
**DIVISION OF ADULT INSTITUTIONS
JEFFERSON CITY CORRECTIONAL CENTER
STANDARD OPERATING PROCEDURES**

SOP21-1.2 Administrative Segregation

Effective: August 14, 2020

****signature on file****

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GENERAL INFORMATION: The standard operating procedure (SOP) is printed below IS sections of this document as deemed appropriate and are clearly marked, i.e. "****SOP." Capital letters and bold print will distinguish procedures. Exceptions to the IS procedure and justification for exceptions are included in the capitalized/bolded SOP text, rather than outlined in the "GENERAL INFORMATION" section. This standard operating procedure is in compliance with IS21-1.2, Administrative Segregation except when noted as described above.

- I. PURPOSE:** This procedure establishes guidelines for the routine operation of the administrative segregation unit. Also included are guidelines for providing offenders assigned to administrative segregation with the option of participating in program planning with the overall goal being to change unacceptable behavior patterns. Participation in program planning should be entered into at the most appropriate time during the offender's stay in administrative segregation in an effort to maximize the offender's success in the program.
- A. AUTHORITY:** Sections 217.175, 217.335, 217.375 RSMo, 93-4571-CV-C-9
- B. APPLICABILITY:** Each warden of any facility housing offenders under the jurisdiction of the division of adult institutions and division of offender rehabilitative services will develop standard operating procedure based on the guidelines established herein.
- C. SCOPE:** Nothing in this procedure is intended to give a protected liberty interest to any offender. This procedure is intended to guide staff actions.
- II. DEFINITIONS:**
- A. Administrative Segregation:** A unit where an offender may be temporarily placed for the security and good order of the institution.
- ****SOP: **Housing units: 6 C, 7 and 8 are designated for administrative segregation (ADSEG) assignments. ADSEG housing units will operate under a step-up program (see definition for program--section ILE.). In addition, cells in HU-6D will be utilized for Mental Health Programming, SSRU (Secure, Social Rehabilitation Unit) refer to policy SOP 12-3.6.**
- B. Administrative Segregation Committee:** Chaired by the functional unit manager with a caseworker and COIII or above as members. The caseworker will act as chairperson in the unit manager's absence. Another staff member may sit as a member in place of the caseworker. At least 3 members shall be present to hold a hearing.
- C. Alternate Meals/Serving Methods 30 Day Time Frame:** The 30 day period will include an offender's continuous time spent in the segregation unit regardless of assignment between temporary administrative segregation confinement, disciplinary segregation or administrative segregation. The time frame will begin with the first incident and will extend 30 days after each subsequent incident until the offender has 30 days without an incident.
- D. Mandated Single Cell Assignment:** Assignment of an offender to a single cell within a administrative segregation unit for documented safety and security reasons, such as offenders who are considered an immediate or a long term danger to other offenders that would be celled with that offender, based on extremely violent, aggressive, threatening actions toward others, which may include murder/manslaughter, sexual assault/rape, assault with serious physical injury, sexually active HIV positive offender. This offender is not to be celled with other offenders.

- E. **Program Plan:** A strategy designed to provide an offender with opportunities to modify unacceptable behavior patterns.

****SOP DEFINITION:

Secure Population Unit (SPU): Offenders that have been assigned to the step program within Administrative Segregation at JCCC, based upon the severity of offender behavior and conduct in determining needs. As a result an offender may advance or demote within this secure environment with increasing/decreasing privileges based upon conduct.

STEP PROGRAM:

The JCCC administrative segregation program consists of 4 levels (steps) involving the most appropriate level of supervision based on the severity needs of each offender and his conduct. It encourages offender accountability, with advancement through each step based on each offender's behavior. With advancement through each step, offenders are allowed increasing privileges, ranging from phone use and purchases of canteen food items to return and use of specified personal property (e.g. television and other appliances). All promotions will be recommended by the administrative segregation committee and shall be based on offender conduct and other security concerns. In accordance with IS19-1.1 Conduct Rules and Sanctions (D.7 programmatic sanctions) and IS19-1.3 Disciplinary Hearing Officer, the assigned administrative segregation disciplinary officer may recommend as a sanction demotion to a lower level step resulting in the loss of privileges and may change the bed list release date (waiting list for GP) for Step Secure Population Unit (SPU) offenders. Example-an offender within two weeks of having a release date for a general population bed could have that date removed and placed at the bottom of the bed list as a programmatic sanction. The administrative segregation committee may also recommend demotion to a lower level step based on other safety and security concerns.

