
MISSOURI DEPARTMENT OF CORRECTIONS
INSTITUTIONAL SERVICES
FULTON RECEPTION AND DIAGNOSTIC CENTER
STANDARD OPERATING PROCEDURES

IS 21-1.2 Administrative Segregation

Effective: February 27, 2011

SOP: April 1, 2020

Doris E. Falkenrath, Warden

Carrie Atterberry, Deputy Warden of Operations

Shawn Twyman, Deputy Warden of Offender Management

- 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.

GENERAL INFORMATION: This institution is in compliance with the Institutional Services procedure with Offenders are issued 1 set of undergarments.

A. AUTHORITY: Sections 217.175, 217.335, 217.375 RSMo, 93-4571-CV-C-9

B. APPLICABILITY: Each warden of any facility housing offenders under the jurisdiction of the division of adult institutions and division of offender rehabilitative services will develop standard operating procedures based on the guidelines established herein.

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

II. DEFINITIONS:

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

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

*****SOP: The chairperson may not be the same person who initially referred an offender to the Ad Seg Committee.**

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.

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

b. MODIFIED SUICIDE WATCH: An individualized plan which may result in less restrictive actions than the full suicide watch as determined by the psychologist.

c. DRY CELL: A cell where running water has been shut off and which is utilized when an offender is suspected of having ingested contraband and a check of body excrement is required.

d. CAMERA CELL: Cell utilized to continuously monitor occupants assigned through use of a video camera. When occupied, lights to this cell will remain on twenty-four (24) hours a day.

e. CLOSE OBSERVATION STATUS: Offenders who are isolated and observed every fifteen minutes or as directed by the functional unit manager, shift supervisor, medical staff, or psychologist. Placement on close observation status should be at the direction of the functional unit manager, shift supervisor, medical staff, or the psychologist.

f. STRIPPED CELL: A cell consisting of a sink, toilet, and bed. Offenders should be stripped and issued a suicide smock. Items may only be returned to the offender upon approval of the functional unit manager, shift supervisor or higher ranking staff.

g. WELLNESS CHECK: The visual observation of an offender to ensure the safety and welfare of the offender.

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.

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 offender.

*****SOP: Offenders assigned to Ad Seg who have not received the R&D orientation will be given the R&D orientation within 7 days of arrival. It will be documented in their file that the offender received the orientation.**

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 maintained in the offender's ICR as the bottom sheet on the right hand side of the file folder.**

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 Requestform.
- (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.

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.

- 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.

*****SOP: When class hearings are entered directly into the AS400 the CCM will enter the heading and committee members the day prior to the hearing. The FUM will complete the comments section during the hearing with the offender present for his statement, findings and recommendations.**

6. The administrative segregation committee will review all oral statements, submitted documentary evidence and facts surrounding the case and determine a recommendation for:

*****SOP: After the Ad Seg committee conducts the interview, if it is determined the offender no longer needs ad seg assignment for investigative purposes, the Warden shall be notified. The Warden will determine whether or not the offender is to be released.**

- 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: Required documents that should be included in the ad seg hearing packet: TASC order or previous class hearing print (PCLH), enemy listing and enemy waivers for any non - waived enemy currently at FRDC and a protective custody waiver for those offenders being released to general population. An IOC from Mental Health staff should be included for any offender that spent time on observation status.**

- a. The form will also include the date of the next scheduled hearing.
 - (1) If a hearing is conducted prior to the date on the Classification Hearing form, the offender must be advised and a 24-hour waiver of hearing notification completed prior to the hearing.
 - (A) If the offender does not sign the waiver, the hearing will not be held until the 24-hour period has passed.
 - (3) A copy of the written notice will be forwarded to the classification file.
- b. All members of the committee and the offender will sign the form.
- c. If the offender refuses to sign, staff will note refusal on the form and initial.
 - (1) The original and all copies will be forwarded to the warden/designee immediately after the hearing.

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

C. MANDATED SINGLE CELL CONFINEMENT:

1. The administrative segregation committee will evaluate offenders for single cell confinement at the time of the hearing.

