30 minutes, but on an irregular basis.
- Each AO and cell will be observed to ensure that anyone in need of medical attention receives prompt care, that scheduled activities (e.g., showers and exercise) are being completed, to guard against misconduct, and to detect fire/safety hazards, etc. Night time rounds will be conducted in a manner that is not disruptive to the unit and does not interfere with AO's asleep.
- B. Cells: Each AOSU cell will be thoroughly inspected prior to and immediately after occupancy in order to prevent the presence of contraband and to ensure its good condition in addition to those inspections required in accordance with the provisions of Directive #4910, "Control of & Search for Contraband." Discrepancies will be recorded in the AOSU Log. All AO cell doors/gates will remain closed and locked at all times with the exception of when the AO is entering or exiting the cell or staff is conducting a search or frisk.
- C. Gates/Locks: Gates and locks will be examined and tested on a periodic basis, but not less than once per week. The results of such examinations and tests shall be reported in writing to the DSS.
- D. Bars: Bar checks will be conducted on a scheduled basis, but not less than once per week. To ensure that all bars receive proper attention, the results of such examinations and tests shall be reported in writing to the DSS.
- E. Ventilation Grates: Each AOSU cell ventilation grate shall be thoroughly inspected and cleaned prior to occupancy in order to prevent the presence of contraband and to ensure its good condition. Periodically, the ventilation grate shall be inspected for contraband and to ensure that the AO is keeping the grate clean.
- F. Exercise Areas: Each area will be physically inspected immediately before and after use.
- G. AQ: Physical searches of AOs will be conducted as required in accord with the provisions of Directive #4910, "Control of & Search for Contraband." AOs who provide services to AOs in the AOSU (e.g., barber, maintenance, etc.) must be approved by the facility DSS. These AOs shall be pat frisked and hand scanned upon entry and exit of the AOSU.
- H. Items Entering the AOSU: All items entering the AOSU area must be thoroughly searched by security staff (e.g., food carts, property, etc.).

- X. AOSU INMATE TABLET PROGRAM:** The Department will provide each inmate assigned to an AOSU with access to a Static Content Tablet.
- A. Definitions
1. **Static Content Tablet:** An electronic device distributed by facility security staff to each AO assigned to an AOSU at no cost, which contains a variety of preloaded applications, including educational material, videos, e-books, music, games, and other media approved by the Department.
  2. **Tablet Charging Cart:** A steel mobile storage container utilized for the secure storage and charging of the tablets. Tablets remain locked and secure in the cart while not in use. The Static Content Tablets will be securely stored and charged in these charging carts.
  3. **Headphones/Earbuds:** A pair of small loudspeaker drivers worn on or around the head over a user's ears. Headphones are also known as earbuds.
- B. Procedures
1. **Tablets**
    - a. All AOSU AOs will be provided access to a Static Content Tablet during their period of confinement in an AOSU by the service provider at no cost to the AO or the Department.
    - b. All AO refusals to accept the issuance of a tablet shall be documented in the AOSU Tablet Logbook.
    - c. The approved and supplied AOSU in-cell headphones are compatible and must be utilized with the tablets.
    - d. Tablets shall not be connected to any other device or computer.
    - e. Tablets will be distributed and collected by security staff members.
    - f. AOSU AOs will be issued tablets and utilize them in their assigned cell only.
    - g. AOs may only possess or use the tablets issued to them and are prohibited from lending or giving their assigned tablets to other AOs.
    - h. Any problems or issues during tablet usage will be reported immediately to a staff member.
    - i. An AO who damages a tablet with malice may be responsible for the repair or replacement cost.
    - j. The service provider, in consultation with the Department, reserves the right to deny a tablet to an AO who has destroyed or damaged a tablet in the past. Use of a tablet is a privilege and may be suspended for abuse, misuse, or other misconduct, pursuant to the procedures for implementing the standards of inmate behavior under 7 NYCRR, Part 254 and Directive #4932A, "Standards of Adolescent Offender Behavior & Allowances," and as set forth in Section IV-A.
    - k. The service provider is solely responsible for maintaining and repairing the tablets and any associated infrastructure.

