
**DIVISION OF ADULT INSTITUTIONS
CHILlicoTHE CORRECTIONAL CENTER
STANDARD OPERATING PROCEDURES**

IS/SOP21-1.2 Administrative Segregation

IS Policy Effective: February 27, 2011
SOP Effective: January 29, 2021

Signature on File

Chris McBee, Warden

GENERAL INFORMATION: The standard operating procedure (SOP) is printed below the institutional services procedure sections of this document as deemed appropriate and are clearly marked (****SOP). Bold print will distinguish procedures. Exceptions to the institutional services procedure and justification for deviations are clearly noted within the bold SOP text rather than outlined in the “GENERAL INFORMATION” section. This standard operating procedure is in compliance with IS21-1.2 Administrative Segregation except when noted as described above.

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.

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 an administrative segregation unit for documented safety and security reasons, such as offender 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: J. Full Suicide Watch:** Specialized procedures whereby potentially suicidal offenders are placed in a segregated or protective housing unit, observed by staff members and provided ongoing assessment and treatment by qualified mental health professionals.
- K. Individual Confinement Records Folder:** A folder containing prescribed records and chronological data of offenders in temporary administrative segregation confinement, administrative segregation and disciplinary segregation.
- L. Mental Health Close Observation:** Placement of an offender in a controlled environment to determine mental health signs and symptoms and potential harm to self, others or property due to a mental disorder.
- M. Modified Suicide Watch:** An individualized plan which may result in less restrictive actions than the full suicide watch as determined by a qualified mental health professional.
- N. Offender Law Library Assistant:** Those offenders assigned to work in the law library under the supervision of library staff.
- O. Suicide Watch:** Placement of an offender in a controlled environment for suicide watch to determine mental health signs and symptoms and potential harm to self, others or property due to a mental disorder.

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.

******SOP: Upon initial placement in the administrative segregation unit, offenders will be strip searched before being placed in a cell. Strip searches will be documented on the institutional search report and on the offender's confinement data record.**

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).

******SOP: Offenders being returned to a general population housing unit will be strip searched and their property searched prior to release.**

- 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 room inspection checklist will be placed in the offender's individual confinement records folder in section six.**

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: Offenders assigned to administrative segregation will only have contact with general population offenders assigned as offender law library assistants, barbers or offender counsel substitutes as outlined in this procedure.**

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) education/vocational needs, and
- (6) mental health, medical, substance abuse treatment needs.

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- (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:

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

******SOP: Offenders on suicide watch or modified suicide watch will not have a hearing. Offenders on mental health close observation will attend the hearing with approval from a QMHP.**

- 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 administrative segregation case manager is responsible for tracking the offender's review dates.**

- a. Hearings may be held at other times as determined necessary by the administrative segregation committee.

******SOP: Hearings are regularly held on Wednesdays and Fridays, unless special circumstances exist.**

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 Service 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.

******SOP: Offenders will be in wrist restraints when escorted to the hearing room unless special orders indicate otherwise.**

- a. The offender will be allowed to make a statement on his¹ behalf and present documentary evidence.
 - (1) The oral statement will be documented on the Classification Hearing form with documentary evidence attached.

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

- 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.
- 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 offender who are absent from the institution during administrative segregation hearings will be afforded a formal hearing within 5 working days of their return.
 - (1) The reason for the delay will be documented.

******SOP: The reason for the delay will be documented on the classification hearing form.**

- 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.

******SOP: The "Reason for Hearing" section will be signed by the case manager and initialed by the functional unit manger.**

- 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 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.
 - (2) A copy of the written notice will be forwarded to the classification file.

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- 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.

******SOP: The functional unit manager will ensure that a computerized chronological entry of the findings is entered within one working day after the administrative segregation hearing.**

C. MANDATED SINGLE CELL CONFINEMENT:

1. The administrative segregation committee will evaluate offender 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.

******SOP: A memorandum requesting single cell assignment will be submitted through the chain of command to the warden for review and signature then forwarded to the deputy division director.**

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

******SOP: Refer to IS5-2.3 Offender Internal Classification to utilize the adult internal risk assessment.**

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.

