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

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NUMBER: SOP21-1.2

TITLE: Administrative Segregation

*(Signature on File)*

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Tom Villmer, Warden

IS Effective Date: February 27, 2011

SOP Effective Date: March 21, 2017

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**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.

**SOP: Farmington Correctional Center is in compliance with this procedure, except as noted within the text of this Standard Operating Procedure. SOP is clearly identified and marked in bold.**

**C. SCOPE:** Nothing in this procedure is intended to give a protected liberty interest to any offender. This procedure is intended to guide staff actions.

**II. DEFINITIONS:**

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

**B. Administrative Segregation Committee:** Chaired by the functional unit manager with a caseworker and COIII or above as members. The caseworker will act as chairperson in the unit manager's absence. Another staff member may sit as a member in place of the caseworker. At least 3 members shall be present to hold a hearing.

**C. Alternate Meals/Serving Methods 30 Day Time Frame:** The 30 day period will include an offender's continuous time spent in the segregation unit regardless of assignment between temporary administrative segregation confinement, disciplinary segregation or administrative segregation. The time frame will begin with the first incident and will extend 30 days after each subsequent incident until the offender has 30 days without an incident.

**D. Mandated Single Cell Assignment:** Assignment of an offender to a single cell within a administrative segregation unit for documented safety and security reasons, such as offenders who are considered an immediate or a long term danger to other offenders that would be celled with that offender, based on extremely violent, aggressive, threatening actions toward others, which may include murder/manslaughter, sexual assault/rape, assault with serious physical injury, sexually active HIV positive offender. This offender is not to be celled with other offenders.

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- 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: Revised Definition**

**I. Staff Member: 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 on a recurring basis within a department facility (*i.e., medical services, mental health services, education services, vocational services, substance abuse services, etc.*) pursuant to a contractual agreement and has been issued a permanent department identification card;**
- 3. **a volunteer in corrections;**
- 4. **a student intern;**
- 5. **issued a permanent department identification card or special access in accordance with the department procedure regarding staff member identification.**

**SOP Addition: J. – O.**

- J. **Handcuff Retainer Strap:** A strap-like device that is secured to a security ring on one end and attaches to the wrist restraints on the other end to prevent wrist restraints from being pulled into an cell.
- K. **Juvenile Offender:** An offender under the age of 18 that has been adjudicated as an adult by the courts and sentenced to the department.

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- L. **Juvenile Offender Unit Holding Cell:** Room #204, consisting of two beds, designated as a temporary holding cell. The purpose of the cell shall be for temporary separation of a juvenile offender from the Juvenile Offender Unit general population offenders due to safety and security concerns of an offender or of the unit.
  - M. **Juvenile Offender Unit Segregation Cells:** Rooms 118, 121, & 122 shall be designated as Juvenile Offender Unit Segregation Cells. The purpose shall be for the temporary segregation of a juvenile offender due to disciplinary reasons or safety and security concerns. These rooms may be utilized for more extended periods of time than the Juvenile Offender Unit Holding Cell.
  - N. **Security Bench:** A seating area where an offender is secured temporarily until a cell is available.
  - O. **Security Ring:** An eye-bolt like device permanently attached to a cell door above the food port that is used to secure one end of the Handcuff Retainer Strap. It is a safety and security control device used to prevent an offender from pulling mechanical wrist restraints into his cell.

### 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 Addition:** Building #31B has four (4) segregation cells that can house up to two (2) juvenile offenders per cell, (a total of eight (8) juvenile offenders) segregated from adult offenders. Juvenile offenders shall be placed in administrative segregation (ADSEG) by utilizing rooms 118, 121, & 122 within HU#31, the Juvenile Offender Unit (JOU). The purpose shall be for the segregation of a juvenile offender due to administrative reasons or safety and security concerns. Room 204, the holding cell, may be used on a temporary basis when the above rooms are occupied.

**SOP Addition:** Juvenile offenders will NOT be placed in HU#5 segregation without prior authorization from the Warden/Designee AND the Division Director. This will ONLY occur when NO other option is available.

**SOP Addition:** Juvenile offenders will be under direct supervision at ALL times when outside of Juvenile Housing Unit #31.

**SOP Addition:** The same rules pertaining to ADSEG offenders in HU#5 will apply to juvenile offenders assigned to the JOU except for deviations as noted in the following: JOU Operational Memorandum, JOU Housing Unit Rules, Post Orders #31a and 31b.

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 (*Reference A*).

