
**DIVISION OF ADULT INSTITUTIONS
EASTERN RECEPTION, DIAGNOSTIC AND CORRECTIONAL CENTER
STANDARD OPERATING PROCEDURE**

SOP21-1.2 Administrative Segregation

Effective Date: September 01, 2020

[Signature on File]
Stanley Payne, Warden

GENERAL INFORMATION: The institution is in compliance with this institutional services procedure except as noted within the text of this SOP. Standard operating procedures are clearly marked in bold and identified as **SOP**.

- 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.
- SOP: Housing Units: 2 and 1C are designated for Administrative Segregation (ADSEG) assignments. ADSEG Housing Units will operate under a Phase Program. Housing Unit 7 will be designated for Administrative Segregation for R&D.**
- 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.

SOP DEFINITION: The ERDCC phase program for administrative segregation will consist of 3 separate phases, offender will be assigned to each phase in accordance with the behavior and conduct they are exhibiting. As a result, offenders may progress/regress within this secure environment with increasing/decreasing privileges based upon their assigned phase.

Promotions to Phase 3 will be recommended by the administrative segregation committee and shall be based on offender conduct and other security concerns. In accordance with IS19-1.1 Conduct Rules and Sanctions (D.7 Programmatic Sanctions) and IS19-1.3 Disciplinary Hearing Officer, the assigned administrative segregation disciplinary officer may recommend as a sanction the demotion from Phase Three to Phase Two resulting in the loss of privileges and may change the bed list release date (waiting list for GP) for Phase Three offenders.

Phase One: Offenders assigned to Phase One will have special security order in place. The special security orders will include the reason for issuance, a description of the security measures enacted and the necessary steps the offender must take in order to have the order discontinued. While assigned to this phase, special security orders will be reviewed every 30 days and will either be discontinued or continued depending upon the offender's behavior. If the need for special security orders is determined to no longer be necessary the offender will automatically be moved to Phase Two.

Phase Two: Offenders assigned to Phase Two will be offenders who are either first entering administrative segregation, those who have been promoted from Phase One or those who have not met the criteria for Phase Three. Phase Two offenders will be afforded the privileges and incentives outlined throughout the SOP. Offenders will meet with the Ad-Seg Committee to determine progress, set goals and to recommend phase progression/regression. Offenders serving a sanction for disciplinary segregation but have not been referred to administrative segregation will be afforded the same privileges as Phase Two permits.

Phase Three: Offenders assigned to Phase Three must have demonstrated continued, improved conduct and met the goals set by the Ad-Seg Committee. Phase Three will afford offenders privileges and incentives in order to prepare them for release to general population while attempting to minimize the restrictive environment of administration segregation. Allowed privileges and incentives will be outlined throughout SOP.

- 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. Hazardous Material Propellant Status: A designation assigned to offenders who have a propensity for propelling objects and/or substances at staff or other offenders. In the interest of universal precautions, all objects capable of being propelled will be deemed as hazardous material. Any offender on this status will be considered a Phase One offender.

K. Double Restraint: The use of two separate sets of wrist restraints to remove the offender's clothing without disruption of control.

L. Special Security Orders (SSO): An order completed by a FUM/Shift Supervisor or higher ranking authority, documenting and authorizing multiple behavioral tools to be utilized on a specific offender for the safety and security of the institution, staff, and other offenders. SSO will also include the reason for placement, goals for the offender to meet prior to the retraction and a next review date for the orders. A copy will be placed in the confinement record, classification file and security directive log.

III. PROCEDURES:

A. ASSIGNMENT TO ADMINISTRATIVE SEGREGATION:

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

SOP: The Room/Inspection Checklist will be placed in the designated binder located in each wing. Completed checklists will be filed in each unit.

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

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

- (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.

SOP: Release on a program plan only applies to general population offenders, and does not apply to diagnostic offenders.

