
**DIVISION OF ADULT INSTITUTIONS
BOONVILLE CORRECTIONAL CENTER
STANDARD OPERATING PROCEDURE**

IS/SOP21-1.2 Administrative Segregation

Effective: November 3, 2019

Signature on file

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Operations

- 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 standard operating procedure is in compliance with institutional services procedures.**

- 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.
- 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: II. J. In addition. High Security Cell Status: Temporary placement in a specially designed cell equipped with extra security methods designated to house offenders whose behavior jeopardizes the safety of the unit approved via a written Special Security Orders Memorandum.**

*****SOP: II. K. In addition. Limited Water Usage Status: A temporary special security order status whereby water in the designated offender's cell is only turned on for 10 minutes every 2 hours during a documented 24-hour period approved via a written Special Security Orders Memorandum.**

*****SOP: II. L. In addition. Special Security Order Memorandum: A detailed, temporary order completed by the segregation functional unit manager or shift supervisor that documents precise behavioral tools to be utilized on a specific offender in the segregation unit for the safety and security of the unit. Memorandum approval will always be mandated for offenders being placed under the following statuses: high security cell, limited water usage, spit net, and tether usage.**

*****SOP: II. M. In addition. Tether Status: A temporary special security order status approved via a written Special Security Orders Memorandum for an offender presenting a safety and security risk. The tether is a metal chain or nylon strap with snap locks used to prevent offenders from assaulting staff and other offenders while being escorted or pulling hand restraints away from officers while applying or removing hand restraints through a door or gate. The snap lock on one end is secured around the chain between the two handcuff bracelets and the other end of the tether is secured until the restraints are applied or removed.**

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: All completed forms will be forwarded to the appropriate Individual Confinement Record. If the offender refuses or is unable to sign, two staff members will view the cell and sign the Room Inspection Checklist form.**

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: Offender barbers may enter the segregation unit to provide barber services to offenders assigned to the segregation unit. All offender barbers will be strip searched upon entry and exit and supervised by staff at all times.**

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.).
 - d. A Temporary Administrative Segregation Confinement form (Attachment D) will be completed in accordance with institutional services procedures regarding 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:

*****SOP: The Administrative Segregation Committee chairperson will be responsible to convene the committee within established time limits during regular and holiday weeks.**

1. For the initial hearing, the offender must be notified at least 24 hours prior to the hearing.

*****SOP: A docket will be prepared by the secretary to the deputy warden/offender management indicating offenders scheduled to appear. Prior to the hearing, the docket will be forwarded electronically to segregation classification staff. Classification staff will be responsible to deliver the classification hearing forms to the segregation unit prior to the hearing date.**

- 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.

*****SOP: The completed docket will indicate the next scheduled hearing date for each offender assigned or continued.**

- 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.

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- 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.

*****SOP: All pertinent information should be recorded on the docket and the offender's Individual Confinement Record.**

- 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.

*****SOP: A member of the administrative segregation committee will document actions of the hearing in the department computer system and in the offender's individual confinement record. The docket will be reviewed and approved by the warden. The segregation unit will be notified when the docket has been approved and a copy of the docket will be distributed to all classification staff electronically. The original docket will be maintained in the office of the deputy warden/offender management. The secretary of the deputy warden/offender management will enter all hearing information into the department computer system and forward completed paperwork to the classification file. A copy of the completed Classification Hearing form will be given to the offender.**

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: During business hours, the functional unit manager or case manager assigned to segregation will be responsible to assign cell assignments. During non-business hours, the shift supervisor will be responsible to assign cell assignments. All bed moves conducted during non-business hours will require the approval of the shift supervisor.**

2. The internal classification process will be used when assigning an offender to a cell.

*****SOP: Prior to determining cell assignment, procedures outlined in section III.E. of IS/SOP21-1.1 Temporary Administrative Segregation Confinement procedures will be followed.**

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:

*****SOP: Offenders refusing to cell with another offender will be immediately restrained to the security bench in order to consider available options and issued a conduct violation for refusing a direct order.**

- 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.