**SOP Addition:** When an offender is assigned to the unit from another unit, prior to his placement in a cell/room, he will be strip-searched by staff utilizing the strip cage. In the event the offender is combative or non-compliant, the offender may be strip-searched in his assigned cell, by use of the *Double-Restraint Method*. Every time an offender is moved to a new cell a *Double-Restraint Strip Search* will be conducted, the cell thoroughly searched, and a Room Inspection Checklist completed.

**SOP Addition:** Juvenile offenders will be strip searched by staff in their assigned cell by staff utilizing the *Double-Restraint Method*. Juvenile offenders will NOT be strip searched in the strip cage.

- 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.

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 Addition: Adult segregation offenders may at times, have limited personal contact or limited communication with HU#5 GP offender workers, offender barbers during scheduled haircuts, and law library clerks. ALL contact/communication with these offenders will be under direct staff supervision.**

**SOP Addition: Juvenile offenders assigned to segregation in HU #5 or the Juvenile Offender Unit (JOU) will NOT have any contact with adult offenders.**

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 (*Reference B*), and submit an Administrative Segregation Committee - Extension Request form (*Reference 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.

**SOP Addition: Juvenile offenders assigned to ADSEG within HU#31, will remain at that unit until they reach the age of 18. At that time, they will be assigned to the HU#5 GP segregation unit and may be submitted for transfer if applicable.**

- 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 (*Reference 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 (*Reference 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 (*Reference F*) and submit the form to the QMHP.

**SOP: Revised form – Referral and Screening Note – Health Services (8-13)**

- b. A copy of all such reports should be maintained in the medical file with chronological entry in the classification file.

**SOP Addition: It shall be the responsibility of HU#5 classification staff to ensure the chronological entry is made.**

**SOP Addition: It shall be the responsibility of the JOU case manager to ensure chronological entries are made in cases involving juvenile offenders.**

- 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 his 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.

**SOP Addition: It will be the responsibility of the committee chairperson to ensure the information is documented on the Classification Hearing form.**

- d. Those offenders who are absent from the institution during administration segregation hearings will be afforded a formal hearing within 5 working days of their return.
  - (1) The reason for the delay will be documented.
5. Unit staff will present available information relative to the reason for the hearing.
  - a. The caseworker presenting the facts shall complete the top portion of the Classification Hearing form indicating the reason for the hearing.
  - b. The remainder of the form will be completed during the course of the hearing.

6. The administrative segregation committee will review all oral statements, submitted documentary evidence and facts surrounding the case and determine a recommendation for:
  - a. continued assignment to administrative segregation,
  - b. release with no restrictions,
  - c. release with restrictions, or
  - d. release on a program plan.
7. Offenders may be credited with time served in temporary administrative segregation confinement against any administrative segregation time.
8. At the end of the hearing, the Classification Hearing form will be completed with the offender's documented oral statements and any attached submitted documentary evidence and committee recommendations with justification for each decision.

**SOP Addition: Recommendations for assignment to GP, including offenders within JOU will have an Enemy Listing - Protective Custody Declaration form (*Reference Q*) attached to the Classification Hearing form with waivers completed if warranted .**

- 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.
  - b. All members of the committee and the offender will sign the form.
  - c. If the offender refuses to sign, staff will note refusal on the form and initial.
    - (1) The original and all copies will be forwarded to the warden/designee immediately after the hearing.
9. The warden/designee will review the Classification Hearing form with any attachments and approve/disapprove the recommendation.
    - a. A written justification will be submitted based on all reasons submitted, including any modifications to the recommendation.
  10. The original Classification Hearing form will be sent to the classification office for placement in the classification file, with a copy of the Classification Hearing form to the offender.
    - a. A copy of the written notice will be forwarded to the classification file.
  11. All pertinent forms, according to specific procedures, will be appropriately filled out and disseminated.

C. MANDATED SINGLE CELL CONFINEMENT:

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

D. DOUBLE CELL ASSIGNMENT:

1. Prior to cell assignment, file review, or computer check for enemies, an Enemy Waiver (*Reference G*) should be completed, if appropriate.
2. The internal classification process will be used when assigning an offender to a cell.