******SOP: The offender will be placed on the security bench in accordance with IS20-2.3 Mechanical Restraints until alternative cell assignment options can be explored.**

E. ITEMS AFFORDED TO OFFENDERS IN ADMINISTRATIVE SEGREGATION:

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 will be served as follows:**

- 1) **The central kitchen will prepare trays and transport them by thermal cart to the administrative segregation unit. Food carts are to be searched by custody staff for any contraband prior to transport into the unit. The administrative segregation unit officer will then transport the cart into the segregation unit. Trays will then be delivered to the offenders by administrative segregation staff.**

The time that meals are received, the total number of meals accepted and the total of meals refused by offenders will be documented on the housing unit chronological log.

2. Shower and Shaves:
 - a. Shower 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: A supply of security razors will be maintained in the control module of the administrative segregation unit.**

- (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.

******SOP: A security razor will be provided at the time of the shower prior to court appearances upon request of the offender. The security razor will be returned to custody staff at the end of the shower and appropriately disposed of.**

In addition, nail clippers will be provided at the time of the shower upon the request of the offender. The clippers will be returned to custody staff at the end of the shower and disinfected.

- (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: Upon assignment to the administrative segregation unit, three sets of state pants, state shirts, bras, underwear, socks and one set of pajamas will be retained from the offender's current property. All bras, underwear and socks will be state issued unless the offender does not possess state issued, in which case the offender will be allowed to maintain three personal sets. Stocking caps and coats will be allowed October through April.**

4. Medical Services:

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

******SOP: An offender requesting medical services should obtain a health services request (HSR) form from nursing staff during sick call rounds. Medical staff will sign in and out of the unit on the Sign-In log. Upon approach to each individual cell, medical staff members will announce their presence to the offender. Nursing staff will make A.M. and P.M. sick call rounds daily in the administrative segregation unit to distribute medications and pick up HSR forms. The HSR form will be returned to medical for review. Medical staff will provide medical services in the exam room located in the administrative segregation unit or, if deemed necessary due to services required, the offender will be escorted to the medical department.**

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: Upon assignment to the administrative segregation unit, the offender will retain the following from their current property:**

- 1) one state issued pillow*
- 2) one state issued pillowcase*
- 3) two state issued sheets*
- 4) two state issued blankets (three will be allowed October through April)*

NOTE: *If the offender does not possess state issued items, personal property within the allowable limits may be retained.

Sheets and pillowcases will be laundered once a week. Acceptance or refusal of any linen exchange will be documented on page two of the offender's individual confinement record.

6. Hair Care Services:

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

******SOP: Haircare services will be afforded as outlined in administrative segregation unit haircare services (Attachment O).**

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

******SOP: The offender's non-allowable personal and state property will be stored in the property room while the offender is assigned to the administrative segregation unit. Exception: One pair of boots or tennis shoes will be retained in the administrative segregation unit storage room from the offender's property.**

Items listed in section III, E, 8 of this procedure may be retained in the offender's cell. All allowable items will be searched prior to being retained in the cell.

8. State Issued/Personal Property:

******SOP: State issued and personal property allowed in the administrative segregation unit is as listed on the segregation inventory property list (Attachment P).**

- a. 1 comb or brush or security hair pick,
- b. 1 towel,
- c. 1 washcloth,
- d. 3 pair socks,
- e. 3 sets undergarments,

******SOP: One set of undergarments consists of: one bra and one underwear.**

- f. 1 pair shower shoes,

******SOP: In addition, offenders will be issued one pair of orange slip-on shoes upon admission to the administrative segregation unit.**

- g. 2 pencils/security pens,

******SOP: Only security pens will be allowed in an offender's cell.**

- h. writing paper and envelopes,

******SOP: One writing pad, up to twenty-five regular envelopes and five manila envelopes will be allowed.**

- i. address book,
- j. stamps,

******SOP: Offenders may possess a combination of postage and postcards, up to the equivalent value of sixty first class stamps.**

- k. 1 deodorant – clear,
- l. 1 current subscription newspaper or magazine,

******SOP: Newspapers and magazines are to be exchanged one-for-one by third shift custody staff when delivering mail. The offender must dispose of the newspaper/magazine being relinquished or request placement in their personal property. The offender will have the opportunity to send the item out via visitor or by mail once they have reached the maximum allowance of six in their personal property that is secured in the property room.**

- 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.