*****SOP: Any offender associated with a PREA claim/investigation will be placed on single cell status. The offender will remain on single cell status until seen by the Ad Seg Committee who will make the determination for removal or continued single cell mandate.**

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

D. DOUBLE CELL ASSIGNMENT:

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

*****SOP: Use cell guide assignment when assigning an offender to a cell.**

- a. **A computer check for enemies will be completed.**
- b. **When any two offenders are celled together they should be matched by the AICS score, if available. An offender with a Sigma rating should never be celled with an offender with an Alpha rating. Both may cell with offenders with a Kappa rating.**
- c. **Offenders on TASC for investigation should be single celled until seen by the Ad Seg Committee and a determination made for the offender to have a cellmate of the same Ad Seg assignment.**
- d. **Offenders on TASC for investigation cannot be celled together unless otherwise specified by the investigator.**
- e. **TASC Mental Health offenders will be celled per instructions of Mental Health staff. In the absence of any instructions, the offender will be celled and treated as an offender on full suicide watch until physically seen and documented instructions are received from Mental Health staff to do otherwise.**
- f. **General population and R&D offenders may be celled together if no other space is available.**
- g. **Any offender 17 years of age or younger may not be celled with any offender over the age of 17 per Missouri statute 217.345.**

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.

*****SOP: Observation cells should not be used.**

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

*****SOP: The shift supervisor or higher authority should make this determination.**

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 should be taken to the administrative segregation unit by food service workers using food delivery carts. Food temperatures are to be recorded by Food Service prior to the delivery of the food cart.**

- a. **Once secured in the unit, custody staff will inspect the food cart(s) for contraband and accounting for all utensils will be made.**
- b. **Custody staff will then serve the meals. The trays and drink shall be served through the food slot in the cell door. The food slot door is not to be opened until the tray and drink are ready to be served. The food slot door will be closed after the food and drink are served. Up to three (3) food slot doors may be open at one time.**
- c. **When there is concern that an offender may use the plastic food tray or drinking cup as a weapon, a sack lunch and Styrofoam cup will be utilized. The need will be determined by the functional unit manager or custody supervisor through review of the individual confinement record. Justification for such need shall be documented in the Individual Confinement Record by custody staff under the special instructions section on the form.**
- d. **Upon completion of the meal, the offender should return the tray and utensils by sliding same under the cell door. Used food trays, glasses, and utensils should be picked up by the unit porters and returned to the food carts under close supervision of custody staff. Cups and any other remaining items are to be retrieved by custody staff.**
- e. **The officers should ensure all trays; glasses and utensils are accounted for. The food carts should be picked up by food service workers.**

2. Showers and Shaves:

*****SOP: Those who refuse 3 consecutive showers will be issued a CDV (32.2).**

*****SOP: Offenders may take PREA correspondence to the PREA mailbox while en route to the shower.**

*****SOP: Cell searches will be conducted on 1st shift when offenders are utilizing the shower as time and staffing permits.**

- 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: FRDC is a level 5 facility and the use of razors in the segregation unit is prohibited except as outlined in this SOP.**

*****SOP: Offenders assigned to Administrative Segregation may be issued razor in exchange for their I.D. The razor will be returned to the officer before the offender leaves the shower and the I.D. returned to the offender upon completion of the shower. No razor is to be given to anyone on Observation, those with Special Security Orders, on TASC or Disc Seg status. No razor is to be issued to the offender in his cell.**

- (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: Any offender wishing to shave for court appearance, parole hearing or visits must submit a request in writing to the Functional Unit Manager. The offender may shave under supervision.**

*****SOP: Documentation will be made on page two on the Individual Confinement Record if the offender showers or refused to shower.**

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

3. Clothing:

*****SOP: Each offender should be issued 1 pair of orange pants, a t-shirt, 1 pair of boxer shorts, 1 pair of socks, and shower shoes upon arrival. Laundry shall be exchanged every three days at such time as showers are provided. The towel will be exchanged at this time. Laundry exchange shall be documented on page 2 of the Individual Confinement Record by the unit officer with the officer's initials for verification. If the offender refuses clothing exchange, that notation shall be made with the officer's initials for verification.**

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

4. Medical Services:

*****SOP: Medical staff should visit the unit daily. Offenders may request a Health Services Request (Attachment D) through housing unit staff. Due to confidentiality issues, ONLY medical staff can pick up the HSRs, and should do so during any visit to the unit. The medical staff will document in the individual confinement record any consultation or treatment with the offender.**

*****SOP: Any employee (i.e. mental health, medical, classification, P&P) having contact with offenders will be responsible for logging the offender contact and relevant information in the ICR.**

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

5. Bedding:

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

*****SOP: The mattress and pillow are retained in the cells in the unit. A towel will be issued when the bedding is issued and exchanged at time of shower. Blankets will be exchanged once a month. Linen exchange shall be documented on page 2 of the Individual Confinement Record by the unit officer with the officer's initials as verification. If the offender refuses linen exchange, notation shall be made with the officer's initials.**