*****SOP: If no available option has been determined, and no enemy declaration is involved, in 2 hours the offender will be offered the same cell assignment.**

- 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.

*****SOP: At the four-hour interval, the offender should be mandated to enter a different cell. If the offender refuses the second cell assignment, the offender will receive another violation for refusing a direct order. Every two hours thereafter, the offender will be offered a new cell assignment. This process will continue for the duration of the event unless otherwise instructed by the warden/designee. Anytime the offender makes a verbal statement they are willing to comply with the directive given, the offender should be removed from the security bench. The offender may be issued another violation for refusing to cell if the offender has been offered a new cell and at least two (2) hours has elapsed since the initial refusal.**

*****SOP: III. D. 4. c. In addition. The security bench may be utilized with the approval of the functional unit manager or shift supervisor for offenders refusing to cell with another offender, to be placed in a cell, or to have handcuffs removed. The warden/designee and shift supervisor will be notified of offenders secured on the security bench.**

*****SOP: III. D. 4. c. (1) Following a use of force in the segregation unit when the offender is still not compliant the offender may be secured on the security bench. The offender will be given an opportunity every two hours to comply with the original directive causing the use of the force. Anytime the offender agrees to comply, he will be returned to his cell.**

*****SOP: III. D. 5. a. In addition: Only one (1) offender will be placed on one (1) security bench at a time with up to two (2) security benches utilized at the same time.**

*****SOP: III. D. 6. In addition: Offenders placed on the security bench for a refusal of any nature will receive a conduct violation for refusing a direct order.**

*****SOP: III. D. 6. a. In addition: All offenders secured on the security bench will be seated upright on the security bench, with hands handcuffed behind his back and with leg restraints applied.**

*****SOP: III. D. 7. In addition: Upon initial placement on the security bench for a refusal of any nature all procedures, including notification, will occur as outlined in IS/SOP20-2.3 Mechanical Restraints.**

*****SOP: III. D. 8. In addition. Every two hours the offender will be checked by medical staff, offered drinking water and restroom use. These listed actions will be captured on video capable of audio.**

*****SOP: III. D. 8. a. In addition. For security reasons, the offender will not be fed while secured on the security bench. Offenders should receive direction upon placement on the security bench that refusal to comply will constitute a refusal of their meal during any meal period since they have the option to comply with the directive and be placed in a cell. Upon the arrival of any mainline meal to the segregation unit any offender secured on a security bench will be advised they have the opportunity to return to the last cell offered and receive their meal. If the offender refuses, the refusal of the meal will be documented in the Individual Confinement Record and the Chronological Log. This action will take place in conjunction with the arrival of meals regardless of the time the offender was last offered to return to his designated cell. The scheduled time frames for offering the offender the same cell or an alternate cell as outlined in this procedure will remain the same and not be changed due to offering the same cell to the offender during meal periods.**

*****SOP: III. D. 8. b. In addition. Use of the security bench outlined in this procedure will be followed regardless of the status of the offender i.e. administrative segregation, protective custody, TASC, or disciplinary segregation.**

*****SOP: III. D. 9. In addition. The strip or holding cells may be used to hold offenders waiting for processing, appointment, shower, recreation, etc. without approval of supervisory staff. Once the offender is secured in the strip/holding cell he will not count as one of the offenders out of their cell.**

E. ITEMS AFFORDED TO OFFENDERS IN ADMINISTRATIVE SEGREGATION:

*****SOP: Items afforded to offenders in administrative segregation, including behavior incentives, will be handled according with IS/SOP21-1.1 Temporary Administrative Segregation unless otherwise prescribed in this section.**

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.
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:
 - (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.
4. Medical Services:
 - a. A request for medical services may be submitted daily. Emergency medical services shall be provided as needed.