High Security offenders will be held in ADSEG in housing unit 8. These offenders require more secure assignments, (i.e. violent offenders, or offenders who attempted escape, etc.).

Step 1 & 2 Step offenders will be housed in housing unit 7.

Secure Population Unit offenders will be housed in housing unit Step 6D.

The administrative segregation committee will recommend an offenders proper placement in the step up program. The warden/designee will review the recommendation and make the final decision on appropriate placement.

- 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 DEFINITIONS:

- J. Dress Out/Strip Search Cage:** An expanded metal cell which allows officers to observe the offenders as they dress out.
- K. Propellant Status:** A designation assigned to offenders who have a tendency to throw objects and/or substances at staff or other offenders in a manner that is hazardous (i.e. food items or any other item associated with food to include utensils, containers, trays, spit, urine, feces, semen or improperly dispose of urine, feces or semen).
- L. Property Removal Status:** This status is defined as the state of incarceration for offender's whose behavior provides a security concern resulting in the removal of all items, including the mattress, with the exception of the underwear and t-shirt being worn at the time. This status is initiated for safety and security measures and not for punitive reasons. The mattress, bedding, clothing, or personal property will not be permitted until behavior improves.
- M. Special Offender Movement Restraints:** This consists of a waist chain with wrist restraints attached at the side, leg restraints, and a length of chain connecting the leg restraints and waist chain.
- N. Strip Cell Status:** This status is defined as the state of incarceration for offenders whose behavior provides a security concern resulting in the removal of some or all items, including the mattress. This status is initiated for safety and security measures and not for punitive reasons. Once behavior improves, the mattress, bedding, etc. will be returned upon the authority of the shift supervisor or higher. Socks, boxers, and T-shirt should be given back first, at that point the offenders will be on property removal status. Offenders on Strip Cell Status will be held in a single man cell.

*****SOP:** Undergarments will only be removed when placed on suicide watch/close observation or with approval from the Deputy Warden or above.

- O. Tether:** A metal chain or nylon strap with snap locks used to prevent offenders from assaulting staff and other offenders while being escorted or pulling hand restraints away from officers while applying or removing hand restraints through a passage door or gate. The snap lock on one end is secured around the chain between the two handcuff bracelets and the other end of the tether is secured until the restraints are either applied or removed.

III. PROCEDURES:

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

*****SOP:** The above mentioned form will be maintained in the offender's individual confinement record in the housing unit.

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

*****SOP:** Prior to entrance in the ADSEG unit; all law clerks, offender barbers, and housing unit workers must be approved by the FUM, this excludes offender maintenance workers

which will be approved by the Warden or designee. Also, refer to SOP08-1.3 Offender Council Substitutes. This review will include a check of existing enemy lists.

******SOP: Scheduled activities will not be cancelled without the Shift Commander and/or FUM's approval. If scheduled activities are cancelled it will be recorded in the housing unit Chronological log, along with the reason why and who approved it. Such documentation will be forwarded up the chain of command.**