6. Hair Care Services:

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

*****SOP: Hair care services will be available weekly according to barber schedule for offenders assigned to administrative segregation. Other offenders must have been in the Ad Seg unit 30 consecutive days or more to be eligible for a haircut. An offender is allowed 1 haircut per calendar month. Offenders must make a written request to the Housing Unit 8 Case Manager.**

- a. Barber equipment for the segregation unit should be brought to the segregation unit by the perm cadre offender barber. Items will be limited to clippers and comb/pick. Barbering equipment should be searched prior to admittance into the segregation unit. The barber's entrance and exit on the unit shall be documented on the unit's chronological log as well as the barber signing in and out of the unit on the Sign In form. Offenders receiving hair care services shall be noted on the unit's chronological log.
- b. Barbering services should be conducted in the segregation unit.
- c. The offender barber should be strip searched in the designated strip search room by segregation unit officers before any barbering services are conducted.
- d. Offenders will receive hair care services outside their cell within the rotunda area in the housing unit, supervised by at least one staff member who will remain with the barber until the services are complete. The offender receiving barbering services will remain in restraints.

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: Offenders may retain a personal, small flexible comb.**

- b. 1 towel,
- c. 1 washcloth,
- d. 3 pair socks,

*****SOP: Offenders are issued 1 pair of socks.**

- e. 3 sets undergarments,

*****SOP: Offenders are issued 1 set of undergarments.**

- f. 1 pair shower shoes,

*****SOP: Due to FRDC being a diagnostic center, offenders are not allowed to keep these personal items. They will be provided by the segregation unit.**

- g. 2 pencils/security pens,

*****SOP: A flex pencil will be issued upon arrival and must be returned upon release. A flex pen will be issued at the written request from the offender to the unit case manager, if necessary for completion of legal work only.**

- h. writing paper and envelopes,

*****SOP: 50 envelopes, 10 Personal letters, 25 personal photos (no nudity), 2 writing pads.**

- i. address book,
- j. stamps,

*****SOP: 50 stamps**

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

*****SOP: Only general population (Perm) offenders may receive subscriptions to magazines and newspapers.**

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

*****SOP: Offenders may have 1 sacred writing not to include the newspaper or magazine subscription and not to include the 1 library book allowed.**

- n. medically related items such as eyeglasses/contact lenses, contact lens solution, artificial limbs, dentures, hearing aids and other necessary items as determined by the physician and deputy warden.
- o. basic hygiene items such as a short handled toothbrush, toothpaste, soap and sanitary napkins (female) shall be retained from personal property or may be issued in accordance with institutional services procedures regarding access to basic hygiene items,
- p. other items as determined by standard operating procedures, with the exception of tobacco products/lighters which will not be permitted.

****SOP: Items not allowed: glass, metal or electrical items, personal shoes, hair picks, tobacco items, hardback books or food items.**

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: Outgoing mail should be given to the housing unit staff by the offender to be placed in the unit mail box. Mail should be picked up each morning by first shift staff and delivered to the institution mail room. Incoming mail should be processed through the mail room and delivered to the housing unit in the evening by third shift staff and given to the offender by the end of shift.**

*****SOP: Offenders may place PREA correspondence regarding PREA issues in the designated PREA mailbox located on each wing. Offenders may place these letters in the PREA box themselves and the letter may be sealed by the offender and will be treated as legal mail. Only C&A staff assigned to the unit will have access to these boxes, and they will take the correspondence directly to the mailroom, if sealed and addressed to the Department of Public Safety.**

*****SOP: Offenders assigned to the segregation unit are prohibited from writing any offender incarcerated in any jail or correctional facility without prior approval by the Warden.**

10. Visiting Privileges:

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

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

*****SOP: Both general population and R&D offenders get 1 visit per month.**

*****SOP: Additional visits for general population may be considered on a case by case basis and should receive prior approval by the functional unit manager.**

11. Telephone Privileges:

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

*****SOP: Offenders assigned to the Ad Seg Unit (HU8) are allowed emergency/legal calls as approved by the functional unit manager. Calls must be requested through the classification staff and will be made at the convenience of staff. Other personal calls may be approved.**

*****SOP: Personal emergency phone calls will be considered on a case by basis with approval by the Functional Unit Manager/designee and shall be documented in the Individual Confinement Record.**

*****SOP: Offenders must be in HU#8 for 30 days and 60 days conduct violation free before they are allowed a phone call. Personal calls are limited to 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.
 - (1) Library reading materials should be provided in the unit in accordance with standard operating procedures.