7. Offenders may be credited with time served in temporary administrative segregation confinement against any administrative segregation time.
8. At the end of the hearing, the Classification Hearing form will be completed with the offender's documented oral statements and any attached submitted documentary evidence and committee recommendations with justification for each decision.
 - a. The form will also include the date of the next scheduled hearing.
 - (1) If a hearing is conducted prior to the date on the Classification Hearing form, the offender must be advised and a 24-hour waiver of hearing notification completed prior to the hearing.
 - (A) If the offender does not sign the waiver, the hearing will not be held until the 24-hour period has passed.
 - (3) A copy of the written notice will be forwarded to the classification file.
 - b. All members of the committee and the offender will sign the form.
 - c. If the offender refuses to sign, staff will note refusal on the form and initial.

SOP: If the offender refuses to sign the form, or is unable to sign, two staff members will sign as witnesses.

- (1) The original and all copies will be forwarded to the warden/designee immediately after the hearing.
9. The warden/designee will review the Classification Hearing form with any attachments and approve/disapprove the recommendation.
 - a. A written justification will be submitted based on all reasons submitted, including any modifications to the recommendation.

10. The original Classification Hearing form will be sent to the classification office for placement in the classification file, with a copy of the Classification Hearing form to the offender.

a. A copy of the written notice will be forwarded to the classification file.

11. All pertinent forms, according to specific procedures, will be appropriately filled out and disseminated.

C. MANDATED SINGLE CELL CONFINEMENT:

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

SOP: Administrative Segregation Committee Extension Request form should be used when requesting single cell assignment.

- 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: Upon placing offenders in Ad-Seg., ALL BRAIDS will be removed. If an offender fails to remove the braids, the metal detector hand wand must be used. Failure to remove braids will result in a CDV to the offender.

Upon cell assignment, the offender will be strip searched utilizing the “double restraint” method. The offender will be placed in the cell and then the search will be conducted. If the offender has been subjected to pepper spray as a result of a use of force, the offender will have access to running water via his cell.

3. No more than 2 offenders should be assigned to a cell unless the cell/room is configured for multiple occupancy.
4. Offenders that refuse double cell assignment with a compatible offender, should be given a direct order and issued a conduct violation for refusal. The following procedure will then be followed:
 - a. Staff will review all available options. The offender may be offered to cell with another offender(s) or placed temporarily in a single cell if it is determined not to jeopardize institutional security.
 - b. If the offender continues to refuse a cellmate, he will be maintained in full restraints on a security bench, holding cell or other secure area in accordance with institutional services procedures regarding mechanical restraints.

E. ITEMS AFFORDED TO OFFENDERS IN ADMINISTRATIVE SEGREGATION:

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: Meals will be placed in insulated trays in food service and placed on a tray cart for delivery to the administrative segregation units. Tray lids may be lifted to inspect the contents by custody personnel (wearing appropriate sanitation gear, i.e. gloves). Tray lids do not go in the cell. Staff will deliver meal trays to each offender. Upon completion of the meal, custody personnel will pick up each tray and place on the food service cart for return to the food service area. All food service equipment and utensils will be counted by custody staff before and after serving to ensure all items are returned. Any discrepancies must be reported immediately to the housing unit sergeant.

SOP: Food port doors should not be unattended while open.

SOP: When feeding, if a cell window or lights are covered, where the officer cannot safely open the food port, the offender(s) will be directed to remove the covering. If the offender(s) fails to comply, he will initially not be offered a meal. He will be informed that a conduct violation will be written as a result of these actions. After all offenders have been fed, another attempt will be made to provide the offender(s) with a meal. This attempt to deliver a meal will be made in the presence of the housing unit supervisor. If the offender(s) continues to refuse to remove the covering, his actions shall be deemed as refusal of the meal, and appropriate entries shall be made in the offender's individual confinement record by the housing unit supervisor.