**SOP Addition: Offenders without an Internal Classification Score will be celled with another offender without a score or with a KAPPA offender of comparable custody level.**

3. No more than 2 offenders should be assigned to a cell unless the cell/room is configured for multiple occupancy.

**SOP Addition: Juvenile offenders will be celled alone or with another juvenile offender ONLY in accordance with the Internal Classification process.**

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 Addition: The offender will be offered restroom privileges and water every two (2) hours while in full restraint status. If he missed a meal, a sack meal will be offered when he enters the cell designated for him. Placement on a security bench will be documented in the offender's Individual Confinement Record (ICR).**

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 Addition: Upon placement in the segregation unit, offenders will be given the opportunity to declare their meal preference, i.e. non-pork, vegetarian, or certified religious diet (CRD) (prior approval). Offenders approved to receive a CRD will receive the same meal as those in GP, according to the menu**



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plan. However deviations may be made due to safety and security concerns. Refusals to accept their CRD will be reported to the food service manager and CRD refusal procedures followed.

**SOP Addition:** Meals will be delivered to the segregation unit in insulated carts under the supervision of a food service cook. HU#5 offender workers under the supervision of HU#5 staff will receive and prepare the trays for delivery to the unit population. Correctional staff will serve all the meals/trays, plastic-ware, and cups to each assigned offender and ensure all trays, plastic-ware and cups are returned and accounted for. Prior to handling of a certified religious diet meal, the custody officer will remove the food handling gloves used while serving other trays in the unit and will double glove with two (2) pairs of unused food handling gloves. Under *NO* circumstances will offender workers be allowed to hand-deliver or retrieve meals/trays, plastic-ware, and cups from assigned offenders. HU#5 workers shall return *ALL* items back into the insulated carts under the supervision of the COI and return the carts to the HU#5 gate. A-dining workers will pick up the carts and will be escorted back to foodservice by a food service cook.

**SOP Addition:** Meals will be provided to the JOU for GP and segregation juvenile offenders in accordance with the JOU Operational Memorandum.

**SOP Addition:** Full suicide watch offenders' meals shall consist of sack meals (*finger foods*). *NO* plastic utensils will be allowed in the cell, in accordance with institutional procedures regarding suicide intervention. Therefore, due to security concerns, CRD meals will *NOT* be received while on suicide watch.

**SOP Addition:** When a staff member believes an offender is on a hunger strike, the staff member will *IMMEDIATELY* notify the unit staff, shift supervisor, health services administrator/designee, and warden/designee, as outlined in institutional procedures regarding hunger strike.

**SOP Addition:** Juvenile offenders who are placed in a JOU segregation/holding cell will have their meals monitored by JOU Custody staff. Refusals will be documented in the offender's Individual Confinement Report (*ICR*) and the FUM notified. Procedures as outlined in institutional services procedures and standard operating procedures regarding hunger strike will be followed.

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 Addition:** Offenders assigned to the segregation unit will be monitored by staff for hygiene compliance. Offenders who *REFUSE* to shower or clean their cell will be checked by staff and their cells inspected to ensure hygiene and sanitary compliancy. When an offender is *NOT* hygiene compliant, he will be counseled by the sergeant and given a directive to shower. The offender may be temporarily moved to an empty cell, his cell searched and his cell cleaned by an offender worker. When deemed appropriate, the offender should be issued a Rule #32 Sanitary Conduct Violation.

**SOP Addition:** Juvenile offenders assigned to the JOU holding cell and/or segregation cell will be provided showers during the 2<sup>nd</sup> shift, on Mondays, Wednesdays, and Fridays, or a minimum of every three (3) days. The offender will be provided an opportunity to shave every three (3) days. *ALL* opportunities to shower and shave will be documented in the offender's ICR and in the unit's Chronological Log.

**SOP Addition:** Juvenile offenders assigned to the JOU holding cell will be offered water and restroom breaks every two (2) hours, except during the hours of 10:00 p.m. through 6:00 am, unless otherwise requested by the offender.

**SOP Addition:** Disposable razors shall be available for offenders to use during their scheduled shower time. Upon completion of showers, the officer shall visit each cell, document which of the offenders

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shaved and/or showered, and retrieve the razors from offenders. Razors are disposed of in a sharps container in a secure area.

