
**MISSOURI DEPARTMENT OF CORRECTIONS
INSTITUTIONAL SERVICES
PROCEDURE MANUAL**

IS-SOP21-1.2 Administrative Segregation

Signature on File

Kelly Morriss, Warden

Effective Date: January 10, 2020

- I. PURPOSE:** This procedure establishes guidelines for the routine operation of the administrative segregation unit. Also included are guidelines for providing offenders assigned to administrative segregation with the option of participating in program planning with the overall goal being to change unacceptable behavior patterns. Participation in program planning should be entered into at the most appropriate time during the offender's stay in administrative segregation in an effort to maximize the offender's success in the program.

*****SOP: This institution is in compliance with Institutional Services Procedure IS21-1.2.**

- A. AUTHORITY:** Sections 217.175, 217.335, 217.375 RSMo, 93-4571-CV-C-9
- B. APPLICABILITY:** Each warden of any facility housing offenders under the jurisdiction of the division of adult institutions and division of offender rehabilitative services will develop standard operating procedures based on the guidelines established herein.
- C. SCOPE:** Nothing in this procedure is intended to give a protected liberty interest to any offender. This procedure is intended to guide staff actions.

II. DEFINITIONS:

- A. Administrative Segregation:** A unit where an offender may be temporarily placed for the security and good order of the institution.

******SOP: Housing Unit 3 is designated for administrative segregation (Adseg) assignments.**

- B. Administrative Segregation Committee:** Chaired by the functional unit manager with a caseworker and COIII or above as members. The caseworker will act as chairperson in the unit manager's absence. Another staff member may sit as a member in place of the caseworker. At least 3 members shall be present to hold a hearing.
- C. Alternate Meals/Serving Methods 30 Day Time Frame:** The 30 day period will include an offender's continuous time spent in the segregation unit regardless of assignment between temporary administrative segregation confinement, disciplinary segregation or administrative segregation. The time frame will begin with the first incident and will extend 30 days after each subsequent incident until the offender has 30 days without an incident.
- D. Mandated Single Cell Assignment:** Assignment of an offender to a single cell within a administrative segregation unit for documented safety and security reasons, such as offenders who are considered an immediate or a long term danger to other offenders that would be celled with that offender, based on extremely violent, aggressive, threatening actions toward others, which may include murder/manslaughter, sexual assault/rape, assault with serious physical injury, sexually active HIV positive offender. This offender is not to be celled with other offenders.

- E. Program Plan:** A strategy designed to provide an offender with opportunities to modify unacceptable behavior patterns.
- F. Qualified Mental Health Professional (QMHP):** Includes psychiatrists, physicians, psychologists, associate psychologists, psychiatric R.N., licensed clinical social workers and licensed professional counselors.
- G. Segregation:** The act of separating an offender from access to other offenders and/or specified offenders.
- H. Security Mattress:** A mattress comprised of three state blankets layered together, folded in half lengthwise, stitched around the edges, and stitched crosswise from corner to corner.
- I. Staff:** Any person who is:
1. Employed by the department on a classified or unclassified basis (permanent, temporary, part-time, hourly, per diem) and are paid by the State of Missouri's payroll system;
 2. contracted to perform services within a department facility (i.e., medical services, mental health services, education services, vocational services, substance abuse services, etc.) and has been issued a permanent department identification card;
 3. a volunteer in corrections;
 4. a student intern; or
 5. issued a permanent department identification card or special access in accordance with department procedure regarding staff identification.

*****SOP: Additional Definitions:**

J. SUICIDE WATCH: Specialized procedures whereby potentially suicidal offenders are isolated and observed, including assessment by appropriate mental health staff.

K. MODIFIED SUICIDE WATCH: An individualized plan which may result in less restrictive actions than the full suicide watch as determined by appropriate mental health staff.

L. STRIP CELL STATUS: This status is defined as the state of incarceration for those offenders whose behavior provides a security concern resulting in the removal of some or all items, including mattress. This status is initiated for safety and security measures and not for punitive reasons. Once behavior improves, the mattress, bedding, etc. will be returned upon the authority of the shift supervisor or higher. Offenders on strip cell status will be held in a single man cell.

M. DRY CELL: When running water is restricted due to behavior which interferes with the normal operations of the unit or the offender is suspected of having ingested contraband and a check of body excrement is required.

N. Crisis Intervention Team: (CIT): Specially trained staff members and mental health practitioners and advocates who provide training and oversight in the deployment of crisis de-escalation techniques.

III. PROCEDURES:

A. ASSIGNMENT TO ADMINISTRATIVE SEGREGATION:

1. Assignment to administrative segregation is based on safety and security needs of the institution, and the risk each offender represents to the institution, staff and other offenders.
2. Prior to offender placement in a cell/room and after the offender is released or is changed to another cell; unit staff will complete a Room Inspection Checklist form (Attachment A).
 - a. The Room/Inspection Checklist form will be retained in a cell/room file, in the segregation unit, in numeric order by cell/room number.

******SOP: The above mentioned form will be maintained in the offender individual confinement record in the housing unit.**

3. Offenders assigned to administrative segregation should not have personal contact nor communicate with offenders in the general population except as provided in institutional services procedures regarding access to offender counsel substitutes or as outlined in standard operating procedures.