SOP: Phase Three offenders will have their cell doors opened and be allowed to come out and retrieve their food trays and drinks for themselves. Three cells at a time will be opened to get trays. The next three will open when the previous three are secured. At the conclusion of the meal, three cells at a time will be opened to return the trays and cups. All other procedures regarding inspections, lids, and utensils will remain the same as above.

2. Showers and Shaves:

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

SOP: Two officers should be present when the cell is opened to escort an offender for showers and shaves. Offenders are to be escorted, restrained behind their backs, to the shower, where they are secured in the shower stall, and then restraints are removed through the shower stall door. Phase Three offenders will be allowed to shower during their in-wing recreation periods, and will be allowed to walk to and from the showers unrestrained and unescorted, however a staff member must be present in the wing. Showers shall not exceed 15 minutes in length.

- (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: Offenders will be afforded shaves with electric trimmers, every 30 days, by the housing unit barber during regular scheduled haircuts and will be supervised by custody staff. Offenders that have a visit scheduled or documented court appearances including video conference will be afforded a shave by the housing unit barber. Phase Three offenders will not be allowed to keep disposable razors.

(2) Razor usage for offenders on dry cell status shall be in accordance with this procedure.

SOP: Barber services will temporarily be suspended while on dry cell status.

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: Phase I Offenders will not be allowed to retain personal or state issued clothing. Upon completion of a strip search, Phase I offenders will be provided one set of Ad-Seg clothing.

Jumpsuits will be provided for appropriate activities out of the cell for Phase I and II offenders.

4. Medical Services:

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

SOP: The second shift nurse should pass out Health Service Request forms (HSR) daily for pick up the following morning. HSR's picked up each morning will be entered into the computer to be seen by the nurse within 24 hours. If the nurse feels the offender needs immediate attention, the doctor will be advised to see the offender. If immediate attention is unnecessary, the offender will be placed on the doctor's schedule for an appointment that week.

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: The offender should retain his blanket and pillow. One (1) sheet and one (1) pillowcase will be issued by the housing unit on an exchange system on a weekly basis. Phase Three Offenders will be allowed to retain their personal property and will not need the sheet and pillowcase issued.

6. Hair Care Services:

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

SOP: Administrative segregation offenders must request barber services by a written request to the custody staff. The general population barber shall report to the administrative segregation unit each Saturday with his barber equipment, which will be inventoried and documented in a log by an officer upon his entry into the unit. The barber will be strip searched prior to beginning work in the housing unit. Haircuts will be conducted in each wing of the unit where two officers will be present. When all haircuts are completed, the barber equipment will be inventoried and the offender barber will be strip searched prior to his exit from the housing unit. Phase Three Offenders will not need to be restrained during the haircut.

R&D offenders must submit a written request for barber services to custody staff. The offender's name is placed on a list and haircuts are completed on Saturday/Sunday. An offender barber from the R&D side reports to the housing unit to provide haircuts. Haircuts are conducted in the housing

unit sallyport area with appropriate custody supervision. The offender barber is strip searched upon entry to the unit and strip searched prior to exiting the housing unit after providing haircuts.

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

SOP: Clothing will be exchanged during regularly scheduled showers.

8. State Issued/Personal Property:

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

SOP: Phase I offenders = 1 pair socks

- e. 3 sets undergarments,

SOP: Phase I offenders = 1 pair undergarments

- f. 1 pair shower shoes,
- g. 2 pencils/security pens,

SOP: No pencils/flex pen only

- 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,

SOP: Offenders will be allowed to bring their personal toothbrush with them to the administrative segregation unit, which is required to be short handled.

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

SOP: Offenders assigned to administrative segregation will not be allowed to order outside

packages from vendors. Any other items must be approved in advance by the deputy warden/designee. Phase 3 offenders will have access to their personal property (No razors). Offender razors will be stored in the housing unit, in a locked cabinet, and returned to the offenders upon their release to GP.