4. The warden/designee can approve continued assignment to administrative segregation for periods of 12 months or less.
5. Assignments to administrative segregation beyond one year will require approval from the deputy division director.
6. If the administrative segregation committee has recommended an extension resulting in consecutive confinement of 12 months or more, the warden/designee will review and note such on the Classification Hearing form (Attachment B), and submit an Administrative Segregation Committee - Extension Request form (Attachment C) to the deputy division director.
 - a. The request will include:
 - (1) circumstances of the present incident,
 - (2) history of conduct prior to administrative segregation assignment including conduct violations, work assignment, program participation, and patterns of assaultive/aggressive behavior,
 - (3) conduct since administrative segregation assignment,
 - (4) parole or current release date,
 - (5) educational/vocational needs, and
 - (6) mental health, medical, substance abuse treatment needs.
 - (A) A current psychological assessment shall be conducted with recommendations to be included with the Administrative Segregation Committee - Extension Request form.
 - (7) Justification should be included for the decision to extend and all reasons and facts relied on for the decision and the length of the extension.
 - b. The deputy division director will approve, disapprove or modify the extension requested by completing the appropriate sections of the Administrative Segregation Committee - Extension Request form, and will date and sign it.
 - c. Extensions may be approved up to 1 year.
7. If an extension is approved, the offender may remain in administrative segregation for an additional 12 months, at which time the administrative segregation committee should release the offender or request an additional extension.
8. There is no limit on the number of extensions an offender may receive.
 - a. Such should be based upon prior history, the magnitude of the present incident and the offender's conduct since placement in administrative segregation.
 - b. Transfer of long-term administrative segregation offenders may be initiated by the administrative segregation committee.
 - c. Offenders assigned to long-term administrative segregation at the present institution may be considered for transfer for the following reasons:
 - (1) staff morale/animosity issues;
 - (2) medical/mental health needs; or
 - (3) to induce behavior modification.
9. An extension will not be needed to maintain offenders in administrative segregation pending transfer.
 - a. These offenders will receive an administrative segregation hearing every 6 months and transfer status will be documented on the Classification Hearing form.
10. Once transferred, the administrative segregation assignment will be reviewed.
 - a. Upon arrival at the receiving institution the offender may be placed in temporary administrative segregation confinement until the administrative segregation committee hearing.
 - b. During the administrative segregation committee hearing, the committee should consider the offender's assignment and violations prior to transfer.

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- 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.

******SOP: A TASC form will also be completed in accordance with SOP21-1.1 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 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.
 - 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: Staff will attach a printout of the offender's updated violations & enemy listing. When an offender wishes to waive a listed enemy, classification staff may complete an enemy waiver form for those deemed relevant. Staff will also review the offender's PREA classification to determine if any change is required as a result of the offenders conduct. It will be the disciplinary hearing officer's/adjustment board's responsibility to prepare the referral packet on violations involving administrative segregation referral.**

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.
 - 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.

******SOP: Committee members will notate an offender's willingness to sign the form if he is in restraints and unable to sign the form himself.**

- 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.

******SOP: Classification hearing forms, along with the original docket, should be delivered to the warden/designee prior to the end of the day on which the hearings were held.**

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

******SOP: Once the warden/designee has reviewed and approved the classification forms, the administrative segregation functional unit manager/designee will ensure the classification actions will take place as soon as possible based on bed space.**

- 1) **The committee hearing results will be recorded in the ADSEG database by classification staff. A copy of the docket will be provided to the unit secretary, who will make a chronological entry in the OPII system.**

C. MANDATED SINGLE CELL CONFINEMENT:

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

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

D. DOUBLE CELL ASSIGNMENT:

1. Prior to cell assignment, file review, or computer check for enemies, an Enemy Waiver (Attachment G) should be completed, if appropriate.

******SOP: All scheduled housing unit cell moves will be reviewed and signed off by the housing unit FUM to assure proper placement. Cell moves that occur after hours/week-ends will be reviewed and approved by the shift supervisor.**

2. The internal classification process will be used when assigning an offender to a cell.
3. No more than 2 offenders should be assigned to a cell unless the cell/room is configured for multiple occupancies.
4. Offenders that refuse double cell assignment with a compatible offender should be given a direct order and issued a conduct violation for refusal. The following procedure will then be followed:

******SOP: In cases where a group of offenders attempt to engage in organized disobedience by either refusing to remain in a two man cell or declaring their cell mates as enemies, the following protocol may be initiated. Initiation of this protocol must be approved by both the Warden and the appropriate Deputy Division Director (Zone Director).**