******SOP: Eyeglasses, contacts, one contact case, hearing aid, dentures, denture cup/cleaner, asthma inhaler, nitroglycerin medication and artificial limbs may be retained in the offender's cell unless extenuating circumstances exist. Contact lens solution will be retained in the administrative segregation unit marked with the offender's name and number. Removal or denial of any medically related items will be documented on page 1 of the offender's individual confinement record under medication requirements.**

- 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: Only one each of the short handled toothbrush, toothpaste and soap will be allowed. Shampoo will be allowed but will be retained in the administrative segregation unit marked with the offender's name and number.**

Sanitary napkins will be issued to offenders as needed.

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

******SOP: A laundry bag and tie will be retained in the cell.**

The offender may retain her wedding set or band. All other jewelry will be secured in the offender's property in the property room.

9. Correspondence:

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

******SOP: Fifteen personal letters will be allowed providing the letters do not create a safety or security concern. Photographs will not be allowed in the administrative segregation unit. Any photographs or excess mail will be retained in the offender's property that is stored in the property room or may be sent out via visitor or by mail as outlined in IS22-1.2 Offender Property Control Procedures.**

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: Offenders being escorted from the administrative segregation unit to the visiting room will be placed in full restraints and escorted by at least one custody officer. Special instructions for escort procedures will be documented on page 1 of the offender's individual confinement record.**

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

******SOP: Additional visiting privileges will be approved on a case-by-case basis by the assistant warden or higher rank.**

11. Telephone Privileges:

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

******SOP: Telephone access may be permitted once every thirty days by submitting a written request to the 2nd shift sergeant, who will then schedule a telephone call, if approved. Documentation will be made on page two of the offender's individual confinement record when telephone access is accepted/refused by the offender and if contact was made.**

Telephone calls may not exceed ten minutes in duration. Additional calls may be permitted at the discretion of the functional unit manager.

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.

******SOP: A supply of reading materials will be available in the segregation unit. Offenders are allowed two softbound books. Two books at a time may be checked out once per week upon request to unit staff. Personal sacred writings will not be considered one of the two books.**

13. Religious/Spiritual Needs:

- a. Offenders shall have access to an institutional chaplain or trained auxiliary chaplain/volunteer on at least a monthly basis after consultation with the warden/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.

******SOP: The deputy warden of operations will be the 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).

******SOP: Offenders may request legal research material and as outlined in IS8-1.4 Access to Law Library Materials. Offenders may request legal assistance as outlined in IS8-1.3 Offender Counsel Substitutes.**

When an offender has special needs that require the assistance of an offender law library assistant, the following guidelines will apply:

- 1) Offender law library assistants will be strip searched prior to entering into and exiting out of the administrative segregation unit.
- 2) All activities of the offender law library assistant will be observed by a staff member.
- 3) Offender law library assistants will not enter an offender's segregation cell.
- 4) All material brought into or taken out of the administrative segregation unit will be thoroughly searched prior to entering/exiting the administrative segregation unit.
- 5) Time limits and access to an offender law library assistant may be limited as determined necessary for custody and security considerations.

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);

******SOP: Security pens may be purchased; pencils are not allowed.**

- 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: Offenders are allowed to order from the canteen twice a month as posted on the canteen schedule. The completed canteen purchase list will be submitted to classification staff for review based on allowable limits. After review and approval, the canteen purchase list will be forwarded to the canteen. After the canteen orders are filled, the items will be delivered to the unit by canteen staff.**

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: To obtain a HSE or correspondence course workbook, offenders must send a written request to the education supervisor. The request will be forwarded to the deputy warden of offender management for final approval. After receipt of the approval/denial, the education supervisor will make the appropriate arrangements, including notification.**

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: Only one offender per recreation cell is allowed. Recreation provided to or refused by the offender will be documented on page two of the offender's individual confinement record.**

F. ALTERNATIVE 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,

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- 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.
 - a. Alternate meals will be requested on an individual basis.