******SOP: Prior to entrance in the Adseg unit, all law clerks and offender barbers will be approved by the FUM. This excludes offender maintenance workers. This review will include a check of existing enemy lists. All offender workers will be strip searched when they enter and exit the unit.**

4. The warden/designee can approve continued assignment to administrative segregation for periods of 12 months or less.
5. Assignments to administrative segregation beyond one year will require approval from the deputy division director.
6. If the administrative segregation committee has recommended an extension resulting in consecutive confinement of 12 months or more, the warden/designee will review and note such on the Classification Hearing form (Attachment B), and submit an Administrative Segregation Committee - Extension Request form (Attachment C) to the deputy division director.
 - a. The request will include:
 - (1) circumstances of the present incident,
 - (2) history of conduct prior to administrative segregation assignment including conduct violations, work assignment, program participation, and patterns of assaultive/aggressive behavior,
 - (3) conduct since administrative segregation assignment,
 - (4) parole or current release date,
 - (5) educational/vocational needs, and

- (6) mental health, medical, substance abuse treatment needs.
 - (A) A current psychological assessment shall be conducted with recommendations to be included with the Administrative Segregation Committee - Extension Request form.
- (7) Justification should be included for the decision to extend and all reasons and facts relied on for the decision and the length of the extension.
 - b. The deputy division director will approve, disapprove or modify the extension requested by completing the appropriate sections of the Administrative Segregation Committee - Extension Request form, and will date and sign it.
 - c. Extensions may be approved up to 1 year.
- 7. If an extension is approved, the offender may remain in administrative segregation for an additional 12 months, at which time the administrative segregation committee should release the offender or request an additional extension.
- 8. There is no limit on the number of extensions an offender may receive.
 - a. Such should be based upon prior history, the magnitude of the present incident and the offender's conduct since placement in administrative segregation.
 - b. Transfer of long-term administrative segregation offenders may be initiated by the administrative segregation committee.
 - c. Offenders assigned to long-term administrative segregation at the present institution may be considered for transfer for the following reasons:
 - (1) staff morale/animosity issues;
 - (2) medical/mental health needs; or
 - (3) to induce behavior modification.
- 9. An extension will not be needed to maintain offenders in administrative segregation pending transfer.
 - a. These offenders will receive an administrative segregation hearing every 6 months and transfer status will be documented on the Classification Hearing form.
- 10. Once transferred, the administrative segregation assignment will be reviewed.
 - a. Upon arrival at the receiving institution the offender may be placed in temporary administrative segregation confinement until the administrative segregation committee hearing.
 - b. During the administrative segregation committee hearing, the committee should consider the offender's assignment and violations prior to transfer.
 - c. If the offender was transferred because of a decrease in their custody level (promotional transfer), the committee should consider the type of housing unit the offender was assigned to during their period of good adjustment (such as administrative segregation, protective custody, general population, etc.).

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- d. A Temporary Administrative Segregation Confinement form (Attachment D) will be completed in accordance with institutional services procedures regarding temporary administrative segregation confinement.
- ****SOP: IS21-1.1 Temporary Administrative Segregation Confinement.**
- e. Administrative segregation hearings held without 24 hours notice will require a Waiver of Hearing Notification form (Attachment E) to be signed by the offender.
- B. ADMINISTRATIVE SEGREGATION COMMITTEE HEARINGS:**
1. For the initial hearing, the offender must be notified at least 24 hours prior to the hearing.
 - a. If the hearing is held before the 24 hour period, the Waiver of Hearing Notification will be completed.
 - b. If the offender does not sign the waiver, the hearing will not be held until the 24 hour period has passed.
 2. The administrative segregation committee should hold a formal hearing within 30 calendar days after the initial assignment and every 90 calendar days thereafter.
 - a. Hearings may be held at other times as determined necessary by the administrative segregation committee.
 3. If an offender has been assigned to administrative segregation for a period of 12 continuous months, he should be referred for a psychological review at the end of the initial 12 month period and every 12 months thereafter by the administrative segregation committee.
 - a. The administrative segregation committee should complete the Referral and Screening Note – Mental Health Services form (Attachment F) and submit the form to the QMHP.
 - b. A copy of all such reports should be maintained in the medical file with chronological entry in the classification file.
 - c. This information should be available for the next scheduled administrative segregation committee hearing.
 4. The offender shall be present during administrative segregation committee hearings, unless excluded from parts of the hearing by the committee chairperson for purposes of institutional security, or if the offender is absent from the institution.
 - a. The offender will be allowed to make a statement on ¹his behalf and present documentary evidence.
 - (1) The oral statement will be documented on the Classification Hearing form with documentary evidence attached.
 - b. If the offender refuses to be present, the hearing will be held without the offender and the reason will be documented on the Classification Hearing form.

¹ All references in this procedure to the male gender are used for convenience only and shall be construed to include both female and male genders.

- c. If the offender's behavior is such at the time of the hearing that he is determined a security risk, if at all possible the hearing will be held outside of the offender's segregation cell in the presence of the offender.
 - (1) If this process becomes disruptive to the segregation area, the hearing will be held without the offender being present and the reason will be documented on the Classification Hearing form.
- d. Those offenders who are absent from the institution during administration segregation hearings will be afforded a formal hearing within 5 working days of their return.
 - (1) The reason for the delay will be documented.
- 5. Unit staff will present available information relative to the reason for the hearing.
 - a. The caseworker presenting the facts shall complete the top portion of the Classification Hearing form indicating the reason for the hearing.
 - b. The remainder of the form will be completed during the course of the hearing.
- 6. The administrative segregation committee will review all oral statements, submitted documentary evidence and facts surrounding the case and determine a recommendation for:
 - a. continued assignment to administrative segregation,
 - b. release with no restrictions,
 - c. release with restrictions, or
 - d. release on a program plan.
- 7. Offenders may be credited with time served in temporary administrative segregation confinement against any administrative segregation time.
- 8. At the end of the hearing, the Classification Hearing form will be completed with the offender's documented oral statements and any attached submitted documentary evidence and committee recommendations with justification for each decision.
 - a. The form will also include the date of the next scheduled hearing.
 - (1) If a hearing is conducted prior to the date on the Classification Hearing form, the offender must be advised and a 24-hour waiver of hearing notification completed prior to the hearing.
 - (A) If the offender does not sign the waiver, the hearing will not be held until the 24-hour period has passed.
 - (3) A copy of the written notice will be forwarded to the classification file.
 - b. All members of the committee and the offender will sign the form.
 - c. If the offender refuses to sign, staff will note refusal on the form and initial.
 - (1) The original and all copies will be forwarded to the warden/designee immediately after the hearing.