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

3. Clothing:

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

**SOP Addition: Offenders will be allowed to retain their three (3) sets of state-issue clothing and should be offered the opportunity to have them laundered once per week. Personal clothing is NOT allowed in the segregation unit.**

4. Medical Services:

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

**SOP Addition: The 2<sup>nd</sup> shift nurse shall distribute Medical Services Requests (MSR's) each afternoon for pick up by the 1<sup>st</sup> shift nurse the following morning. MSR's are processed each morning and the offender seen according to the nurse assessment. When the nurse believes an offender needs immediate attention, the doctor will be advised to see the offender. When immediate attention is unnecessary, the offender will be scheduled an appointment.**

**SOP Addition: Juvenile offenders assigned to the JOU will be provided medical and psychological services by completing an MSR. MSR's will be forwarded to medical for processing. Medical staff will conduct routine medical examinations within the multi-purpose room located in the JOU. Psychological services will be provided in the JOU. For other services ONLY available in the medical building, special attempts will be made to schedule the juvenile offenders before or after the adult population offenders are seen to reduce any unnecessary contact.**

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: State issue linens shall be laundered rather than exchanged.**

6. Hair Care Services:

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

**SOP Addition: Segregation offenders MUST request barber services through a written or verbal request to the custody staff. Adult offenders will have their hair cut by the designated A-phase barber shall report to the segregation unit each Saturday and will utilize barber equipment maintained within the unit. The barber will be searched and the barber equipment inventoried upon his arrival and at his departure. Haircuts should be conducted in each wing of the unit where two (2) officers should be present. The hair cut will be documented in the offender's ICR. The housing unit custody supervisor may cancel or discontinue haircuts due to safety and security concerns with the approval of the FUM/shift supervisor. If this is done, a memo will be sent to the warden/designee by the next business day.**

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**SOP Addition: Barbering services for juvenile offenders will be provided by a volunteer in corrections (VIC) when available. When *NOT* available, juvenile offenders may be permitted access to barber equipment to cut their own hair or another juvenile offender may be allowed to cut their hair. Barbering services *MUST* be requested through custody staff and will be conducted at the discretion of a JOU custody supervisor/FUM.**

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

8. State Issued/Personal Property:

a. 1 comb or brush or security hair pick,

**SOP Addition: 1 flexible comb, 5”**

b. 1 towel,

**SOP Addition: 2 state-issue towels**

c. 1 washcloth,

**SOP Addition: 2 state-issue washcloths**

d. 3 pair socks,

**SOP Addition: 3 pairs of state-issue socks**

e. 3 sets undergarments,

**SOP Addition: 3 sets of state-issue undergarments**

f. 1 pair shower shoes,

g. 2 pencils/security pens,

**SOP Addition: 2 security flex pens**

h. writing paper and envelopes,

**SOP Addition: 1 reasonable lot of paper and 1 box of envelopes**

i. address book,

j. stamps,

**SOP Addition: Postage stamps *ONLY* (40)**

k. 1 deodorant - clear,

l. 1 current subscription newspaper and magazine,

**SOP Addition: To clarify: One (1) current subscription newspaper and one (1) magazine.**

m. sacred writings (*Bible, Koran, Quran, Scroll, etc. soft back*)

**SOP Addition: Segregation offenders may be in possession of two sacred writings (*SOFT BACK ONLY*). This will be included in the total allowable number of six (6) books.**

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,

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**SOP Addition: Offenders at FCC utilize short-handled toothbrushes. Offenders assigned to ADSEG will bring their toothbrushes with them when they are assigned.**

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

**SOP Addition: Items will be in accordance with institutional procedure regarding the FCC Segregation-Inventory List (*TASC Personal Property List*) (*Reference S*).**

9. Correspondence:

**SOP Addition: Offenders assigned to ADSEG are *NOT* permitted to receive or send offender-to-offender correspondence. Offender-to-offender correspondence sent from or received by an ADSEG offender will be stopped by mailroom staff and the correspondence returned to the sending offender. This *ONLY* applies to offenders' assigned to ADSEG; and does *NOT* apply to offenders assigned to TASC or DISSEG. The warden /designee may approve an exception to this restriction for offenders who are immediate family and/or when the recipient is a part of a joint verified legal action. Offenders should request this exception by writing to their case manager, who will forward the request to the warden/designee.**

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

10. Visiting Privileges:

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

**SOP: Procedure revision-IS13-3.1 Offender Visitation Eff. October 15, 2012.**

**SOP Addition: Adult offenders assigned to segregation shall be allowed a maximum of four, 2-hour non-contact visits per month.**

**SOP Addition: HU#31 juvenile offenders will be permitted four, 2-hour contact visits (*without restraints*) per month while on TASC, ADSEG, or DISSEG confinement status. Visits shall take place in the B-phase visiting room with the offender seated near the custody officer podium so he may be observed by staff.**

- a. Standard operating procedures may permit additional visiting privileges.