9. Correspondence:

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

SOP: Offenders will not be permitted to correspond with other offenders unless prior approval is received from the warden/designee (i.e. brothers, father, uncle etc.).

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: Reception and Diagnostic offenders will be allowed one (1) non-contact visit of up to 2 hour duration once they have been at ERDCC for a minimum of thirty days. All reception and diagnostic visits will be processed as special visits.

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

SOP: Visiting privileges will be followed in accordance with institutional services procedures regarding offender visitors/visiting restrictions. Additional or special visiting privileges will be approved on a case-by-case basis by the warden/designee. Offenders who request to marry while assigned to administrative segregation may do so, provided they have met all preliminary criteria required in accordance with institutional services procedures regarding offender marriages.

Offender marriage ceremonies will be performed in the non-contact area and if the offender is eligible for a visit, he may have a non-contact visit.

- (2) Phase 3 Offenders will receive 4 contact visits per month.

11. Telephone Privileges:

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

SOP: Offenders should be allowed to use the telephone in cases of staff verified emergencies (i.e., death of immediate family member, etc.) and to contact attorneys when the attorney has made written or telephonic request through the litigation office for such communication and will accept a collect call. Otherwise, all incoming calls, (i.e. attorney, etc.) shall be arranged through the litigation office. These calls will be placed in the housing unit wing or the visiting room. When staff confirm there is a humanitarian need (i.e., death of immediate family member, etc.) and a collect call cannot be made, staff will receive approval from the warden/designee's office, then allow the offender a 10 minute supervised telephone call. Offenders in Administrative Segregation and not on some form of disciplinary segregation, who have been violation free for a 60 day period, may be afforded one personal call every 60 days at the discretion of the unit manager. Personal calls will be limited to 15 minutes. If no contact is made within the first 15 minutes, the offender will be returned to his cell, and the attempt will be counted as his personal call for that time period. Phase 3 Offenders will be allowed to place their phone calls during the in-wing recreation for a duration no longer than 15 minutes.

12. Reading Material:

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

SOP: One paperback novel/book, one current issue magazine and newspaper that will be switched out upon receiving the new issue, one paperback dictionary, one paperback religious book and GED books should be the maximum allowable limit of reading material to be in the offender's possession at any time. Phase 3 offenders will be allowed to retain the same reading materials as general population.

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

SOP: The librarian routinely provides a box of paperback novels/books and general reading materials to the segregation housing unit for offender use.

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.

SOP: Legal materials are limited to those needed for current cases only. Offenders assigned to ADSEG will not assist other offenders with legal work. Legal materials should not exceed a 12" high stack or for Phase 3, an amount that would fit into a state issued storage locker/container.

- 1) **Excessive legal materials will be stored in property room in accordance with SOP22-1.2 Offender Property Control Procedures.**
- 2) **If an offender needs to retrieve legal material from the property room, he will submit a written request to the housing unit classification staff. They will first verify the need, before requesting the material from the property room. This written request shall be for active court cases only and should, if possible, include the case number and the location of the legal items (i.e. which folder, etc.) in accordance with SOP22-1.2 Offender Property Control.**
- 3) **Offenders needing photocopies will make requests in accordance with SOP8-1.4 Access to Law Library Materials.**

16. Law Library:

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

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: Offenders are expected to purchase needed legal materials during their regularly scheduled canteen spend.

- 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 should be allowed to purchase a total of \$15 worth of authorized cosmetics and writing materials from the canteen once a month per established schedule. Edible items will not be allowed. Offenders will turn in a canteen request for the items they want to purchase. The list will be checked by classification staff, turned into the canteen, the order filled in the canteen, and delivered to the offender in the segregation unit. Items will be removed from the outer packaging.

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.

SOP: Two officers should be present when the cell is opened to escort an offender for recreation. Offenders are to be escorted, restrained behind their backs, to the recreation yard, where they are released behind the secured recreation area. The amount of offenders released for recreation would be based on the number of officers available for escort, not to exceed the maximum capacity of the recreation area.