9. The warden/designee will review the Classification Hearing form with any attachments and approve/disapprove the recommendation.
 - a. A written justification will be submitted based on all reasons submitted, including any modifications to the recommendation.
10. The original Classification Hearing form will be sent to the classification office for placement in the classification file, with a copy of the Classification Hearing form to the offender.
 - a. A copy of the written notice will be forwarded to the classification file.
11. All pertinent forms, according to specific procedures, will be appropriately filled out and disseminated.

C. MANDATED SINGLE CELL CONFINEMENT:

1. The administrative segregation committee will evaluate offenders for single cell confinement at the time of the hearing.
2. All offenders who are considered an immediate/long-term danger to harm a cellmate as explained in this procedure should be assigned to a single cell in administrative segregation.
3. Offenders who have recently assaulted/harmed a cell mate, or other offenders who staff believe are a continuous threat to other offenders if housed in a cell with them, should be submitted to the deputy division director, who, in consultation with the division director, will approve/disapprove these actions.
 - a. Offenders who have been approved for a mandated single cell assignment will require approval from the deputy division director prior to removal from this status.
4. Offenders assigned to a mandated single cell assignment will be managed in accordance with this procedure.

D. DOUBLE CELL ASSIGNMENT:

1. Prior to cell assignment, file review, or computer check for enemies, an Enemy Waiver (Attachment G) should be completed, if appropriate.

******SOP: All scheduled cell moves will be reviewed and approved by the housing unit FUM to assure proper placement. Cell moves that occur after normal working hours or weekends will be reviewed and approved by the shift supervisor.**

2. The internal classification process will be used when assigning an offender to a cell.
3. No more than 2 offenders should be assigned to a cell unless the cell/room is configured for multiple occupancy.
4. Offenders that refuse double cell assignment with a compatible offender, should be given a direct order and issued a conduct violation for refusal. The following procedure will then be followed:
 - a. Staff will review all available options. The offender may be offered to cell with another offender(s) or placed temporarily in a single cell if it is determined not to jeopardize institutional security.

- b. If the offender continues to refuse a cellmate, he will be maintained in full restraints on a security bench, holding cell or other secure area in accordance with institutional services procedures regarding mechanical restraints.

E. ITEMS AFFORDED TO OFFENDERS IN ADMINISTRATIVE SEGREGATION:

******SOP: Upon arriving in the unit the offender will be strip searched in the dress out/strip search cage or secure area in accordance with strip search procedures, issued seg clothing and placed back in hand restraints for escort to his holding cell. State issued property and personal property will be handled in accordance to III.E.3 of this procedure. An individual confinement record will be initiated. The individual confinement record will remain in the seg unit until the offender is transferred or released. Offender Property will be searched prior to assignment. Offenders entering the Segregation Unit are subject to a urine collection.**

1. Meals:

- a. Offenders shall receive 3 meals per day. Meals should consist of the same menu items under similar standards as for the general population; however, deviations may be made due to safety and security concerns as outlined in this procedure.

*****SOP: Food carts should be delivered to the unit by offender dining room workers supervised by an officer from the dining room.**

- A. Once secure in the unit, custody staff will inspect food carts for contraband. Temperatures will be taken and recorded from the first tray pulled off the delivery cart and the last tray off the delivery cart as they are being served.
- B. Staff and offender workers should wear food service hats, gloves and beard guards (if necessary).
- C. Each offender should receive a food tray. The trays should be passed through the opening in the cell door to the offender by an officer. The opening in the cell door should then be secured.
- D. Approximately thirty minutes later the opening in the cell doors should be opened and each offender will place their tray in the opening and an officer should place each tray on the floor.
- E. The officers should ensure all trays, beverage containers and utensils are accounted for.
- F. Offender workers should then complete clean up.
- G. All trays should be placed back in the food cart.

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- H. The food cart should be locked and returned to the dining room by the offender workers from the dining room.**
- I. An offender self-declared hunger-strike, or their discontinued hunger strike, or their discontinued hunger strike will be reported by the Adseg COII using the hunger strike notification form, using the email distribution list. Offenders on hunger strike will receive attention and medical care as outlined in IS/SOP11-41.2 Hunger Strike.**
- J. Holding Food Port: In the event an offender refuses to remove his hand, arm or body part from the food port or if the offender is kicking the door, the offender will be directed to remove the body part or to quit kicking the door. If the offender does not comply, staff will call or radio the immediate supervisor for activation of a CIT staff member. A refusal to comply represents a security issue and the custody staff will remain on scene until the Crisis Intervention Team can be utilized. If CIT's attempts fail or CIT is not available it is considered a Planned Use of Force and a hand-held camera will be used to record the incident. During this if at any time jeopardy becomes present (the offender offering violence to a staff member or doing self-harm) force may be used to control the offender.**

2. Showers and Shaves:

- a. Showers and shaves shall be provided every 3 days. Standard operating procedures will be developed to specify the control of razors except for the following:

*****SOP: Showers should be conducted on Tuesday, Thursday, and Saturday. Offenders will be escorted while in wrist restraints from their assigned cell to the shower area where they will be allowed 15 minutes to shower and shave. This schedule may be altered as needed, as long as showers are offered at least three times a week.**

- A. If the offender requests a razor he will be given a single use razor which is secured by the unit supervisor.**
- B. Upon completion of the shower, the offender will return his razor to the officer who will inspect it for any missing parts.**
- C. Haircuts will be offered at least once every 30 days and will be documented on the Confinement Data Record. (MO931-4442)**

- (1) Razors will not be permitted in level 5 facilities' segregation units. Standard operating procedures will address the process to be utilized in level 5 facilities' segregation units regarding shaves authorized for visits, court appearances, etc.
- (2) Razor usage for offenders on dry cell status shall be in accordance with this procedure.