1. An officer will remain at the cell and call for "at cell" protective custody needs assessment.
2. A FUM/COIII or above will report to complete the assessment.
3. Offender requesting to be removed from cell will be required to write statement of need explaining reason for request.
4. Offenders with injuries or who claim to have been assaulted by their cell mate will be removed promptly for medical assessment.
5. Reviewer will assess overall situation including cell mate response.
6. Reviewer will make determination if legitimate need exists. If legitimate, the requesting offender will be moved from the cell. He may be placed in another two man cell.
7. If the reviewer determines that the request to be removed is not legitimate, he/she will consult with the Warden/Designee (e.g. Duty Officer) before proceeding. If agreed, the reviewer will order continued assignment in the cell. An officer will make cell checks every 30 minutes until the offender is seen by the Protective Custody Committee for further assessment.
 - a. Staff will review all available options. The offender may be offered to cell with another offender(s) or placed temporarily in a single cell if it is determined not to jeopardize institutional security.
 - b. If the offender continues to refuse a cellmate, he will be maintained in full restraints on a security bench, holding cell or other secure area in accordance with institutional services procedures regarding mechanical restraints.

E. ITEMS AFFORDED TO OFFENDERS IN ADMINISTRATIVE SEGREGATION:

******SOP: Upon arriving in the unit the offender will be strip searched in the dress out/strip search cage or secure area. The offender will remain restrained until secured in the dress**

out/strip search cage or secure area. His hand restraints will then be removed, and the offender will be instructed to remove all clothing and pass it to the searching officers. The offender should then be searched in accordance with strip search procedures, issued segregation clothing and placed back in hand restraints for escort to his cell. State issued property and personal property will be handled in accordance with III.E.3. of this procedure. An individual confinement record will be initiated, using the file folder delivered at the time of placement. The individual confinement record will remain in the offender's housing unit until the offender is transferred or released.

Offender's property will be searched prior to assignment. The offender will be escorted from the releasing housing unit, by the housing unit staff, and taken to the appropriate housing unit along with the offender's confinement record.

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:** Upon assignment to a segregation unit, offenders are given the opportunity to declare a meal preference (i.e. non-pork, veggie, etc.). Once the offender has been assigned to ADSEG for a period of six (6) months, he may request in writing to the Functional Unit Manager/designee to change his meal preference. Once a change in meal preference has been made, the offender may not request to change it again for another period of six (6) months. Tray request forms will be completed by the officer and it will indicate the number and type of meals required in housing unit 7 and 8.

******SOP:** Meals will be delivered to all segregation offenders with the exception of SPU. Offenders will be served on hard plastic insulated trays with covers. Due to safety and security concerns, offenders may be served on styrofoam trays or in accordance with special security orders.

- 1) The food cart will be thoroughly searched for contraband before individual meals are served.
- 2) Staff serving meals will be required to wear appropriate headgear (hairnet, hat, etc.).
- 3) Each staff assisting with feeding offenders may open a food service port. No more than one food service port will be opened for each staff member present. The food service port in ADSEG will not be left open or unattended.
- 4) An offender may be served his meals on styrofoam containers. Other special orders may be issued in accordance with III.F. of this procedure.
- 5) An offender's self-declared hunger strike, or their discontinued hunger strike, will be reported by the ADSEG COII using the hunger strike notification form, using the email distribution list. See Attachment B that provides formats for the reporting of hunger strikes or the notice of their discontinuation. Offenders on hunger strikes will receive attention and medical care as outlined in IS/SOP11-41.2 Hunger Strike.
- 6) Offenders assigned to housing unit 6 will eat meals in small groups in the B-Side dining area. Movement will be controlled by the B-side movement officer and housing unit 6 staff.

Holding Food Port: Use of Force: In the event an offender refuses to remove his hand, arm or body part from the food port, the offender will be directed to remove the body part. If the offender does not comply, staff will call or radio the immediate supervisor for activation of a CIT staff member. A refusal to comply represents a security issue and the custody staff will remain on scene until the Crisis Intervention Team can be utilized. If CIT's attempts fail or CIT is not available it is considered a Planned Use of Force and a hand-held camera will be used to record the incident. During this if at

any time jeopardy becomes present (the offender offering violence to a staff member or doing self-harm) force may be used to control the offender.

If force is used an Officer will remain on scene and the hand held camera will be utilized until Medical Staff arrive on scene to access the offender.

Door Kicking: If an offender is witnessed kicking their door in a manner that could cause damage to the door, a COII or above should contact the shift commander to get use of force approval, they will contact Medical to inquire if offender can be pepper sprayed, and they will contact CIT. The COII should then report to the cell door with a camera and inform the offender that CIT is en route, with the camera on; they will advise the offender to stop kicking the door. If the offender continues to kick the door on camera, the supervisor may utilize pepper spray on the offender, even if CIT has not arrived.