SOP: Phase 3 offenders will be allowed to in-wing recreation for 30 minutes per day on a 3 cell rotation to be established by the Housing Unit FUM. This will be in addition to the 1 hour a day, 3 days per week out of cell recreation offered in the outside recreation yard. Offenders will be allowed to walk to and from the outside housing unit recreation yard unrestrained, however they will be escorted and a staff member will be present while any offenders are outdoors.

F. ALTERNATE MEALS:

1. Alternate meals may be used for offenders housed in segregation units who:

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

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: Requests for alternative meal status should be submitted on the same day as the incident. A copy of the conduct violation will be attached to the Alternate Meals/Serving Methods Request form. If after normal working hours, the shift supervisor will provide approval and it shall be noted on the form which will be forwarded to the warden/designee for final review and signature.

- a. Alternate meals will be requested on an individual basis.
 - b. Food service will be notified of any decisions.
 - c. The Alternate Meals/Serving Methods Request form will be placed in the individual confinement record folder in accordance with institutional services procedures regarding offender individual confinement records.
 - d. Alternate meals should be documented on the Individual Confinement Record form (Attachment I) under special instructions showing:
 - (1) when the offender was placed on alternate meals,
 - (2) date, and
 - (3) who placed the offender on alternate meals.
3. Any time an offender commits an action as outlined in this procedure, the offender will be served a meal loaf for 9 meals.
 - a. After the 9th meal, regular meals will be served and behavior will be monitored.
 - b. If the offender again commits any of the actions as outlined in this procedure, the offender will receive 18 meals of individual meal loaves.
 - c. After the 18th meal, with no further actions as outlined in this procedure, the offender will be served regular meals and behavior will be monitored.
 - d. If the offender, during the 30 day period commits another action as outlined in this procedure, the segregation unit functional unit manager/shift supervisor will submit the Alternate Meals/Serving Methods Request to the warden/designee who may place the offender on an additional 18 meals of meal loaf.

SOP: Requests for alternative meal status should be submitted on the same day as the incident. A copy of the conduct violation will be attached to the Alternate Meals/Serving Methods Request form. If after normal working hours, the shift supervisor will provide approval and it shall be noted on the form which will be forwarded to the warden/designee for final review and signature.

- 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: Classification staff will identify offenders who are known to propel hazardous objects or substances from their cells. The offender(s) will be placed on Hazardous Material Propellant Status

(Haz-Mat) and recommendation for long-term use of a spit net will be forwarded to the functional unit manager, who will review and forward to the warden. This action requires approval from the deputy division director and must be forwarded within 48 hours. If approved for 30 days, the offender(s) adjustment will be reviewed. If there have been no occurrences within the last 30 days, the offender may be released from Haz-Mat status. An offender, who has had further incidents or fails to don the spit net when directed, will continue to be reviewed every 30 days. Haz-Mat status may be continued with approval of the deputy division director. If an offender is placed on Haz- Mat status, the following guidelines will be followed:

- a. A hazardous material alert sign will be placed on the entry door to these wings.
 - b. A sign designating the offender as a hazardous material propelling offender will be placed on the offender's door.
 - c. The caseworker will prepare a letter to the offender indicating the terms of his status. A copy will be placed in his classification file.
 - d. Staff should wear facial protection and may wear protective suits when working in these designated areas.
 - e. Each offender will be required to wear a spit guard mask before being removed for any reason. The mask may be removed to allow for haircuts, or when ordered to do so.
 - 1) If an offender refuses to wear his mask prior to being removed from his cell for a medical appointment, meal serving, etc., this will be considered as a refusal. Refusal to don the mask will be deemed as refusing to participate in the activity or service and a request for a 30 day extension will be forwarded to the appropriate division director for approval.
 - 2) If the offender refuses to replace the mask after having participated in a service or activity, a conduct violation will be written.
2. If the offender exhibits disruptive behavior, he will be referred to a QMHP by the segregation unit functional unit manager/shift supervisor.
- a. The QMHP will assess whether the offender's misbehavior is the result of mental illness.