3. Clothing:

- a. Offenders shall be issued 3 sets of clothing or be allowed to exchange clothing every 3 days. If personal clothing is permitted it should be laundered once per week.

******SOP: Only allowable property items will be permitted in accordance with Reference A - Segregation Personal Property List.**

*****SOP: Unless special orders indicate otherwise, each offender should be issued a mattress, pillow and shower shoes if needed. Staff should ensure that these items are sanitized prior to being issued. These items will be retained by the offender throughout their retention in administrative segregation. All Adseg offenders will be provided with weekly laundry services. Reference E- HU3 Laundry Out/In will be used for the laundry procedure.**

When offenders are required to exit the unit they will be provided with state shoes if they do not have shower shoes. The shoe issuance and return will be noted in the offender's confinement record.

4. Medical Services:

- a. A request for medical services may be submitted daily. Emergency medical services shall be provided as needed.

*****SOP: Medical staff should collect Health Service Requests between 5:00 a.m. and 6:00 a.m.**

- A. The Health Service Requests should be reviewed in the medical clinic and entered in the computer.**
- B. A nurse should report to the housing unit at approximately 7:30 a.m. daily to conduct sick call on the Health Service Requests collected that morning.**
- C. Medication should be distributed to offenders in the housing unit three times per day by medical staff. For safety and security reasons, medical staff shall be escorted by a custody officer when making rounds.**

5. Bedding:

- a. Institutions shall issue a mattress, sheets, a pillow, a pillowcase and a blanket. The sheets and pillowcase should be exchanged at least weekly.

***** SOP: Bedding should be laundered according to the established laundry schedule.**

6. Hair Care Services:

- a. At minimum, hair cuts should be afforded every 30 days in accordance with standard operating procedures.

***** SOP: Barber services should be provided by approved offender barbers three Saturdays per month in the unit.**

- A. Offenders performing barber services should first receive approval of the Functional Unit Manager/Designate.
- B. The Barber Shop Supervisor should be advised of those offenders approved.
- C. Barber services should be conducted in the officer's area under constant supervision of staff.
- D. Barbering equipment will be delivered to the unit by custody staff.

- 7. Issuance/storage and access to state issued/personal property will be in accordance with standard operating procedures.

*****SOP: Upon the offender's arrival in the segregation unit, his property is taken to the property room and searched for contraband items. Offenders will be permitted to retain only the property items listed on the Segregation Unit Personal Property list. All contraband items will be listed on an Offender Property Removal form and placed in the property room. Property not allowed to be retained by the offender while in the segregation unit should immediately be inventoried and listed on a Property Pick-Up/Inventory form and taken to the Offender Property Room. The offender will sign the Property Pick-Up/Inventory form, the original should be placed with the property, canary copy should be placed in the Individual Confinement Record, and the pink, given to the offender.**

- 8. State Issued/Personal Property:
 - a. 1 comb or brush or security hair pick,
 - b. 1 towel,
******SOP: 2 towels,**
 - c. 1 washcloth,
 - d. 3 pair socks,
 - e. 3 sets undergarments,
 - f. 1 pair shower shoes,
******SOP: 1 laundry bag,**
 - g. 2 pencils/security pens,
******SOP: 1 tablet,**
 - h. writing paper and envelopes,

*****SOP: Writing paper 1 pad, 20 envelopes.**

- i. address book,
- j. stamps,

*****SOP: The dollar amount of 20 first class stamps.**

- k. 1 deodorant - clear,
- l. 1 current subscription newspaper and magazine,
- m. sacred writings (Bible, Koran, Quran, Scroll, etc. soft back)
- n. medically related items such as eyeglasses/contact lenses, contact lens solution, artificial limbs, dentures, hearing aids and other necessary items as determined by the physician and deputy warden.
- o. basic hygiene items such as a short handled toothbrush, toothpaste, soap and sanitary napkins (female) shall be retained from personal property or may be issued in accordance with institutional services procedures regarding access to basic hygiene items,

******SOP: Offender will be allowed the use of nail clippers on an as needed basis in conjunction with their shower schedule.**

- p. other items as determined by standard operating procedures, with the exception of tobacco products/lighters which will not be permitted.

******SOP: Personal property allowed in Adseg will be in accordance with Reference A – Segregation Personal Property List. Any request regarding property will be addressed by submitting the request to the unit classification. HiSet materials to continue education, including; books, homework assignments, etc. will be allowed. Education staff will coordinate with case management team to receive items back once completed.**

9. Correspondence:

- a. Offenders are prohibited from corresponding with other offenders who are housed at the same facility, except for verifiable legal/active court cases.

***** SOP: Incoming mail shall be picked up in the mailroom by a third shift officer from the unit.**

A. Staff shall sort the mail and deliver it to the offenders in their cells.

B. At approximately 10:30 p.m. outgoing mail shall be picked up, placed in a bag and delivered to the administration building by staff.

10. Visiting Privileges:

- a. Offenders will be afforded non-contact visits of 2 hour duration, not to exceed the monthly allotment of visits in accordance with institutional services procedures regarding offender visitors/visiting restrictions.