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.

6. Hair Care Services:

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

*****SOP: A request should be submitted to the program security lieutenant to schedule an offender barber to provide haircuts for offenders in the segregation unit. Hair care services will be offered on the first Sunday of the month. The offender barber will be searched prior to entering and exiting the segregation unit. Segregation unit staff should provide supervision of the offender barber while the offender barber is in the unit. An offender receiving a haircut will be handcuffed hands behind the back. If an offender receiving a haircut becomes argumentative or acts inappropriately, the offender should be removed from the area and returned to his cell.**

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

*****SOP: All offender personal or state-issued property not allowed to enter the segregation cell will be noted on the Segregation Inventory List - BCC form. The form will be retained in the individual confinement record to be completed upon release from the segregation unit. Any unauthorized property will be placed in a corresponding segregation locker/bag and secured until the offender is released from the unit.**

*****SOP: III. E. 7. a. In addition. When an offender has been assigned for transfer, classification staff from the originating housing unit will bring the offender's personal property to segregation to inventory all property with the offender. The original Property Pick-Up Inventory form will be used and any discrepancies will be noted. Following the inventory, a Property Transaction will be completed and the property will be taken to the central property room by the originating classification staff.**

8. State Issued/Personal Property:

- a. 1 comb or brush or security hair pick,
- b. 1 towel,
- c. 1 washcloth,
- d. 3 pair socks,
- e. 3 sets undergarments,
- f. 1 pair shower shoes,
- g. 2 pencils/security pens,
- h. writing paper and envelopes,
- i. address book,

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

*****SOP: Offenders may retain their personal media player as outlined in procedures regarding media services.**

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.

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.

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

11. Telephone Privileges:

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

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.

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

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.

(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.

15. Legal Materials:

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

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).

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: During draw week, all offenders in segregation will be allowed to spend on the designated day regardless of their status in segregation.**

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).

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.

F. ALTERNATE MEALS/SERVING METHODS:

1. Alternate meals/serving methods 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.
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: Approval will be granted through the warden/designee or duty officer during non-business hours. Final approval may immediately be verbally reported to the functional unit manager or shift supervisor. The approved Alternate Meals/Serving Methods Request form will be forwarded to the segregation unit the following business day. The shift supervisor will be responsible to notify the functional unit manager electronically of any offender placed on Alternate Meals/Serving Methods during non-business hours. Offenders on meal loaf should be single celled, celled with any other offender on meal loaf, or have the offender receiving regular meals removed from the cell and fed in another area.**

- a. Alternate meals/serving methods will be requested on an individual basis.
- b. Food service will be notified of any decisions.

*****SOP: The segregation control room officer will be responsible to notify the food service manager/designee of any change of feeding status for offenders. The food service manager will be responsible to maintain a sufficient supply of meal loaves to supply the segregation unit's needs.**

- 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.

*****SOP: All changes in feeding status of offenders should be noted in the Offender Individual Confinement Record along with documented events listed in III. F. 1. a.-c.**

- d. Alternate meals/serving methods should be documented on the Individual Confinement Record form (Attachment I) under special instructions showing:
 - (1) when the offender was placed on alternate meals/serving methods,
 - (2) date,
 - (3) who placed the offender on alternate meals/serving methods.
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;
 - b. close observation in accordance with institutional services procedures regarding mental health close observation;
 - c. dry cell status in accordance with institutional services procedures regarding searches; and
 - 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.
 - (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: Property removed at the request of mental health staff, suicide watch, or mental health close observation will only be returned upon notification from a qualified mental health professional.**

- (4) Each shift supervisor should review the status of the offender as a new shift begins to determine if property items should be returned.

*****SOP: Property will only be returned to the offender on the shift the items were taken unless by order of mental health staff. Any property returned should be documented on the individual confinement record by the officer returning the property noting the name of the shift supervisor approving the return.**

- (5) If the regularly issued mattress is damaged it shall be removed and a security mattress shall be issued.