*****SOP: Offenders may have 1 library book upon request in their possession at one time, not including their magazine or newspaper subscription or the (1) religious book allowed. They will be allowed to exchange their book every week upon request. They must turn in their current book to receive a new one.**

*****SOP: Book exchange will be available on Sunday, after mainline on Third Shift.**

*****SOP: Officers shall write on the cell identification tag when the offender receives a book.**

*****SOP: The librarian will ensure that books are available in the Unit, updating the selection on a monthly basis.**

*****SOP: Books must be returned in the same condition as they are received in order to continue library privileges.**

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: The Catholic priest will visit the unit on Tuesdays for Catholic offenders who wish to participate in confession. Offenders who wish to receive a visit from the chaplain may do so in writing and the chaplain will**

schedule an appointment. In instances of emergency, the housing unit staff may contact the chaplain to see an offender.

*****SOP: Offenders should request to see the Chaplain in writing through the institutional mail. Chaplain visits will be set up for Tuesdays. The Chaplain's entrance and exit on the unit shall be documented on the unit's chronological log as well as the Chaplain signing in and out of the unit on the Sign In form. Offenders receiving chaplaincy services shall be noted on the unit's chronological log.**

- (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: Any request for legal materials from the offender's property should be submitted to the housing unit caseworker.**

*****SOP: The CCM will contact the property room officer to locate the requested items and deliver them to the segregation units property cart.**

16. Law Library:

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

*****SOP: Offenders should submit a written request for law library services through institutional mail to the library. Offender counsel substitutes will be requested in writing to the unit manager for prior approval. The counsel substitute will be strip searched upon entering and leaving the unit. The counsel substitute will be escorted by custody staff to cells of offenders who have been approved. The counsel substitute's entrance and exit on the unit shall be documented on the unit's chronological log as well as the counsel substitute signing in and out of the unit on the Sign In form. Offenders receiving legal services shall be noted on the unit chronological log.**

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: Only safety, flex pens allowed in the Ad Seg unit for offenders.**

*****SOP: Offenders may also purchase phone minutes.**

- 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 will normally spend on Monday after Draw week. Any exceptions must be approved by the Unit Manager. Offenders should list canteen items they wish to purchase on the Canteen Purchase List form (Attachment E). The canteen list should be picked up by housing unit staff and reviewed for non-**

allowable items. Housing unit staff should deliver the lists to the canteen. Orders should be filled and delivered to the housing unit by canteen staff.

18. Education:

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

*****SOP: Offenders will be escorted to education for testing while restrained in the approved education testing restraint belly chain.**

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: Offenders should be permitted to recreate out of the cell Monday, Wednesday and Friday. Depending on the weather conditions the outside recreation cages will be filled to capacity. Any overflow will be placed in the inside recreation cages. An officer will be posted outside the recreation cages when in use. In the event that recreation cannot be completed for all offenders Tuesday, Thursday and Saturday may be used to complete the previous days recreation.**

*****SOP: Recreation periods should be scheduled as outlined in the Segregation Daily Schedule. If the weather is inclement, below 32 degrees Fahrenheit, or above 100 degrees Fahrenheit, the recreation period should be rescheduled when weather permits. (This decision will be determined by the Shift Commander.) If recreation is canceled the information must be noted on the housing unit chronological log as to the reason.**

*****SOP: Recreation areas will be searched prior to use.**

*****SOP: Cell searches will be will be conducted on 1st shift when offenders are utilizing the shower as time and staffing permits.**

*****SOP: Only one offender will be allowed per recreation cubicle. Offenders that are assigned to the same cell may have recreation in the same recreation cubicle.**

*****SOP: Offenders may take PREA correspondence to the PREA mailbox during their recreation time.**

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: When the Warden/designee is not present to give written approval to begin the alternative meals, the shift commander will contact the duty officer to get verbal approval to begin the alternative meals until such time the Warden/designee can give the written approval.**

-
- a. Alternate meals will be requested on an individual basis.
 - b. Food service will be notified of any decisions.
 - c. The Alternate Meals/Serving Methods Request form will be placed in the individual confinement record folder in accordance with institutional services procedures regarding offender individual confinement records.
 - d. Alternate meals should be documented on the Individual Confinement Record form (Attachment I) under special instructions showing:
 - (1) when the offender was placed on alternate meals,
 - (2) date, and
 - (3) who placed the offender on alternate meals.
3. Any time an offender commits an action as outlined in this procedure, the offender will be served a meal loaf for 9 meals.
- a. After the 9th meal, regular meals will be served and behavior will be monitored.
 - b. If the offender again commits any of the actions as outlined in this procedure, the offender will receive 18 meals of individual meal loaves.
 - c. After the 18th meal, with no further actions as outlined in this procedure, the offender will be served regular meals and behavior will be monitored.
 - d. If the offender, during the 30 day period commits another action as outlined in this procedure, the segregation unit functional unit manager/shift supervisor will submit the Alternate Meals/Serving Methods Request to the warden/designee who may place the offender on an additional 18 meals of meal loaf.
 - e. When the offender does not commit any action as outlined in this procedure for the assignment time he will be returned to regular serving methods.