**SOP Addition: *No additional visiting privileges are permitted.***

11. Telephone Privileges:

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

**SOP Addition: Emergency phone calls (*verified death in family, illness, etc.*) may be approved by the FUM. Attorney phone calls are to be requested by the offender's attorney and arranged through the grievance office. The offender's call to his attorney *MUST* be in accordance with offender access to telephones.**

**SOP Addition: Offenders may be granted special phone calls as (*related to an offender's release, civil court proceedings, etc.*) as deemed necessary by the FUM.**

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 Addition: Offenders may have up to six (6) personal books, (*SOFT BACK ONLY*) consisting of: Bible/Koran/religious book, GED, education courses, legal dictionary, reading book. Offenders are**

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authorized one (1) current subscription magazine and one (1) newspaper. The offender *MUST* surrender the last subscription magazine or newspaper to receive the next current issue.

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

**SOP Addition: Segregation offenders may have one (1) FCC library book, (*SOFT-BACK ONLY*). A cart with FCC library books, stocked by the librarian, shall be kept in the housing unit and will be distributed weekly.**

13. Religious/Spiritual Needs:

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

**SOP Addition: The chaplain/designee shall conduct monthly rounds in the segregation unit HU#5 in accordance with institutional procedures regarding religious programs and activities. Additional access may be obtained if deemed by the chaplain/designee that a special need exists. The chaplain/designee will document the visit in the offender's ICR.**

**SOP Addition: The B-phase chaplain will visit the JOU, *NO* less than once each week, to satisfy the special needs and requests made by the juvenile offenders.**

- a. 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 Addition: Offenders assigned to segregation shall be allowed to retain necessary legal material of current litigation *ONLY*. Excessive legal material will be stored in the property room. Offenders will be permitted to obtain stored legal material or obtain additional legal material in accordance with institutional procedures regarding access to attorneys and courts, access to law library material, and offender property control.**

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 Addition: Requests for law materials require that the offender have a qualified legal claim and submit the request on a Special Unit Legal Request – Response Page (*Reference O*) as established in access to attorneys and courts, access to law library materials, and general library services procedures. All legal requests are made through the case manager. Form 40, Motion to Vacate, is available at *NO* charge. 42 U.S.C.1983 Complaint Forms and 28 U.S.C. 2254 Habeas Corpus forms *MUST* be requested directly from the courts; addresses are available from the library law department.**

**SOP Addition: Juvenile offenders in a HU#31 or HU#5 segregation cell will submit requests for legal material (*Example: reference material, copies, legal assistance, etc.*) to the assigned classification staff. The librarian will send the material to the assigned case manager, who will ensure the offender receives the items. When applicable, the case manager will ensure the material is returned to the FCC library.**

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**SOP Addition:** Classification staff shall access the Qualified Legal Claim Verification form (*Reference P*), via the I and/or K drive and be responsible for completing this form when applicable.

**SOP Addition:** Adult offenders assigned to segregation will have law library assistance available in accordance with institutional procedures regarding access to attorneys and courts, offender counsel substitutes, and access to law library material. Requests for a visit by a law library assistant will be scheduled for the next date the law library assistant is to visit HU#5. Law library assistants are scheduled to visit HU#5 once per week.

**SOP Addition:** Juvenile offenders may request the assistance of offender counsel substitutes for disciplinary hearings for major conduct violations with a qualified legal claim, via monitored phone access, with the juvenile offender and the offender counsel substitute. *NO* in-person or face-to-face contact will be allowed. Services provided to the JOU will be in accordance with access to law library materials procedure. Offender counsel substitutes *MUST* be in accordance with the access to offender counsel substitutes procedure. Offenders may have access to an attorney in accordance with access to attorneys and courts procedure.

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 Addition:** Offenders are allowed to purchase up to a total of \$15.00 worth of authorized cosmetics and writing material from the canteen, once per calendar month. They will be allowed to select items which are listed on the segregation – Canteen Order sheet (*Reference V*). Edible items will *NOT* be allowed. Offenders shall be allowed to purchase phone minutes and up to 40 postage stamps, which do *NOT* count towards the \$15.00 limit.

- 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 Addition:** Offenders will submit a Segregation – Canteen Order sheet for allowable items they wish to purchase. The list will be checked by classification staff, turned in to the canteen, and filled by canteen staff. The items will be picked up and checked by classification staff and delivered to the offender, who will then sign a receipt of said items purchased.