*****SOP: See IS/SOP21-1.1 Temporary Administrative Segregation for detailed instructions on security mattress procedures.**

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.

*****SOP: The officer will complete an Offender Property Removal form itemizing the articles taken and the reason for removal. This action will be noted in the Chronological Log and entered in the offender's individual confinement record.**

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: The functional unit manager should submit a report to the warden through the assistant warden.**

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:

*****SOP: A roster will be maintained in the control center bubble and the rotunda area. Officers are responsible to update changes perpetually as they occur.**

1. An Individual Confinement Record form and folder shall be maintained in accordance with institutional services procedures regarding offender individual confinement records.
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.
 - a. All staff in the unit should know and follow all special orders.

*****SOP: Special security orders will be handled in accordance with procedures regarding temporary administrative segregation confinement.”**

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

*****SOP: A Sign-In form should be available inside the entry door to the segregation unit and all staff and visitors, except for staff assigned to the unit, should sign the form upon entering and exiting the unit. The segregation unit control center officer should not allow entry/exit until the staff/visitor has signed in or out, unless in an emergency. The first shift officer will be responsible to remove the Sign In form at the beginning of the 1st shift and initiate a new Sign In form. Forms from the previous day will be forwarded to the unit sergeant and maintained in accordance with the DAI Records Retention Schedule.**

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 shift supervisor of each shift will be responsible to make a tour of the segregation unit on a daily basis. Tours will be noted on the daily Chronological Log noting the time of the tour and the staff member conducting the tour.**

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

*****SOP: The functional unit manager and the case manager assigned to the segregation unit will have their office located on site of the unit.**

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: Daily operations for the segregation unit will be followed as outlined in procedures regarding temporary administrative segregation confinement.**

- 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: Security measures for administrative segregation offenders will be handled in accordance with procedures regarding temporary administrative segregation confinement.**

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

*****SOP: Movement for administrative segregation offenders will be handled in accordance with procedures regarding temporary administrative segregation confinement.**

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:
 - (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.
 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.
 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.

*****SOP: III. N. BEHAVIOR INCENTIVES FOR SEGREGATION: Behavior incentives for offenders in the segregation unit will be handled in accordance with procedures regarding offender accountability and temporary administrative segregation confinement.**

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 REFERENCES:**

- A. 931-0013 Property Pick-Up Inventory
- B. 931-2095 Docket
- C. 931-3536 Property Transaction
- D. IS/SOP13-2.2 Media Services
- E. IS/SOP19-1.6 Offender Accountability
- F. IS/SOP20-1.2 Offender Counts
- G. IS/SOP20-4.2 Offender Transportation and Supervision of Hospitalized Offenders

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:**

- A. Original SOP Effective Date: June 10, 1995
- B. Revised SOP Effective Date: January 20, 1997
- C. Revised SOP Effective Date: December 29, 2000
- D. Revised SOP Effective Date: January 20, 2004
- E. Revised SOP Effective Date: February 1, 2005
- F. Revised SOP Effective Date: February 20, 2006
- G. Revised SOP Effective Date: September 12, 2007
- H. Revised SOP Effective Date: February 29, 2008
- I. Revised SOP Effective Date: September 10, 2008
- J. Revised SOP Effective Date: November 24, 2008
- K. Revised SOP Effective Date: July 8, 2010
- L. Revised SOP Effective Date: March 28, 2011
- M. Revised SOP Effective Date: June 13, 2011
- N. Revised SOP Effective Date: July 16, 2012
- O. Revised SOP Effective Date: June 8, 2014
- P. Revised SOP Effective Date: November 8, 2015
- Q. Revised SOP Effective Date: August 14, 2016
- R. Revised SOP Effective Date: September 24, 2017
- S. Revised SOP Effective Date: November 3, 2019