G. OFFENDER DISRUPTIVE BEHAVIOR:

1. When an offender has documented behavior of throwing food, feces or other items, etc., staff should use personal protective equipment including face covers when interacting with the offender.

*****SOP: If the offender has documented behavior of spitting or biting others they should be placed on spit net status. The shift commander or Functional Unit Manager will place the offender on spit net status for an appropriate duration as outlined in this SOP. On the offender's first offense, the spit net status will be in place for 5 days. On the offender's second offense, the duration of the spit net status will be 10 days. The duration of spit net status for any offense after the second will be determined by the CAO. At the conclusion of any spit net status, the initiating Shift Commander or Functional Unit Manager will review the status and continue it for the designated period or discontinue it. Documentation in the offender's individual confinement record should be made to include the following:**

1. Date the spit net status was initiated, and target end date.

2. Why the offender was placed on spit net status.

(Example: Offender placed on 10 day spit net status for a second offense of spitting on staff. A conduct violation for 2.1 was issued)

3. Who approved the status.

Upon placement on spit net status, the offender should be celled by themselves if possible. The offender will be issued a spit net to be stored outside their cell door, and handed to them prior to use. The procedure for giving an offender a spit net will be as follows:

The offender will be directed to walk to the back of the cell and face the wall. After the offender is at the back of the cell, the food service port of the cell may be opened. The spit net will be placed in the opening. The officers will step back away from the open food service port, then direct the offender to walk to the door and place the spit net over their head. After the offender has placed the spit net over their head, restraints may be applied. If the offender destroys their issued spit net, they will be given a violation for destroying state property. After placing an offender on spit net status, the Spit Net Status Notification Form (SOP attachment ##) should be completed. One copy of this form should be attached to the offender's cell door, one should be placed in the offender's individual confinement record, and one copy will be given to the offender. In addition a copy will be forwarded to the Chief of Custody, The Warden, Assistant Warden, Deputy Wardens, and the Functional Unit Manager. Whenever an offender on spit net status needs to exit their cell, they will be required to place the spit net over their head before restraints are applied. If the offender refuses to place the spit net over their head, their actions will be considered a refusal to participate in the activity or service being offered, and a conduct violation for disobeying an order will be issued. The spit net must remain on the offender's head at all times when they are out of their cells. The spit net may be removed for a shower, haircut, or as needed by medical, but must be placed back on the offender's head as soon as possible.

Staff will utilize personal protective equipment whenever opening the food port of a cell housing an offender on spit net status, or escorting an offender on spit net status. Personal protective equipment will include face shield and gloves. This equipment will be stored in the control office of Housing Unit.

2. If the offender exhibits disruptive behavior, he will be referred to a QMHP by the segregation unit functional unit manager/shift supervisor.
 - a. The QMHP will assess whether the offender's misbehavior is the result of mental illness.

H. REMOVAL OF PROPERTY:

1. Removal of offender property will be in accordance with institutional services procedures regarding offender property control procedures.
2. An offender's authorized items may be removed from his cell, when necessary, due to the offender's current behavior, with documentation on the Offender's Individual Confinement Record form, such as, but not limited to:
 - a. offender suicide intervention in accordance with institutional services procedures regarding suicide intervention procedures;
 - b. close observation in accordance with institutional services procedures regarding mental health close observation;
 - c. dry cell status in accordance with institutional services procedures regarding searches; and
 - d. when an offender is out of control (i.e., endangering herself/himself or others, destroying state property, etc.).
 - (1) The functional unit manager, shift supervisor or higher ranking staff member must approve placing the offender on property removal status or removal from property removal status.
 - (2) Any and/or all items may be removed from the cell to control the offender's behavior in accordance with standard operating procedures.

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

I. OFFENDER SUSPENSION FROM USUALLY AUTHORIZED ACTIVITY:

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

*****SOP: If an offender is deprived of any usually authorized activity, documentation should be entered in the offender's individual confinement records and the written report forwarded as follows:**

Original to Functional Unit Manager, copies to Shift Supervisor, Chief of Custody, Assistant Warden, Deputy Warden of Offender Management and Warden, within one working day.