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 Addition:** General education developmental workbooks, as approved by the education supervisor, will be permitted. Textbooks and/or workbooks will *ONLY* be allowed if the course has been approved by the FCC education supervisor. (*Hardback books are NOT allowed.*)

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 Addition:** Offenders participating in out-of-cell recreation will be processed, as outlined below in section L-Daily Operations, Security Measures, and Offender Movement and as specified in Post Orders #17, #30, and #31, and the HU#5 Segregation Daily Schedule (*Reference T*).

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**SOP Addition: Juvenile offenders assigned to the holding or segregation cell (*ADSEG or TASC status*) will be afforded an opportunity for out of the cell recreation a minimum of one (1) hour per day, three (3) times per week, on the 2<sup>nd</sup> or 3<sup>rd</sup> shift. Recreation should be provided on the outdoor recreation yard (*weather permitting*) or within the indoor recreation area. GP juvenile offenders are *NOT* allowed to recreate in the same area during the same time. GP juvenile offenders will be held upstairs when necessary to allow for the recreation of segregation offenders. Two (2) segregation offenders at a time may be allowed on the recreation yard and they will be supervised by at least one (1) staff member.**

**SOP Addition: 20.**

**20. Packages:**

- a. Offenders assigned to ADSEG, TASC, and DISSEG will *NOT* be allowed to order or receive packages. Packages received at the institution for offenders in segregation will be processed in accordance with institutional procedures regarding offender mail. Packages will be searched and logged by mailroom staff. Packages will be picked up by property room staff once per week and be processed in accordance with institutional procedures regarding offender property and control. The property room officer will notify the offender that he has received a package and it may be picked up upon his release from segregation.

**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 (*Reference 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 Addition: The HU sergeant shall complete and submit the Alternate Meals/ Serving Methods Request form with a copy of the CDV to the FUM/shift supervisor. The FUM/shift supervisor will then submit the Alternate Meals/Serving Methods Request form to the warden/designee for approval. ALL pertinent information regarding Alternate Meals/Serving Methods, (*Example: who ordered/released placement, type of serving method, type of meal, etc.*) shall be logged in the ICR.**

- 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 (*Reference 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.

**SOP Addition: It will be the responsibility of the HU#5 and/or HU#31 sergeants to monitor and report the number of meals to the HU#5 and HU#31 FUMs, shift supervisor, and food service manager.**

- a. After the 9th meal, regular meals will be served and behavior will be monitored.
- b. If the offender again commits any of the actions as outlined in this procedure, the offender will receive 18 meals of individual meal loaves.
- c. After the 18th meal, with no further actions as outlined in this procedure, the offender will be served regular meals and behavior will be monitored.
- d. If the offender, during the 30 day period commits another action as outlined in this procedure, the segregation unit functional unit manager/shift supervisor will submit the Alternate Meals/Serving Methods Request to the warden/designee who may place the offender on an additional 18 meals of meal loaf.
- e. When the offender does not commit any action as outlined in this procedure for the assignment time he will be returned to regular serving methods.

**G. OFFENDER DISRUPTIVE BEHAVIOR:**

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

**H. REMOVAL OF PROPERTY:**

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

**SOP Addition: When it has been determined necessary to remove property from an offender, as specified in institutional procedures regarding suicide intervention, the shift supervisor, psychologist I, or higher ranking staff member *MUST* authorize the action. The custody staff assigned the task should ensure the Property Removal form is completed as specified in institutional procedures regarding offender property and control.**



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

**SOP Addition: The HU#5 FUM, shift supervisor, or higher ranking staff member *MUST* authorize the action and submit a report within one (1) working day to the chief of custody and assistant warden. During off-duty hours, the duty officer shall be notified. The offender will be restrained and removed from the cell and placed on the restraint bench, if necessary. The offender will be placed in a single cell. The incident should be recorded on audio/video equipment. The offender's property will be searched, inventoried, and secured by staff. Custody staff assigned the task should ensure the Property Removal form is completed, as specified in institutional procedures regarding offender property and control. An entry will be made in the chronological section of the ICR, indicating the date and time the property was removed and who authorized the action.**

- (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 Addition: When the property is returned to the offender, custody staff assigned the task should ensure the Property Removal form is signed by the offender as specified in institutional procedures regarding offender property and control and a chronological entry is made in the offender's ICR.**

- (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 Addition: An entry will be made in the chrono section of the ICR, indicating the decision of the FUM/shift supervisor to return the offender's property.**

- (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 (*Reference 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 Addition: When deprived of any authorized activity, the appropriate FUM of the segregation unit or JOU (*during normal working hours*) or shift supervisor (*evenings, weekends, and holiday hours*) shall submit a written report within one (1) working day to the appropriate assistant warden and to the chief**

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of custody. The assistant warden will then notify the deputy warden of offender management and the warden.