NOTE-Every effort should be made to utilize CIT when an offender is kicking the door, but it may be necessary to attempt to stop the offender from kicking the door prior to their arrival. If this occurs, a detailed note will be made in the use of force paperwork.

If force is used an Officer will remain on scene and the hand held camera will be utilized until Medical Staff arrive on scene to access the offender.

2. Showers and Shaves:

******SOP:** All showers can be utilized, however no more than one restrained offender per corrections officer allowed out-of-cell in an individual secure area at any one time.

- a. Showers and shaves shall be provided every 3 days. Standard operating procedures will be developed to specify the control of razors except for the following:
 - (1) Razors will not be permitted in level 5 facilities' segregation units. Standard operating procedures will address the process to be utilized in level 5 facilities' segregation units regarding shaves authorized for visits, court appearances, etc.

******SOP:** Showers will occur in accordance with the segregation unit operations schedule (SOP Attachment C). The schedule may be altered as needed to ensure showers are offered at least three days per week.

Offenders assigned to SPU will be given the opportunity to shower five days a week, Monday thru Friday. SPU offenders will be offered the opportunity to shave utilizing a disposable razor at least 3 times per week. When razors are passed out, the officer will ensure blades are in the razor case and the I.D. of the offender will be placed in the appropriate holder. When the offender returns the razor, the officer will again inspect the razor to ensure blades are present and return the I.D. to the offender. Offenders will be allowed to possess/purchase personal electric razors. Any razor restrictions based on past behavior will be approved by the functional unit manager.

ADSEG offenders assigned to H.U. 7 & 8 will be given the opportunity to shave in a shower using a disposable razor prior to visits, court appearances, etc. Not to exceed a maximum of once per week. The offender's acceptance or refusal of a shower and shave will be notated in the individual confinement record.

- 1) Offenders in double cell status will shower and recreate during the same time period. No showers will be allowed in Housing unit 6 during major line movement. This includes during med pass, main line, and canteen.

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:** Other state issue items, (i.e. gray shirt, coat, shoes, and caps) are not permitted in the ADSEG unit. They will be stored with personal property. Only allowable property items will be permitted in accordance with the segregation unit allowable property list (SOP Attachment D). SPU offenders will be allowed to possess the same personal property as general population offenders; with the exception of disposable razors, tobacco and lighters.

All ADSEG offenders will be provided with weekly laundry service for sheets, pillowcases, state issued gray pants, and undergarments. Blankets are laundered once a month.

4. Medical Services:

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

******SOP:** Medical staff will pick up completed request forms daily during their scheduled distribution of prescribed medication for H.U. 6, 7 & 8 offenders. Medical staff will provide MSR's to H.U. 6, 7 & 8 offenders. H.U.-6 offenders will also receive MSR's from custody staff.

Note: For safety and security reasons, medical staff shall be assisted by a custody officer when making rounds.

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:** Offenders will be held accountable for destroyed or lost bedding. In addition, mattress condition will be noted on the room inspection checklist.

6. Hair Care Services:

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

******SOP:** Offenders assigned to H.U. 7 & 8, may request, one haircut and beard trim within a four-week period (SOP Attachment K).

- 1) Offender barbers will be available in the unit one day per week.
- 2) The offender barber will be strip searched upon entry and before exiting the unit. The barber supplies should consist of:
1 hair clipper, extra blades, tooth-brush, clipper oil, combs/picks (short handled), beard trimmers, protective cover with brush, spray water bottle, disinfectant solution, powder and carrying case.
- 3) All offenders will be supervised by staff while receiving a haircut.
- 4) Offenders will receive no special trims, designs, etc. only standard haircuts and beard trims will be given.