*****SOP: The following procedure will take place when offenders flood their cells:**

When an offender floods his cell, the water to the toilet should be turned off immediately to control the situation and the Shift Commander should be notified. Documentation should begin as soon as the water is turned off.

The drinking water to the sink should be left on. If the offender attempts to flood using his sink, then (and only then) should the drinking water be turned off.

If/when this is done, the Duty Officer is to be notified. A written report is to be submitted through the chain of command to the Warden/designee within one (1) working day. The water should be turned on every 2 hours for 15 minutes so the offender may have access to drinking water and to flush the toilet. Documentation should be on a separate chronological log when the water is turned on and off.

The log should be placed on the offender's cell door. The times should also be documented in the housing unit chronological log.

This status should be reviewed by the Shift Commander on every shift. The water may be turned on permanently when the offender demonstrates acceptable behavior.

The Duty Officer should be notified by the Shift Commander, if after normal business hours, that the offender's water was turned on.

2. Offenders on dry cell status/suicide watch status will have showers temporarily suspended until they are removed from dry cell/suicide watch status.

- a. Other methods of hygiene will be permitted in accordance with institutional services procedures regarding searches.

J. REPORTS/LOGS:

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

*****SOP: Each Individual Confinement Record will be kept in a filing cabinet in the control bubble of the unit. The COII will ensure completion of the ICR for each shift. This will include notation for meals, showers, recreation, clothing exchange, haircuts, etc. This may be delegated to the control officer and/or roving officers.**

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

- a. All staff in the unit should know and follow all special orders.

*****SOP: Officers assigned to the Administrative Segregation unit should print new administrative segregation rosters daily and maintain the Individual Confinement Record on each offender in that unit. A hand written roster will be maintained in the unit specifying any special security needs of the offender, and any special status of the offender. These records should be reviewed daily by the housing unit sergeants.**

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: The daily chronological log should be maintained in the control unit of the housing unit by unit staff. A copy of the log should be filed in the housing unit. The original should be delivered to the airlock and placed in the chronological box at the end of each shift.**

*****SOP: A list of offenders who are approved for phone calls by classification staff will be given to the Control Officer for entry. The date and time the call began and ended will be entered.**

*****SOP: In addition, those Special Security Orders outlining security risks (i.e. two (2) custody officers present to open a cell door, suicide watch, etc.) should also be posted on the offender's cell door for quick reference by assigned staff. It is the responsibility of the housing unit sergeant on each shift to ensure the Special Security Orders are current and any changes updated in the confinement records and on the cell door.**

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

*****SOP: A Sign In log will be maintained in the rotunda of each entrance. The logs shall be delivered to the control bubble of the unit weekly and shall be retained on file.**

K. HOUSING UNIT TOURS:

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

*****SOP: The shift supervisor will be the designee for the chief of custody.**

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

*****SOP: A member of the classification staff assigned to the unit will make tours of each wing of the unit on a daily basis.**

*****SOP: The segregation unit shall be visited by the shift supervisor or Zone Lieutenant on each shift daily to observe the daily operation of the unit. First shift will include walking through each wing to observe any security concerns.**

*****SOP: Each segregation cell should be searched at least once weekly and each time an offender is newly assigned to a cell and upon an offender's release.**

*****SOP: Medical staff will visit the unit daily and will sign in upon entry to the unit.**

L. DAILY OPERATIONS, SECURITY MEASURES AND OFFENDER MOVEMENT:

1. Close supervision and control should be exercised to ensure the rights, safety and welfare of all offenders and staff.
2. Standard operating procedures will be developed:

*****SOP: Cells 112 (Rubber Room) and 113-119 in B wing, Cells 120-126 and 127 (Rubber Room) in Housing Unit 8 are designated camera cells and are equipped with a closed circuit television camera for placement of offenders considered to be a security risk, exhibiting unusual behavior, dry cell status, etc., and will provide a video observation when offenders are placed on special watch.**

*****SOP: These cells will be used for severe mental health cases where a complete strip cell is warranted or when an offender is placed in a restraint chair. These cells may also be used for behavior, dry cell cases or as needed. In the dry cell cases, a mattress should be placed in the cell at the direction of the shift supervisor or higher authority. When an offender is assigned to a camera cell, the lights should remain on twenty-four (24) hours a day. All security checks conducted by staff should be noted in chronological logs for all offenders placed on full suicide watch, modified suicide watch, or close observation.**

