

## INTERIM REVISION MEMO

**To:** All Staff

**From:** Andrew A. Pallito, Commissioner

**Through:** William Lawhorn, Director of Facility Operations

**RE:** Addition to Administrative Directive #306.01 *Incapacitated Persons*  
(*INCAPS*)

**Date:** March 28, 2012

**Cc:** *Lisa Menard, John Murphy*

The following addition to current Administrative Directive #306.01, *Incapacitated Persons*, is effective immediately.

For the purposes of this Directive, individuals accepted by the Department of Corrections as “*INCAPS*” will be provided safe housing and basic services during the short time they are lodged. During the lodging period, all reasonable measures to maintain an individual’s safety will be taken to ensure the person is safe from him/herself and others. All Department Administrative Directives that set out procedures to protect an inmate’s individual safety apply to incapacitated persons, including, but not limited to, the use of force, use of restraints, suicide prevention procedures and observations.