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

**SOP Addition: *Suicide Watch* – When the cell/room has running water, the water will be turned off. *Suicide Watch* status offenders will have the water to the cell turned on temporarily to flush the commode. Water will be monitored and offered at least once per hour at the discretion of the Qualified Mental Health Professional (QMHP) and the HU#5 sergeant.**

**SOP Addition: *Dry Cell* - Offenders on *Dry Cell Monitoring Status* will be provided with a portable commode with plastic liner to facilitate searches. Disposable wipes or other means will be made available for hygiene purposes daily.**

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 Addition: The 3<sup>rd</sup> page (*Chronological Data Sheet*) shall be placed under “Page 1” on the left inside flap.**

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

**SOP Addition: *SPECIAL SECURITY ORDERS (SSO) (Reference U)*: Requests to impose SSOs will be initiated by the FUM/shift supervisor. The FUM/shift supervisor will ensure ALL necessary signatures (HU#5 and/or HU#31 JOU FUM, shift supervisor, chief of custody, and warden/designee) are obtained on the SSO sheet, acknowledging approval of the SSO. After ALL signatures are obtained, the SSO will be officially enforced.**

**SOP Addition: *TEMPORARY SPECIAL SECURITY ORDERS (TSSO)*: When TSSOs are requested by a shift supervisor after normal business hours, he will sign the request, provide a copy to the housing unit, and forward the original through the chain of command for required signatures. Upon completion of signatures, the TSSO sheet shall be forwarded to HU#5 and HU#31 JOU (*if applicable*). Copies of this TSSO shall be posted on the offender’s door, placed in the ICR, and provided to the shift supervisor.**

**SOP Addition: The use of the handcuff retainer will be utilized when special security orders are in place, and may be used when deemed necessary by the escorting officers. Note, due to various physical limitations of offenders and the limitation of the handcuff retainer, NOT every offender requires its use. Caution should be exercised with sliding doors in the use of handcuff retainers to prevent accidents. This procedure is in accordance with and outlined in institutional procedures regarding mechanical restraints.**

- a. All staff in the unit should know and follow all special orders.
3. Staff in the unit shall maintain a daily Chronological Log (*Reference 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 (*Reference 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 Addition: The chief of custody's designee will be the custody shift supervisor.**

**SOP Addition: The chief of custody/designee will sign in/out and a chronological log entry made.**

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

L. DAILY OPERATIONS, SECURITY MEASURES AND OFFENDER MOVEMENT:

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

2. Standard operating procedures will be developed:

- a. to include the daily operations of the unit and reference to all post orders and related materials,

**SOP Addition: The following Post Orders and procedures will be followed: Post Orders 17, 30, #31, Segregation Regulations (Reference R ) and HU#5 Segregation Daily Schedule.**

**SOP Addition: The following procedures and Post Orders will be followed pertaining to the JOU: JOU Operational Memorandum, JOU Housing Unit Rules, and Post Orders #31a and 31b.**

- 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 Addition: Institutional procedures will be followed regarding offender counts, searches, offender movement and control, mechanical restraints, Segregation Rules and Post Orders #17, #30, and #31.**

**SOP Addition: The following procedures will be followed pertaining to the JOU: JOU Operational Memorandum, JOU Housing Unit Rules, and Post Orders #31a and 31b.**

**SOP Addition: Due to the lack of air conditioning in the segregation unit, the following procedure will be followed: Housing unit wing fans will be on at ALL times when the temperature is above 70 degrees Fahrenheit unless directed otherwise by the FUM/shift supervisor or higher. The fans may be turned off temporarily during institutional count but will be turned back on as soon as the wing has been counted.**

**SOP Addition: From the period of May 15th through September 15<sup>th</sup>, when deemed necessary, due to the summer heat or as otherwise recommended by the FUM/shift supervisor, ice will be provided to each offender a minimum of twice daily.**

**SOP Addition: The housing unit may TEMPORARILY utilize window covers to cover the cell window in order to minimize offender disruption while conducting activities, such as, but NOT limited to, use of force, classification actions, medical assessments, etc. Utilization of window covers MUST be approved by the shift supervisor or FUM.**

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

**SOP Addition: Institutional procedures will be followed regarding offender counts, searches, offender movement and control, mechanical restraints, Segregation Rules, and Post Orders #17-HU#5, #30, and #31.**

**SOP Addition: The following procedures will be followed pertaining to the JOU: JOU Operational Memorandum, JOU Housing Unit Rules, and Post Order #31a and 31b.**

**SOP Addition: Restraints will be applied at the cell door for all movement of HU#5 Offenders. There shall be two (2) officers/staff members present at the cell door when restraints are applied. Offenders**

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will be restrained with handcuffs in back and escorted by staff. *NO* more than four (4) offenders, per escorting officer, will be moved at one time, once restraints are applied.

