




STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF CORRECTION

 DIVISION OF CORRECTION DIRECTIVE	PROGRAM:	CUSTODY AND SECURITY
	DCD #:	110-22
	TITLE:	Reduction in Violence
	ISSUED:	September 1, 2007
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	APPROVED:	 J. Michael Stouffer Acting COMMISSIONER

I. References:

- A. DCDs 105 Series; 110-23 Monthly Use of Force Statistics
- B. Facility Incident Reporting Manager (FIRM)
- C. ACA Standard 4-4231

II. Applicable to: All Division of Correction Facilities

- III. Purpose: To implement proactive initiatives, policies and procedures to reduce incidents of inmate violence, including violence directed toward staff and inmates.

IV. Definitions:

IAT – Incident Assessment Team is comprised of a major, captain, correctional officer II, and case management manager/supervisor as approved by the warden. The Incident Assessment Team will review each incident of violence and prepare a report for the monthly Reduction in Violence (RIV) Committee meeting.

RIV – Reduction in Violence Committee is responsible in reviewing and identifying strategies and initiatives to reduce levels of violence within the institution.

Violence - Any attempt to impose one's will on another through physical force or the threat of physical force, including any deliberate behavior that causes, or intends to cause physical injury or harm to another person. Examples of violence include assault, battery, aggravated assault, and homicide.

Level I: Homicide – The murder or manslaughter of one person by another.

Level II: Aggravated Assault – Any attempt to cause serious bodily harm to another person or behavior that cause serious bodily harm purposely, knowingly or recklessly. This includes use of a deadly weapon.

Level III: Battery – Injury or contact upon the person of another in a manner likely to cause bodily harm. This includes bodily secretions directed at another person.

Level IV: Assault – Any use of, or threat of physical contact with another person without their consent. This includes any intimidating or threatening language or gestures.

V. Policy:

The Division of Correction has a zero tolerance of acts or threats of violence in its facilities. This zero tolerance policy means each and every act or threat of violence, regardless of the people involved and/or circumstances will bring forth a prompt investigation and an appropriate response to those findings. While certain behavior may lead to disciplinary sanctions, emphasis is on providing a safe and secure environment for both staff and inmates. Acts of violence will be vigorously prosecuted both administratively and criminally.

VI. Procedure:

- A. Each warden shall establish a Reduction in Violence committee for the purpose of reviewing and identifying strategies and initiatives to reduce levels of violence in the institution. Additionally, the committee shall review all Incident Assessment Team results.
 1. The assistant warden shall serve as chairperson of this committee. The committee shall minimally be comprised of the following members: security chief, major, intelligence officer, training coordinator, case management, social work, psychology, sergeant, CO II, and chair of Incident Assessment Team.
 2. The committee shall meet monthly, and the minutes will be forwarded to the warden.
 3. The warden shall review and approve any recommended actions or strategies and report monthly to the Assistant Commissioner – Security Operations via the Regional Commissioner. A copy of the Monthly Use of Force Statistics shall be included with this report.
- B. Reduction in Violence Committee
 1. The RIV shall review all incidents of violence as defined in the FIRM assault categories. Other triggers for incidents to be reviewed by the RIV:
 - Notices of Inmate Rule Violations for any of the assault rules;
 - Uses of Force (spontaneous or planned, including cell extractions);
 - Serious Incident Reports for assaults;
 2. The RIV shall meet at least monthly. In addition to incidents of violence, the RIV shall review:

- A summary of ARP issues for the month
 - A summary of Administrative Segregation and protective custody placements
 - A summary of STG membership levels in the facility and new validations
 - Weekly Intelligence Reports
 - Monthly K-9 Report
 - Monthly Random Urinalysis Reports
 - Monthly Use of Force Statistics
3. In addition to the facts of the situation and appropriateness of any force used by staff, the review of each incident shall address:
- Root cause of incident and contributing factors
 - Was the incident avoidable?
 - Could anything have been done to prevent the incident from escalating into violence?
 - Are there any procedure or policy changes that should be implemented to help prevent this type of violence in the future?
 - What corrective action will be taken?
- C. The Incident Assessment Team (IAT) primary purpose is to review each incident of violence. The IAT shall ensure that the findings are available and presented by the assigned chairperson at the next scheduled Reduction in Violence committee meeting. Each warden shall designate responsible parties for scheduling the Post Incident Review form and for compiling and completing the Monthly Incident Assessment Team Report.
- D. A Post-Incident Review form (DC Form 110-42aR) shall be completed for each incident of violence as well as the Notice of Inmate Rule Violation (DC Form 105-5a) and Facility Incident Reporting Manager (FIRM) entry.
- E. Inmates who are found guilty of rule violations 100, 101, 102, 103, 104, 105, 117, 118, or 119 shall be reviewed by the IAT who will recommend additional institutional violence reduction sanctions in accordance with established policy and procedures.
- F. In addition to sanctions received through the adjustment process, the warden may curtail privileges such as:
1. Visits – limit to immediate family or curtailed entirely depending upon the severity of the violation;
 2. Commissary – limit commissary to only toiletry and hygiene items for a period of time relevant to the severity of the violation;

3. Property – limit property items or forfeiture of electronics for a period of no less than six months on the first occasion or permanently for additional occasions for inmates convicted of violent acts;
 4. Spending accounts – limit spending accounts of inmates convicted of violent acts;
 5. Telephone – limit telephone privileges for inmates convicted of violent acts; or
 6. Security Level Classification - may prohibit inmates from progressing to lesser security.
- G. A watch list shall be developed through the institutional intelligence officer for inmates who have the tendency to engage in violent behavior. The institution intelligence officer shall update the Inmate Data Manager (IDM) to include extra fields for validating inmates as warranted.
- H. The warden shall ensure that all correctional staff shall be trained in methods used for the reduction of violence.
- I. The warden shall appoint a person to coordinate with the Internal Investigative Unit (IIU) the prosecution of criminal cases in accordance with this directive that are referred to the state's attorney's office. The coordinator, in consultation with the warden, shall ensure that all employees involved in the case are properly trained in courtroom etiquette. He/she shall coordinate with the state's attorney's office and the facility to ensure that all affected individuals are subpoenaed in a timely manner and are present and prepared for the case.
- J. Each warden shall issue an institutional directive to comply with this DCD.
- VI. Attachments:
- A. Appendix 1 - Post-Incident Review, DC Form 110-22aR
 - B. Appendix 2 – Monthly Incident Assessment Team Report
- VII. Rescissions: None

Distribution: A