2. Issuing/Collection: The Static Content Tablets will be distributed once daily for a specific timeframe based on the facility schedule and in accordance with the AO's APMS Level and APMS Level Table. All eligible AOs will be issued a Static Content Tablet by a security staff member.
  - a. The Static Content Tablets shall be removed from the charging cart and distributed to the eligible AOs assigned to the AOSU.
  - b. The Static Content Tablets shall be collected, visually inspected, and secured in the charging cart in charging mode following the completion of the allotted time.
3. Storage
  - a. When not in use, all tablets will be stored in a secured charging cart in a secure area in close proximity to the area where the tablets are being utilized.
  - b. The tablet charging cart will be connected to power, securely locked, and in charging mode
- C. Termination, Suspension of Tablet Use Privileges: A Hearing Officer may impose a loss of Static Content Tablet privileges for an AO for violation of this policy or as a disciplinary sanction pursuant to the procedures for implementing the standards of inmate behavior under 7 NYCRR, Part 254 and Directive #4932A, "Standards of Adolescent Offender Behavior & Allowances."
- D. Documentation: Each AOSU shall maintain a bound and page-numbered log for recording APMS AO tablet use. This log shall include:
  1. Starting daily inventory number for the Static Content Tablets for each eligible inmate (include name, DIN, cell location, and APMS level);
  2. Date and times of issuance of the Static Content Tablet
  3. Name of Officer(s) who issued, supervised, and collected the tablets;
  4. Record of any problems or issues;
  5. Notation indicating if the AO accepted or declined the issuance of a tablet; and
  6. Ending daily inventory of Static Content Tablets.

# ADOLESCENT OFFENDER SEPARATION UNIT(AOSU)

## Program Privileges by APMS Level

	APMS Level I	APMS Level II	APMS Level III
Time Spent in Each APMS Level (No regressions, deprivation orders, or misbehavior reports)	10 Days	20 Days	Contingent upon good behavior and positive programming
Daily Exercise (hrs. daily/ 7 days per week) (Congregate/Single)	2 hours	2 hours	2 hours
Restraints	Cuffs Behind Back	Cuffs Behind Back	Cuffed in front
Telephone Call (15 minutes each)	None	One call during APMS II	1 call every 30 days
Static Content Tablet	None	2 hours/daily	4 hours/daily
Visits (per week)	1 visit	1 visit	2 visits
Headphones (or pers. radios where no jacks exist)	Yes	Yes	Yes
Commissary	Stamps Only	4933C	Up to \$5 non- cookable food/playing cards
Hygiene (Showers/Shaves per day)	1	1	1

**SUICIDE PREVENTION SCREENING GUIDELINES – ADOLESCENT OFFENDER SEPARATION UNIT (AOSU) ADMISSION**

This form will be completed immediately upon admission or readmission of an adolescent offender (AO) to an AOSU. The form will be filled out by the AOSU Security Supervisor. The #3152 AOSU form will function as the mental health referral.

NAME	DIN	DATE	TIME
Name of Facility	Name of Screening Person	Length of AOSU Sentence	
Reason AO is admitted to AOSU unit			

Check appropriate YES or No Response for Each Question

**Observations of Escorting Officer**

YES NO

NOTE: COMMENTS/OBSERVATIONS/RESPONSES

Escorting Officer observed bizarre behavior or behavior that may be a sign of suicide risk.	***		
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**AOSU Screening Questions**

1. Do you have concerns about being able to adjust to AOSU? If YES, what are your concerns?			
2. Have you felt so nervous or worried in a way that felt unbearable, like you couldn't stand it anymore?			
3. Do you feel like killing yourself?	***		
4. Do you feel like hurting yourself?	***		
5. Do you feel that life is not worth living?	***		
6. Do you wish you were dead?	***		
7. Do you feel that you or your family would be better off if you were dead?	***		
8. Have you given up hope for your life?	***		

**Behaviors/Appearance**

5. AO shows signs of depression (e.g. crying, withdrawn)	***		
6. AO appears anxious, scared or suspicious	***		
7. AO appears excessively irritable, angry or hyperactive	***		
8. AO appears to have poor hygiene			
9. AO appears confused, not following direction or responding appropriately ( <i>if YES, please refer the AO to DOCCS Medical immediately. AO must be seen by Medical prior to Mental Health</i> )	***		
10. Inmate AO appears to be under the influence of alcohol or drugs. ( <i>if YES, please refer the AO to DOCCS Medical immediately. AO must be seen by Medical prior to Mental Health</i> )	***		

**Actions:**

- If any box is marked with \*\*\* is checked, make an immediate referral to Mental Health and notify the Watch Commander. If the AO refuses to answer any of the screening questions where \*\*\* is marked note that fact in the comments section and make an immediate referral to OMH.
- If any of the other YES boxes are checked, make a regular referral to Mental Health.

**Type of Mental Health Referral needed:**

How the notification was made:

None  
 Phone

Regular  
 In-writing

Immediate  
 In-person

Name and title of clinician contacted is required:

Name	Title
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- If for any reason you feel there is a significant problem with the AO, notify Mental Health and call the Watch Commander. The source of a mental health referral and information provided on the referral may be protected from disclosure under Mental Health Law, Section 33.13 and 33.16 of the Mental Hygiene Law, if such disclosure could be detrimental to the referral source, to the patient or other persons.

**Distribution:** **White** – OMH \*If no OMH referral was required or the facility does NOT have OMH staff, white copy to Guidance file  
**Canary** – AOSU Supervisor (for the AOSU file) **Pink** – Watch Commander **Goldenrod** – Medical/Mental Health Section