******SOP: Visits will be allowed in accordance with SOP13-3.1 Offender Visits and SOP19-1.6 Offender Accountability Program.**

- (1) Standard operating procedures may permit additional visiting privileges.

***** SOP: Any additional visits must be approved by the Warden.**

11. Telephone Privileges:

1. Offenders will be afforded emergency or necessary calls to attorneys. Standard operating procedures may permit additional telephone privileges.

***** SOP: Offenders assigned to Administrative Segregation are allowed emergency/legal calls as approved by administration. Arrangements for attorney calls can be made at any time upon request of the attorney or upon written verification supplied by the offender that an attorney call is needed and approved by unit team. Telephone calls may be limited due to special security provisions or disciplinary sanctions to include restrictions while under investigation/AIO. All calls must be made from the offender mobile mounted Adseg phones through the food port of the cell door. Staff telephones will not be utilized.**

A. The approval/usage process for personal phone calls will be as follows:

1. Offender will submit the phone call request to the unit team.
2. The Functional Unit Manager/Designee will approve all phone call request and forward to the unit Sergeant for processing.
3. Offender must be assigned to Administration Segregation.
4. Offender must be 30 days Conduct Violation free.
5. Offender will be limited to one 15 minute personal phone call per every 30 days.
6. All phone attempts and calls will be logged in the offender ICR file.

B. Any additional phone calls must be approved by the Deputy Warden of Offender Management or higher authority.

12. Reading Material:

- a. Reading material should be permitted in reasonable amounts as determined by standard operating procedures; to include 1 current subscription magazine and newspaper, no hardback books.

*****SOP: Reading material – offenders should be allowed recent issues of magazines and newspapers (one each) and be permitted to select two books from the segregation unit library during their recreation period.**

- (1) Library reading materials should be provided in the unit in accordance with standard operating procedures.

*****SOP: Library books should be collected from offenders possessing them upon release from the unit and returned to the segregation unit library.**

13. Religious/Spiritual Needs:

- a. Offenders shall have access to an institutional chaplain or trained auxiliary chaplain/volunteer on at least a monthly basis, or if deemed by the chaplain/designee that a special need exists.

*****SOP: Offenders may submit a written request to the unit team for chaplain services. Unit team will be responsible for contacting the Chaplain and informing him of the request. There will be no group religious activities within Adseg.**

- (1) Request for religious items in the unit will be sent to the chaplain and be considered on a case-by-case basis after consultation with the warden/designee.

14. Clergy Person/Spiritual Advisor Visits:

- a. Offenders may receive visits from a specific clergy person or spiritual advisor in accordance with departmental procedures regarding clergy person/spiritual advisor visits.

*****SOP: Refer to SOPD5-3.3 Clergy or Spiritual Advisor Visits.**

15. Legal Materials:

- a. Offenders shall be permitted to retain necessary legal materials in accordance with institutional services procedures regarding offender property control procedures.

*****SOP: Offenders will be required to provide evidence of a qualified legal claim in accordance with IS8-1.1 Access to Attorney and Courts in order to remove legal materials from their secured personal property while on Administrative Segregation status. Copies of the litigation or correspondence from the court/attorney will be accepted. Offenders needing photocopies will make requests in accordance with SOP8-1.4 Access to Law Library Materials.**

16. Law Library:

- a. Offender law library access shall be provided in accordance with institutional services procedures regarding access to law library materials (no hardback books allowed).

*****SOP: Law library access should be provided in accordance with IS/SOP8-1.3 Access to Offender Counsel Substitute and the Operations Schedule. Contacts with law clerks should be documented in the Individual Confinement Record and chronological log. Law clerks will be strip searched when entering and leaving the unit. Law material will not be**

read, but items will be searched for contraband. A staff member must be present when the law clerk is assisting an Administrative Segregation offender. The staff member will stand away to allow for Confidentiality, but will closely monitor both offenders to ensure no contraband is passed.

17. Canteen Privileges:

- a. Offenders should be permitted to purchase basic hygiene items, writing materials and stamps and necessary legal supplies if a court deadline exists (paper, pencils/pens, envelopes, copy cards and stamps);
- b. No glass or metal containers.
- c. Standard operating procedures shall specify the method for offenders to access the canteen a minimum of every 30 days.

*****SOP: The offender will complete a Canteen List indicating the items desired. Purchases from the canteen will be authorized every 30 days while assigned to the administrative segregation unit.**

- A. Unit staff should collect the Canteen List and the offender's identification card and make notation on the list of any canteen restrictions.**
- B. Unit staff will ensure purchase requests are processed.**
- C. The Canteen Supervisor should take the list and place the requested items in a paper sack.**
- D. The Canteen Supervisor should then place the register receipt and identification card into the paper sack with the items, staple the sack closed and return it to unit staff.**
- E. Unit staff should escort the purchase to housing unit #3 for distribution to the offender.**
- F. A unit officer should distribute the packages and will require the offender to open the sack and check the contents as soon as he received it.**
- G. If there are any problems, the officer should take care of it immediately and forward an IOC to unit staff outlining the problem.**
- H. If there are no problems, the offender will sign the request list indicating he has received same.**

18. Education:

- a. Offenders should be permitted to retain prescribed general educational development workbooks or correspondence courses as in accordance with institutional services procedures regarding correspondence courses (no hardback books).

******SOP: Refer to SOP18-3.11 Correspondence Courses.**

19. Recreation:

- a. Out of cell recreation shall be permitted and should provide a minimum of 1 hour a day, 3 days per week out of cell recreation unless the offender is in disciplinary segregation status.