H. REMOVAL OF PROPERTY:

1. Removal of offender property will be in accordance with institutional services procedures regarding offender property control procedures.
2. An offender's authorized items may be removed from his cell, when necessary, due to the offender's current behavior, with documentation on the Offender's Individual Confinement Record form, such as, but not limited to:
 - a. offender suicide intervention in accordance with institutional services procedures regarding suicide intervention procedures;
SOP: Refer to SOP12-4.1 Suicide Intervention Procedures.
 - b. close observation in accordance with institutional services procedures regarding mental health close observation;
SOP: SOP12-4.3 Mental Health Close Observation.
 - c. dry cell status in accordance with institutional services procedures regarding searches; and
SOP: SOP20-1.3 Searches.

- d. when an offender is out of control (i.e., endangering herself/himself or others, destroying state property, etc.).
 - (1) The functional unit manager, shift supervisor or higher ranking staff member must approve placing the offender on property removal status or removal from property removal status.
 - (2) Any and/or all items may be removed from the cell to control the offender's behavior in accordance with standard operating procedures.

SOP: When it is necessary to remove property from an offender whose behavior is out of control, the functional unit manager, shift supervisor or higher ranking staff member must authorize the action. Custody staff assigned the task should remove the property as specified in institutional procedures regarding property control.

- (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: When the offender has regained control of his behavior and return of his property is approved, the custody staff assigned the task should ensure that return of the offender's property is completed as specified in institutional procedures regarding property control.

- (4) Each shift supervisor should review the status of the offender as a new shift begins to determine if property items should be returned.
- (5) If the regularly issued mattress is damaged it shall be removed and a security mattress shall be issued.

SOP: If the offender is guilty of a violation involving mattress misuse/abuse and a recommendation is made to issue him a security mattress, the functional unit manager or shift supervisor may approve the standard mattress to be removed from his cell and a security mattress to be issued.

The functional unit manager/designee shall be notified and documentation shall be made in the individual confinement record indicating the date he received the security mattress and the proposed date he may be returned to standard mattress status. This time frame may not exceed fourteen (14) days per event without written permission from the warden.

If the offender is moved to another cell while on security mattress status, the security mattress will accompany him.

The assigned CCM/CCA of the housing unit where the offender is assigned shall ensure that the offender receives a standard mattress no later than 14 calendar days after impoundment. The CCM/CCA shall document in the individual confinement record the date that a standard mattress was given to the offender.

If the offender continues to demonstrate behavior that results in the destruction, damage, abuse, alteration or misuse of a standard mattress, the functional unit manager shall generate a report through the chain of command to the warden recommending consideration of additional disciplinary action.

3. Personal property may be removed from the offender's possession if determined to be a fire hazard or due to security needs.
 - a. Such should be documented on the Offender Property Removal form (Attachment J), processed in accordance with institutional services procedures regarding offender property control procedures and

documented in the offender's individual confinement record in accordance with institutional services procedures regarding offender individual confinement records.

I. OFFENDER SUSPENSION FROM USUALLY AUTHORIZED ACTIVITY:

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

SOP: The segregation unit manager should submit a written report via the chain of command within one working day.

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.

SOP: Disposable wipes or other means will be made available daily for hygiene purposes.

J. REPORTS/LOGS:

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

SOP: Individual Confinement Records shall be maintained in the administrative segregation housing unit in a secure area. All entries will be legible and signed by the employee. The employee's shift assignment and ID number will also be indicated. Offenders assigned to Phase Three will not be required to have confinement records as they will have opportunities to recreate outside of their cell daily and be able to retrieve their meal in-wing.

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

SOP: Chronological logs shall be reviewed daily by the functional unit manager/designee and maintained in the administrative segregation unit in accordance with institutional procedures regarding chronological logs.