- a. to include the daily operations of the unit and reference to all post orders and related materials,
- 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: A wellness check of each offender is to be made by the Rover a minimum of every 30 minutes.**

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

*****SOP: When movement of offenders is in progress in the Ad Seg unit, Ad Seg porters are not to be in the same wing or immediate vicinity of the movement unless they are secured.**

*****SOP:** All other offenders assigned to the segregation unit should only be moved according to their cell status and security needs. The cell should only be opened after the offenders are handcuffed, unless extenuating circumstances (i.e. forced cell move). There should be two officers present in the wing whenever a segregation cell door is opened. Restraints should be placed on the offender through the food port hole of the cell door. During placement of restraints and/or removal of restraints, a minimum of two officers should be present at the cell. Offenders should be escorted going to and from the housing unit. All in-house movement should be supervised by the housing unit officer.

- a. In the event of an emergency, prior to opening the cell door, a radio call will be made requesting assistance. A minimum of three (3) custody officers will be present prior to opening the cell door.
- b. Special instructions should be noted in an offender's individual confinement record and on the cell identification tag indicating the necessity for additional restraints, escorts, or other security measures in accordance with IS procedure Mechanical Restraints.

*****SOP:** All offender will be restrained in wrist restraints prior to the opening the cell door. Wrist restraints should be placed on the offender through the food port of the cell door. During placement of restraints and/or removal of restraints, a minimum of two officers will be present. When an offender is being moved from the segregation unit to any other part of the institution for any reason the offender should be escorted utilizing waist chain, and wrist restraints and leg restraints.

EXCEPTIONS: Offenders are being escorted to education will require the use of education wrist restraints/body chain and leg restraints. Sleeper and Transfer offenders may be escorted to the transfer side of Receiving without the use of leg restraints or a body chain. Wrist restraints will be utilized for in house movement in Housing Unit #8. If the offender is compliant, the wrist restraints may be removed from (sleeper only) the offender prior to exiting Housing Unit #8. The offender in these cases will be placed in wrist restraints to be moved out of the wing before being unrestrained in the rotunda area of Housing #8. Special instructions may require additional restraints. Officer ratio should be one officer for each offender being escorted outside the unit. All in-house movement should be supervised by a housing unit officer.

- a. Offenders should be escorted to the multi-purpose building and placed in the waiting room where they will remain in restraints. Offenders should be escorted to their interview and remain in restraints throughout the interview. The escorting officer will wait outside the door to escort the offender back to HU #8 after the interview.
- b. Offenders participating in education testing, parole hearings, and visiting, should be escorted to their destination in restraints and placed in a separate room from other offenders. Offenders participating in educational testing will be restrained to allow movement of hands (Assigned Housing Unit 8), Education Wrist Restraints). No other accommodations will be necessary to accomplish the education needs of offenders assigned to Administrative Segregation unless approved by the Shift Commander or higher. No more than 2 offenders from housing unit 8 will be allowed at one time in the Education building.
- c. Offenders having their parole hearing may have restraints removed upon request of the parole board members after they arrive at their destination. If the escorting officer has any concerns about removing the restraints, he/she should advise the Parole Board. Offenders will remain restrained while in the classification & assignment area and medical section.

*****SOP:** When an offender is being moved within the unit (in-house moves, cell searches, etc.), the offender will be restrained behind their back with handcuffs unless special security orders direct otherwise. Unless there is an emergency, no more than 4 offenders will be allowed out of the cell in an individual secure area at any one time. Officer ratio should be one officer for each offender being escorted within the unit.

*****SOP:** Additional security measures should be directed by the Shift Commander or higher.

*****SOP:** Sleeper and Transfer offenders may be escorted to the transfer side of Receiving without the use of leg restraints or a body chain. Offenders will have wrist restraints placed on them behind their back. Those offenders who pose a security risk to the officer will be placed in full restraints; the shift commander will be notified when this occurs. Medical exceptions may be authorized by the shift commanders.

M. RELEASE TO AN ADMINISTRATIVE SEGREGATION PROGRAM PLAN:

1. If the administrative segregation committee determines that an offender should be released from administrative segregation on a program plan, the committee will determine the program to which the offender should be assigned. Such decisions should be based on the:
 - a. prior history,
 - b. magnitude of the present incident,
 - c. offender's current conduct,
 - d. offender's willingness to participate,
 - e. educational/vocational needs, and
 - f. offender's mental health status (offenders who meet criteria for placement in a mental health program should be referred for consideration).
2. The Administrative Segregation Program Plan format (Attachment M) should be completed, reviewed and agreed to by the administrative segregation committee and the offender.
 - a. The program plan should not exceed 180 days. The program plan should include:
 - (1) the anticipated duration of the plan (should not exceed 180 days),
 - (2) personal goals, and
 - (3) therapeutic programs as determined appropriate by the administrative segregation committee and indicated in standard operating procedures.