*****SOP: Administrative Segregation outside recreation should occur on Monday, Wednesday and Friday depending on the weather.**

- A. A security check shall be conducted of the outside recreation area prior to and at the completion of outside recreation.
- B. A minimum of two (2) officers are required to process recreation of Administrative Segregation Offenders. Offenders are to be restrained behind their backs and escorted from their cell to the outside recreation area where they will be released into the secured outside recreation cells.
- C. A maximum of two (2) administrative segregation cells shall be escorted to the secure outside recreation area at one time.
 1. Note: Two offenders assigned to an administrative segregation cell will be placed in the same outside recreation cell together. An offender assigned to a single cell shall be placed into an outside recreation cell by himself.
- D. A minimum of one (1) officer shall remain in the outside recreation area for security and observation at all times when offenders are in the outside recreation cells.
- E. At the completion of the one (1) hour outside recreation period, a minimum of two (2) officers will be required to process recreation of Administrative Segregation Offenders.
- F. Offenders are to be restrained behind their backs and escorted from the secured outside recreation cells back to their assigned administrative segregation cells.
- G. A maximum of two (2) outside recreation cells shall be escorted from the secure outside recreation area back to their administrative segregation cells at one time.
- H. A security check shall be conducted on the outside recreation area at the completion of outside recreation.
- I. The shift supervisor may terminate outside administrative segregation recreation in the event of severe weather or other situations affecting safety and security. When

outside administrative segregation recreation is terminated, the shift supervisor will contact and advise the chief of custody. The shift supervisor shall also submit a written report to the Warden documenting the reason for terminating outside administrative segregation recreation.

F. ALTERNATE MEALS:

1. Alternate meals may be used for offenders housed in segregation units who:
 - a. throw food items or any item associated with food such as utensils, containers or trays, in a manner that is hazardous to himself, staff or other offenders, or is destructive to state property,
 - b. do not return food utensils, containers, or trays,
 - c. do not allow closure of the food port door or block food port door,
 - d. spit or throw urine, feces or semen, improperly dispose of urine, feces or semen including masturbating openly and in an extremely and deliberately conspicuous manner, or
 - e. create an unsanitary environment by flooding the cell.

******SOP: Offenders that threaten to do any of the above or create an unsafe environment including Rule #15.3 Sexual Misconduct.**

2. The Alternate Meals/Serving Methods Request form (Attachment H) will be submitted by the segregation unit functional unit manager/shift supervisor to the warden/designee for approval of serving a meal loaf.

******SOP: The designee shall be the deputy warden of offender management (DWOM) or the duty officer outside normal working hours.**

- a. Alternate meals will be requested on an individual basis.
 - b. Food service will be notified of any decisions.
 - c. The Alternate Meals/Serving Methods Request form will be placed in the individual confinement record folder in accordance with institutional services procedures regarding offender individual confinement records.
 - d. Alternate meals should be documented on the Individual Confinement Record form (Attachment I) under special instructions showing:
 - (1) when the offender was placed on alternate meals,
 - (2) date, and
 - (3) who placed the offender on alternate meals.
3. Any time an offender commits an action as outlined in this procedure, the offender will be served a meal loaf for 9 meals.
 - a. After the 9th meal, regular meals will be served and behavior will be monitored.

- b. If the offender again commits any of the actions as outlined in this procedure, the offender will receive 18 meals of individual meal loaves.
- c. After the 18th meal, with no further actions as outlined in this procedure, the offender will be served regular meals and behavior will be monitored.
- d. If the offender, during the 30 day period commits another action as outlined in this procedure, the segregation unit functional unit manager/shift supervisor will submit the Alternate Meals/Serving Methods Request to the warden/designee who may place the offender on an additional 18 meals of meal loaf.
- e. When the offender does not commit any action as outlined in this procedure for the assignment time he will be returned to regular serving methods.

G. OFFENDER DISRUPTIVE BEHAVIOR:

1. When an offender has documented behavior of throwing food, feces or other items, etc., staff should use personal protective equipment including face covers when interacting with the offender.
2. If the offender exhibits disruptive behavior, he will be referred to a QMHP by the segregation unit functional unit manager/shift supervisor.
 - a. The QMHP will assess whether the offender's misbehavior is the result of mental illness.

H. REMOVAL OF PROPERTY:

1. Removal of offender property will be in accordance with institutional services procedures regarding offender property control procedures.
2. An offender's authorized items may be removed from his cell, when necessary, due to the offender's current behavior, with documentation on the Offender's Individual Confinement Record form, such as, but not limited to:
 - a. offender suicide intervention in accordance with institutional services procedures regarding suicide intervention procedures;

******SOP: Refer to SOP12-4.1 Suicide Intervention Procedures.**

- b. close observation in accordance with institutional services procedures regarding mental health close observation;

******SOP: Refer to SOP12-4.3 Mental Health Close Observation.**

- c. dry cell status in accordance with institutional services procedures regarding searches; and

******SOP: Refer to SOP20-1.3 Searches.**

- d. when an offender is out of control (i.e., endangering herself/himself or others, destroying state property, etc.).
 - (1) The functional unit manager, shift supervisor or higher ranking staff member must approve placing the offender on property removal status or removal from property removal status.

- (2) Any and/or all items may be removed from the cell to control the offender's behavior in accordance with standard operating procedures.

*****SOP: The removed property should be secured in the contraband locker in the property room until returned to the offender. Refer to SOP22-1.1 Offender Property Control Procedures.**

- (3) Items will be returned once the offender is in control of himself with documentation in the offender's Individual Confinement Record folder in accordance with institutional services procedures regarding offender individual confinement records.