******SOP: Prior to ordering the meal loaf, medical will be contacted to verify that the offender does not have a medical condition that would prevent serving of the meal loaf. If medical affirms a medical condition, they will advise staff of the appropriate alternative.**

- b. Food service will be notified of any decisions.

******SOP: The housing unit sergeant is responsible for notifying food service when an alternate meal is being requested.**

- 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:
 - e. The Alternate Meals/Serving Methods Request form will be placed in the individual configured records folder in accordance with institutional services procedures regarding offender individual confinement records.
 - (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.

******SOP: Offenders who have displayed spitting and biting behavior should be placed on spit net status in accordance with IS20-2.3 Mechanical Restraints.**

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.

******SOP: Documentation of items being removed will be placed on the offender's confinement data record and will be referenced on the housing unit chronological log.**

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 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: Items will be removed as outlined in IS22-1.2 Offender Property and Control Procedures. The offender may retain one set of clothes including one set of undergarments. A sanitary napkin will be provided and exchanged as necessary.**

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

******SOP: Documentation of items being returned will be placed on the offender's confinement data record and will be referenced on the housing unit chronological log.**

- (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: Each shift supervisor completing the review will document the offender's behavior on the offender's confinement data record and on the shift event report.**

- (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.

******SOP: Documentation of the offender's personal property being removed will also be placed on the offender's confinement data record and will be referenced on the housing unit chronological log.**

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: Deprivation of any authorized activities will be documented on the offender's confinement data record.**

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

******SOP: Documentation regarding special security orders and special needs will be placed on page 1 of the offender's individual confinement record under special instructions.**

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

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.

******SOP: The shift supervisor will be the designee. The shift supervisor, assigned lieutenant and sergeant of the housing unit will make daily rounds.**

- b. a member of 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: Upon entering the administrative segregation unit, general population offenders (i.e., offender law library assistants, barbers, maintenance workers, etc.) will be strip searched. General population offenders will be escorted by staff at all times while in the unit. Before exiting the administrative segregation, general population offenders will be strip searched by a custody officer. Strip searches will be documented on the institutional search report.**

Refer to the administrative segregation unit daily operations schedule (Attachment Q).

- 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: Two female offender urinalysis collection officers will supervise administrative segregation offenders who are required to submit to a random or target drug test. The urinalysis collection officers will remove the offender using the offender segregation cell removal procedures below. The officers will advise the offender of the urine collection procedure as defined in D5-7.1 Offender Drug Testing.**

Offenders may submit to the urine collection while restrained in front, or restraints may be removed at the discretion of the collection officers with approval of a sergeant or higher rank.

Should the offender not be able to produce the required specimen, they will be provided the designated amount of water as defined in D5-7.1 Offender Drug Testing and restrained to the security bench until the allotted time has expired or they are able to produce the specimen.

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

******SOP: Cell doors are not to be opened without at least two officers present in the wing.**

- 1) **If an emergent situation arises and there is a need to access a cell door without restraints being applied, a minimum of two staff members are to be present for an offender with a custody level of 1, 2, or 3. A minimum of three staff members are to be present for an offender with a custody level of 4 or 5. A minimum of four staff members are to be present for an offender who has displayed assaultive or non-compliant behavior regardless of the offender's custody level.**

Offenders will be removed and returned to their segregation cell as follows:

- 1) All offender movement within the unit will follow normal cuffing procedures (behind the back) unless prior approval is given by the shift supervisor or higher ranking officer.
- 2) Secure one end of the handcuff retainer strap to the chain between the handcuffs and the other end of the strap to the metal loop on the cell door jamb.
- 3) Open the food port door, instruct the offender to back up to the door and extend their hands through the food port door.
- 4) Place the handcuffs on the offender.
- 5) Remove the retainer strap from the restraints and from the cell door jamb; secure the strap.
- 6) Instruct the offender to move away from the door; the cell door may then be opened for movement. It is permissible for one officer to open the cell door when occupants of the cell are restrained and compliant. A minimum of two officers will be present at the cell door when it is opened and the occupants are unrestrained. If either occupant has displayed out of control or assaultive behavior then at least four officers should be present when opening the cell door.