*****SOP: There are no therapeutic programs offered at FRDC because offenders confined to Administrative Segregation are pending transfer.**

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

***** SOP ATTACHMENTS:**

- A. 931-3241 Room Inspection Checklist
- B. 931-3875 Delivery Cart Check Sheet-Food Service
- C. 931-4086 Food Temperature Log
- D. 931-1319 Medical Services Request (MSR)
- E. Canteen Purchase List
- F. Chronological Data Sheet
- G. Daily Operations
- H. Spit net status notification
- I. Attachment A: Request for Inquiry/Investigation – Offender

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 REFERENCE:**

A. IS/SOP 20-2.3 Mechanical Restraints

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

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

*****SOP HISTORY:** Previously covered under institutional SOP 112.040 Administrative Segregation. Original effective date: February 1, 1987; no revisions.

- A. Original SOP Effective: July 5, 1991
- B. Revised SOP Effective: February 28, 1996
- C. Revised SOP Effective: March 19, 1996
- D. Revised SOP Effective: May 26, 1998
- E. Revised SOP Effective: February 11, 1999
- F. Revised SOP Effective: October 22, 1999
- G. Revised SOP Effective: January 06, 2000
- H. Revised SOP Effective: April 10, 2000
- I. Revised SOP Effective: March 5, 2001
- J. Revised SOP Effective: May 29, 2001
- K. Revised SOP Effective: October 22, 2004
- L. Revised SOP Effective: December 5, 2007
- M. Revised SOP Effective: February 25, 2008
- N. Revised SOP Effective: September 3, 2008
- O. Revised SOP Effective: December 24, 2008
- P. Revised SOP Effective: October 1, 2009
- Q. Revised SOP Effective: March 15, 2010
- R. Revised SOP Effective: April 15, 2011
- S. Revised SOP Effective: July 11, 2011
- T. Revised SOP Effective: December 30, 2011
- U. Revised SOP Effective: August 31, 2012
- V. Revised SOP Effective: July 20, 2013
- W. Revised SOP Effective: January 31, 2014
- X. Revised SOP Effective: September 1, 2014
- Y. Revised SOP Effective: January 15, 2015
- Z. Revised SOP Effective: April 1, 2015
- AA. Revised SOP Effective: December 20, 2015
- BB. Revised SOP Effective: December 1, 2016
- CC. This Revision Effective: June 15, 2017
- DD. Revised SOP Effective: June 1, 2019
- EE. Revised SOP Effective: October 1, 2019
- FF. Revised SOP Effective: April 1, 2020

Offender Name DOC Number Date Confined Date of Release

Reason for Placement in Administrative Segregation:

Reason for Consideration for Release to Program Plan:

PLAN:

Personal Goals:

Improve Behavior _____
Achieve Lower Institutional Score _____

Educational Goals:

Sign up for school and show progress
towards a GED _____
Seek Vocational/Advanced Classes _____

Work Assignment:

Find a Job _____
Retain the job for a period of not
less than _____ days _____

Other Conditions:

Thinking for a change _____
Substance Abuse Program _____
Positive Mental Attitude _____
Breaking Barriers _____
Life Skills/Learning to live _____
No Conduct Violations _____

Plan End Date: _____

Offender Agreement:

If released from Administrative Segregation on this program plan, I agree to abide by all of the conditions as indicated in this plan. I understand that if I fail to meet these conditions or refuse to comply with any part of the plan, I may be returned to Administrative Segregation for an indefinite period of time.

Offender Name and Number _____ Date: _____

Staff Witness: _____ Date: _____



STATE OF MISSOURI
 DEPARTMENT OF CORRECTIONS
**ADMINISTRATIVE SEGREGATION
 COMMITTEE - PROGRAM PLAN
 PROGRESS REPORT**

		INSTITUTION	DATE
OFFENDER NAME		DOC NUMBER	HU NUMBER
LENGTH OF PLAN	DATE ASSIGNED TO PLAN	DATE PLAN STARTED	
CONDITIONS OF PLAN			
HAVING DIFFICULTY		SATISFACTORY PROGRESS	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
ADDITIONAL COMMENTS			
CASEWORKER SIGNATURE			DATE