******SOP: Offender behavior will be monitored and the custody unit supervisor will consult with the major/designee on a daily basis to determine whether items should be returned to the offender. If items are returned to the offender the custody supervisor and major will determine which items will be returned.**

- (4) Each shift supervisor should review the status of the offender as a new shift begins to determine if property items should be returned.
 - (5) If the regularly issued mattress is damaged it shall be removed and a security mattress shall be issued.
3. Personal property may be removed from the offender's possession if determined to be a fire hazard or due to security needs.
 - a. Such should be documented on the Offender Property Removal form (Attachment J), processed in accordance with institutional services procedures regarding offender property control procedures and documented in the offender's individual confinement record in accordance with institutional services procedures regarding offender individual confinement records.

I. OFFENDER SUSPENSION FROM USUALLY AUTHORIZED ACTIVITY:

1. If an offender is deprived of any usually authorized activity, a written report to the warden, via the chain of command, will be made within one working day and documented in the offender's Individual Confinement Record form in accordance with institutional services procedures regarding offender individual confinement records.

*****SOP: Reports will be generated to the Warden via the Functional Unit Manager.**

2. Offenders on dry cell status/suicide watch status will have showers temporarily suspended until they are removed from dry cell/suicide watch status.
 - a. Other methods of hygiene will be permitted in accordance with institutional services procedures regarding searches.

J. REPORTS/LOGS:

1. An Individual Confinement Record form and folder shall be maintained in accordance with institutional services procedures regarding offender individual confinement records.

******SOP: Records will be maintained accurately and legible. Staff must enter information regarding the offender as activities occur. (meal refusal, showers, property removal, etc.) Refer to SOP7-1.10 Offender ICR Policy.**

2. Special security orders and special needs should be noted in the individual confinement record in accordance with institutional services procedures regarding offender individual confinement records.

******SOP: Special security orders will be approved by the major/designee.**

*****SOP: The video monitors should be on and recording in cells where offenders are on suicide watch or modified suicide watch.**

A. A Close Observation Log (Attachment D) is to be completed for those offenders on suicide watch or modified suicide watch by segregation unit staff.

B. Documentation of the observation through the window in the cell door should be made every 15 minutes or as modified by the Psychologist.

C. The Close Observation Log will be filed in the individual confinement record.

- a. All staff in the unit should know and follow all special orders.
3. Staff in the unit shall maintain a daily Chronological Log (Attachment K) noting all events which take place, including unusual behavior, additional information and/or observations by staff.

*****SOP: Chronological Logs are forwarded to the major's office weekly.**

4. Persons entering the unit, except for staff assigned, should sign the Sign-In log (Attachment L).

*****SOP: Sign-In Logs are reviewed by the Functional Unit Manager and filed in the unit office.**

*****The segregation report should be completed by the Functional Unit Manager of the segregation unit and submitted to the Warden. Copies should be provided to the Deputy Warden of Offender Management, Assistant Warden and the Chief of Custody.**

K. HOUSING UNIT TOURS:

1. Tours of the unit should be made by:
 - a. the chief of custody/designee (designee as specified in standard operating procedures) on a daily basis, and

*****SOP: The Chief of Custody or the Shift Supervisor will make daily tours of the unit. The FUM should be notified of any security or sanitary issues.**

- b. a member of the classification staff in charge of the segregation unit on a daily work day basis.

L. DAILY OPERATIONS, SECURITY MEASURES AND OFFENDER MOVEMENT:

1. Close supervision and control should be exercised to ensure the rights, safety and welfare of all offenders and staff.
2. Standard operating procedures will be developed:
 - a. to include the daily operations of the unit and reference to all post orders and related materials,

*****SOP: Post Orders have been developed to ensure all necessary security measures are outlined to meet the custody needs of this institution and to ensure the safe, secure operations of the unit. Post Orders for the segregation unit offices are available in the unit and on the I drive.**

A. All daily activities are conducted in accordance with the seg unit daily operations schedule and post orders.

1. The seg units FUM will oversee the operations of the units.

2. All assigned COII should supervise the seg unit and ensure compliance with all security and control procedures and post orders.

- b. to ensure all necessary security measures are established to meet the needs of the custody level of the institution and to ensure the safe, secure operations of the unit, and

******SOP: Only assigned offenders on the approved workers list will be allowed to work in the unit at the discretion of the unit staff.**

- c. to clearly specify how offenders will be moved from one area to another both within and outside of the unit.

*****SOP: Post Orders specify how offenders will be moved from one area to another, both within and outside of the unit.**

M. RELEASE TO AN ADMINISTRATIVE SEGREGATION PROGRAM PLAN:

1. If the administrative segregation committee determines that an offender should be released from administrative segregation on a program plan, the committee will determine the program to which the offender should be assigned. Such decisions should be based on the:
 - a. prior history,
 - b. magnitude of the present incident,
 - c. offender's current conduct,
 - d. offender's willingness to participate,
 - e. educational/vocational needs, and

-
- f. offender's mental health status (offenders who meet criteria for placement in a mental health program should be referred for consideration).
 2. The Administrative Segregation Program Plan format (Attachment M) should be completed, reviewed and agreed to by the administrative segregation committee and the offender.
 - a. The program plan should not exceed 180 days. The program plan should include:

*****SOP: The program minimum should be 30 days.**

- (1) the anticipated duration of the plan (should not exceed 180 days),
 - (2) personal goals, and
 - (3) therapeutic programs as determined appropriate by the administrative segregation committee and indicated in standard operating procedures.
3. The offender may be assigned to programs for a full day or may be assigned to a combination of programs and work assignments.
 4. The offender's assigned caseworker should monitor the progress of the offender and submit an Administrative Segregation Committee - Program Plan Progress Report (Attachment N) to the administrative segregation committee every 30 days or anytime the offender refuses to participate or appears to be having difficulty with the program plan.
 5. The administrative segregation committee should review the progress report within 5 working days and determine whether the program plan is appropriate, needs to be modified or should be terminated.