When the cell is occupied by two offenders, the cellmate is to be restrained using the same procedure prior to opening the cell door. When returning an offender to their cell, the process is to be reversed.

Offenders transported outside the security perimeter must be in full restraints including a black box.

Offenders being escorted outside the administrative segregation unit will be placed in full restraints and escorted by at least one custody officer. If more than one offender is being escorted outside the unit, at least two custody officers will be required to escort. Special instructions for escort procedures will be documented on page 1 of the offender's individual confinement record.

Full restraints will be applied as follows:

- 1) Direct the offender to face the food port, if a second offender is in the cell direct them to move to the back of the cell and face the wall.
- 2) Attach one end of the security tether to the D-ring on the door frame. Open the food port door and direct the offender to place their hands through the food port door facing forward (towards the officer). Attach the other end of the security tether to the restraint chain. With the security tether attached to the wrist restraint chain, place the wrist restraints on the offender with the key holes facing out towards the officer.
- 3) If a second offender is in the cell, direct the first offender to go to the back of the cell. Direct the second offender to back up to the cell door and extend their hands backwards through the food port door and apply the restraints using security tether.
- 4) Open the cell door and direct the offender out of the cell. If the second offender is not being removed from the cell, close the door and remove the restraints using the security tether.
- 5) Once the offender being placed in full restraints is out of the cell, the officer will step to the front 45 degree position (Zone 1) and apply the cuff portion of the crutch restraint behind the standard wrist restraints with key holes facing up the arm and tighten using the tip of the finger method ensuring not to over tighten and deadlock the restraints.
- 6) With both ends of the crutch restraints held in your hands, direct the offender to lean forward at the waist. Take one end of the crutch restraints around and over the offender's head and torso. Feed the smaller end of the restraints through the martin link and tighten the restraints so that

the waist chain will not fall below the waist nor be able to be manipulated up the offender's torso. Use the padlock to secure the waist chain to the offender's side. The slack from the waist chain can be looped on the padlock and then secured.

- 7) **Remove the first set of wrist restraints from the offender's wrists.**
- 8) **If a second offender is in the cell and is to be placed in full restraints, repeat the above process.**
- 9) **Proceed with applying ankle restraints.**

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.

******SOP: The appropriate therapeutic programs are as follows:**

- 1) **Impact on Crime Victims Class**
 - 2) **Pathways to Change**
 - 3) **Anger Management**
 - 4) **Mental Health Programs**
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.

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 Notifications
- 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

*****SOP ATTACHMENTS:**

- O. Administrative Segregation Unit Haircare Services**
- P. Segregation Inventory Property List**
- Q. Administrative Segregation Unit Daily Operations Schedule**

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

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- 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 and 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

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 Effective Date: July 5, 1991**
- B. Revised Effective Date: September 29, 1992**
- C. Revised Effective Date: January 26, 1996**
- D. Revised Effective Date: January 1, 1997**
- E. Revised Effective Date: April 14, 1999**
- F. Revised Effective Date: November 12, 2007**
- G. Revised Effective Date: June 5, 2009**
- H. Revised Effective Date: March 15, 2012**
- I. Revised Effective Date: June 26, 2013**
- J. Revised Effective Date: August 17, 2015**
- K. Revised Effective Date: October 5, 2015**
- L. Revised Effective Date: September 5, 2016**
- M. Revised Effective Date: May 1, 2017**
- N. Revised Effective Date: April 15, 2018**
- O. Revised Effective Date: January 29, 2021**