**SOP Addition: HU#5 offenders will be escorted to visits, medical appointments, or any other business outside of their assigned units. These offenders will be escorted by staff and will be restrained to the front with handcuffs and a belly chain. These restraints will be applied at the cell door. Leg restraints will be utilized when necessary due to behavioral issues or special security concerns. Offenders will remain in constant visual observation by escorting staff.**

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 (*Reference 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 Addition: When determined by the ADSEG committee that an offender is to be released from ADSEG and placed on a program plan, consideration should be given to structured programs including, but *NOT* limited to, Pathways to Change, Anger Management, Impact of Crime on Victims, Alcoholics Anonymous, Narcotics Anonymous, and/or other informational programs specific to the offender's behavior.**

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 (*Reference 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.

**SOP Addition: The segregation unit case manager and/or JOU case manager (*if applicable*) will forward a copy of the offender's program plan to his assigned case manager upon his release from ADSEG. The offender's assigned case manager will monitor the offender's progress and submit the Program Plan**

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**Progress Report to the ADSEG committee every 30 days or anytime the offender is having difficulty. The ADSEG committee should monitor offenders on a program plan and ensure progress reports are being received.**

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. REFERENCES:

- 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  
**SOP: Revised form – Referral and Screening Note – Health Services (8-13)**
- 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 Addition: O. – S.**
- O. 931-4601 Special Unit Legal Request - Response Page (*electronic*)**
- P. 931-4602 Qualified Legal Claim Verification (*electronic*)**
- Q. 931-3511 Enemy Listing - Protective Custody Declaration (9-07)**
- R. Segregation - Regulations**
- S. FCC Segregation-Inventory List (*TASC Personal Property List*)**
- T. Segregation - Daily Schedule**
- U. Special Security Orders sheet**
- V. Segregation - Canteen Order Sheet**
- W. IS5-2.5 Offender Transfers
- X. IS7-1.10 Offender Individual Confinement Records

- Y. IS8-1.3 Access to Offender Counsel Substitutes  
**SOP: Procedure revision-IS8-1.3 Offender Counsel Substitutes Eff. March 9, 2012**
- Z. IS8-1.4 Access to Law Library Materials
- AA. IS8-6.1 Access to Basic Hygiene Items
- BB. IS10-1.9 Meal Service Operations
- CC. IS12-4.1 Suicide Intervention Procedures
- DD. IS12-4.3 Mental Health Close Observation
- EE. IS13-3.1 Offender Visitors/Visiting Restrictions  
**SOP: Procedure revision-IS13-3.1 Offender Visitation Eff. October 15, 2012**
- FF. IS17-1.1 Religious Programs and Activities  
**SOP: Procedure revision-IS17-1.1 Religious/Spiritual Programming Eff. August 22, 2011**
- GG. IS18-3.11 Correspondence Courses
- HH. IS20-1.3 Searches
- II. IS20-2.3 Mechanical Restraints
- JJ. IS21-1.1 Temporary Administrative Segregation Confinement
- KK. IS22-1.2 Offender Property Control Procedures  
**SOP: Procedure revision-IS22-1.1 Offender Property and Control Procedures Eff. September 23, 2013**
- LL. D5-3.3 Clergy Person/Spiritual Advisor Visits
- MM. 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

V. 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.  
**SOP: Previously covered in FCC Rule 20-1412.040 Administrative Segregation: Original Rule effective December 1, 1986; Revised November 1, 1989.**

IS EFFECTIVE DATES:

- A. Original Effective Date: December 1, 1990  
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- B. Revised Effective Date: January 1, 1995
- C. Revised Effective Date: January 26, 1995  
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- 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  
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SOP EFFECTIVE DATES:

- Original Effective Date: January 22, 1991
- Revised Effective Date: March 29, 1991
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- Revised Effective Date: May 26, 2008  
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- Revised Effective Date: April 19, 2011
- Revised Effective Date: April 13, 2015
- Revised Effective Date: March 21, 2017