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, and

SOP: The chief of custody/shift supervisor/zone lieutenant will tour the administrative segregation unit on a daily basis.

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

L. DAILY OPERATIONS, SECURITY MEASURES AND OFFENDER MOVEMENT:

- 1. Close supervision and control should be exercised to ensure the rights, safety and welfare of all offenders and staff.

SOP:

- a. **In the event of an apparent medical emergency of an unresponsive administrative segregation offender, the following procedure should be followed if time and circumstances does not allow for a response team:**

- 1) **A Code 16 (medical emergency) should be announced over the radio giving the housing unit, wing and cell number;**
- 2) **Whenever possible, responding staff should obtain a capture shield and video recorder when proceeding to the cell. Phase Three does not require the shield or recorder**
- 3) **Staff members will wait until a supervisor has given approval to enter the cell. The supervisor will determine when adequate staff have arrived prior to opening the cell door;**
- 4) **If it is a two person cell, upon arrival of a second officer, the responsive offender may be restrained per standard operating procedures in preparation for his removal from the cell;**
- 5) **Once a supervisor has determined adequate staff have arrived, the restrained offender may be removed from the cell and will be secured. Assessing the unresponsive offender may be delayed briefly for safety and security reasons to allow the assembly of staff and to secure the responsive offender;**
- 6) **With the supervisor's directive, after the arrival of adequate staff, entry into the cell can be made to access the unresponsive offender. If in doubt about the legitimacy of the offender's condition and there is no obvious medical reason not to, the unresponsive offender should be restrained. When determined by the supervisor and if security equipment is present, it may be utilized to assist in the observation, entry and restraining of the offender;**
- 7) **When deemed secure, the offender can be triaged by the responding medical 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: The following post orders will be followed:

- Post Order #019 – Housing Unit #1 COII**
- Post Order #020 – Housing Unit #2 COII**
- Post Order #025 – Housing Unit #7 COII**
- Post Order #078 – Housing Unit #1 Control Room Officer**
- Post Order #079 – Housing Unit #1 Ad-Seg Wing Officer**
- Post Order #081 – Housing Unit #2 Control Room Officer**
- Post Order #082A – Housing Unit #2 Wing Officer**
- Post Order #082 – Housing Unit # 2 Close Observation Wing Officer**
- Post Order #093 – Housing Unit #7 Control Room Officer**
- Post Order #094A - Housing Unit #7 Close Observation Wing Officer**
- Post Order #094 – Housing Unit #7 Wing Officer**

- 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: Standard operating procedures regarding offender counts, searches and offender movement will be followed, as well as ERDCC Administrative Segregation Housing unit rules.

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

SOP: Standard operating procedures regarding offender movement will be followed.

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).

SOP: Does not apply to Reception and Diagnostic offenders.

- 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: When determined by the administrative segregation committee that an offender is to be released from administrative segregation on a program plan, consideration should be given to structured programs including, but not limited to, Pathways to Change, Stress Management, Anger Management, or other informal programs specific to the offender's behavior.

EXCEPTION: Does not apply to reception and diagnostic offenders.

- 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 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:

R. Segregation Inventory List

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:

- A. Original Effective Date: September 5, 2003**
- B. Revised Effective Date: October 24, 2003**
- C. Revised Effective Date: March 20, 2006**
- D. Revised Effective Date: February 28, 2006**
- E. Revised Effective Date: August 6, 2007**
- F. Revised Effective Date: February 28, 2009**
- G. Revised Effective Date: June 15, 2009**
- H. Revised Effective Date: March 28, 2011**
- I. Revised Effective Date: June 6, 2014**
- J. Revised Effective Date: December 15, 2014**
- K. Revised Effective Date: October 15, 2015**
- L. Revised Effective Date: October 03, 2016**
- M. Revised Effective Date: September 15, 2019**
- N. Revised Effective Date: September 01, 2020**