*****SOP: A notation will be made on the progress report that the plan has been reviewed and appropriate recommendations made.**

6. If the plan needs to be modified or terminated, the administrative segregation committee should hold a hearing with the offender to review the changes or the reason for termination.

*****SOP: Upon completion of the hearing the Administrative Segregation Committee will forward their recommendations to the Deputy Warden of Offender Management for approval/disapproval.**

7. If the offender successfully completes the program, the administrative segregation committee will release the offender from the program with no further restrictions.
8. Participation in the program may be terminated if the offender:
 - a. refuses to participate;
 - b. fails to progress; or
 - c. does not successfully complete the program.
9. If participation is terminated, the offender will be placed in temporary administrative segregation confinement until a hearing is held.

- a. The administrative segregation committee may again assign the offender to administrative segregation.

IV. ATTACHMENTS:

- A. 931-3241 Room Inspection Checklist
- B. 931-0408 Classification Hearing
- C. 931-4234 Administrative Segregation Committee - Extension Request
- D. 931-1431 Temporary Administrative Segregation Confinement
- E. 931-0775 Waiver of Hearing Notification
- F. 931-1572 Referral and Screening Note – Mental Health Services
- G. 931-0478 Enemy Waiver
- H. 931-4384 Alternate Meals/Serving Methods Request
- I. 931-3549 Individual Confinement Record
- J. 931-0097 Offender Property Removal
- K. 931-0953 Chronological Log
- L. 931-3695 Sign-In
- M. Administrative Segregation Program Plan (Format)
- N. 931-4233 Administrative Segregation Committee - Program Plan Progress Report

V. REFERENCES:

- A. IS5-2.5 Offender Transfers
- B. IS7-1.10 Offender Individual Confinement Records
- C. IS8-1.3 Access to Offender Counsel Substitutes
- D. IS8-1.4 Access to Law Library Materials
- E. IS8-6.1 Access to Basic Hygiene Items
- F. IS10-1.9 Meal Service Operations
- G. IS12-4.1 Suicide Intervention Procedures
- H. IS12-4.3 Mental Health Close Observation
- I. IS13-3.1 Offender Visitors/Visiting Restrictions
- J. IS17-1.1 Religious Programs and Activities
- K. IS18-3.11 Correspondence Courses
- L. IS20-1.3 Searches
- M. IS20-2.3 Mechanical Restraints
- N. IS21-1.1 Temporary Administrative Segregation Confinement
- O. IS22-1.2 Offender Property Control Procedures
- P. D5-3.3 Clergy Person/Spiritual Advisor Visits
- Q. ACA Standards: 3-4223, 3-4237, 3-4238, 3-4245, 3-4246, 3-4247, 3-4248, 3-4249, 3-4250, 3-4251, 3-4252, 3-4253, 3-4254, 3-4255, 3-4256, 3-4257, 3-4258, 3-4259, 3-4261, 3-4264, 3-4289, 3-4440

*****SOP: Additional reference documents:**

A. Segregation Unit Personal Property List

B. Property Pick-Up Inventory

C. Canteen Purchase List

D. Close Observation Log

E. HU3 Laundry Out/In

VI. HISTORY: This procedure previously covered under Division of Adult Institutions Rules and Regulations 112.040 Administrative Segregation; Original Effective Date: 11/1/80, revised 4/15/86. Previously addressed by Division Rule 112.010; Original Rule Effective: 11/1/80, revised 4/15/86, 3/1/89, 8/10/90.

- A. Original Effective Date: December 1, 1990
- B. Revised Effective Date: January 1, 1995
- C. Revised Effective Date: January 26, 1995
- D. Revised Effective Date: August 11, 2003
- E. Revised Effective Date: December 29, 2004
- F. Revised Effective Date: January 31, 2005
- G. Revised Effective Date: September 2, 2007
- H. Revised Effective Date: February 17, 2008
- I. Revised Effective Date: August 2, 2008
- J. Revised Effective Date: February 27, 2011

SOP: HISTORY: Based on original ACC Rule 412.040 Administrative Segregation. Original effective date April 10, 1981. Revised: July 22, 1982; November 8, 1983; September 29, 1986 and September 30, 1988.

- A. Original Procedure Effective: December 1, 1990**
- B. Revised Procedure Effective: September 19, 1991**
- C. Revised Procedure Effective: October 10, 1993**
- D. Revised Procedure Effective: August 24, 1994**
- E. Revised Procedure Effective: April 27, 1995**
- F. Revised Procedure Effective: June 1, 1995**
- G. Revised Procedure Effective: December 27, 1995**
- H. Revised Procedure Effective: May 24, 1996**
- I. Revised Procedure Effective: August 26, 1997**
- J. Revised Procedure Effective: December 17, 1998**
- K. Revised Procedure Effective: August 18, 2000**
- L. Revised Procedure Effective: September 15, 2003**
- M. Revised Procedure Effective: March 1, 2004**
- N. Revised Procedure Effective: January 31, 2005**
- O. Revised Procedure Effective: November 15, 2007**
- P. Revised Procedure Effective: February 28, 2008**
- Q. Revised Procedure Effective: August 15, 2008**
- R. Revised Procedure Effective: February 27, 2011**
- S. Revised Procedure Effective: April 2, 2012**
- T. Revised Procedure Effective: August 29, 2012**
- U. Revised Procedure Effective: July 28, 2017**
- V. Revised Procedure Effective: September 4, 2018**
- W. Revised Procedure Effective: January 10, 2020**