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,
- b. 1 towel,
- c. 1 washcloth,
- d. 3 pair socks,
- e. 3 sets undergarments,
- f. 1 pair shower shoes,
- g. 2 pencils/security pens,

******SOP: All H.U. 7 & 8 offenders will only be allowed to possess/purchase approved ADSEG pens (no pencils). Only one such pen will be issued to the offender when entering ADSEG from a general population unit. Approved hair picks and pocket combs will be allowed and three pair of grey pants.**

- h. writing paper and envelopes,
- i. address book,
- j. stamps,
- k. 1 deodorant - clear,
- l. 1 current subscription newspaper and magazine,
- m. sacred writings (Bible, Koran, Quran, Scroll, etc. soft back)
- n. medically related items such as eyeglasses/contact lenses, contact lens solution, artificial limbs, dentures, hearing aids and other necessary items as determined by the physician and deputy warden.
- o. basic hygiene items such as a short handled toothbrush, toothpaste, soap and sanitary napkins (female) shall be retained from personal property or may be issued in accordance with institutional services procedures regarding access to basic hygiene items,

******SOP: H.U. 8 offenders will be allowed the use of nail clippers on an as needed basis in conjunction with their shower schedule. H.U. 7 offenders will be allowed to use the nail clippers on an as needed basis on 3rd shift. The clippers will be stored in the office or housing unit Control room; whichever is appropriate for the unit. Sterilization pads will also be stored in the unit. A tag will be placed on the cell door, indicating that the offender in that cell is utilizing the nail clippers. The offender will then clean the clippers with the pad and give the pad back to the officer for disposal. Once the offender is finished with the clippers, he will return it to the officer. The officer will then remove the tag from the cell door and clean the clippers with a sterilized pad before returning it to storage.**

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

******SOP: Personal property allowed in administrative segregation will be in accordance with the segregation unit allowable property list (SOP Attachment D). If offenders do not have these items in their property they will be allowed to purchase them through the canteen. Requests regarding property will be addressed by submitting the request to classification staff. SPU offenders should submit their requests directly to offender clothing or the property room.**

- 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: Correspondence and mail will be distributed daily, Monday through Friday (except holidays), in accordance with IS/SOP13-1.1 Offender Mail.**

- 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: ADSEG offenders will be allowed visits in accordance with SOP13-3.1 Offender Visitors.**

- a. **High Secure Unit & Step 1 & 2 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.**
- b. **SPU offenders will receive 8 contact visits per month.**

11. Telephone Privileges:

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

******SOP: Offenders assigned to SPU & Housing unit 7 & 8 are allowed emergency/legal calls as approved by the functional unit manager. SPU offenders may request 1 phone call weekly provided; they are violation free for a period of 30 days. Offenders assigned to SSRU will be authorized phone calls in accordance with SOP 12-3.6 Secure Social Rehabilitation Unit.**

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: Offenders in HU 7 & 8 are required to declare one current subscription magazine & newspaper to receive them through the regular mail. Magazine declaration forms may be obtained through classification staff. All other subscriptions not declared will be taken to the property room to be stored with the offender's property (SOP Attachment J). Offenders may receive "free" type mail (i.e. literature, pamphlets, etc.). However, offenders will only possess one "free" type mail item at any one time. To receive any new "free" type mail items, offenders must trade one-for-one those already in their possession. Offenders who refuse to trade will not receive the privilege of these items.**

Any reading material items brought into administrative segregation will be reviewed by the custody supervisor of the unit prior to delivery.

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

******SOP: AD SEG offenders in H. U. 7 & 8 will be limited to a total of three books to include library issue and religious books. Library books should be distributed weekly. In order to receive a book, any library book already in the offender's possession must be exchanged.**

- 1) **The librarian will ensure that books for distribution are available in the unit, updating the selection on a monthly basis.**
- 2) **Books may be kept for up to two weeks and must be returned in good condition in order to continue library privileges. Books will be distributed by second shift custody staff and will be limited to one book.**
- 3) **Newspaper and periodicals will only be made available by subscription and all orders must be approved by the functional unit manager. In order to receive an additional edition of a subscription newspaper and/or periodical, the prior edition must be turned in.**

13. Religious/Spiritual Needs:

- a. Offenders shall have access to an institutional chaplain or trained auxiliary chaplain/volunteer on at least a monthly basis, or if deemed by the chaplain/designee that a special need exists.
 - (1) Request for religious items in the unit will be sent to the chaplain and be considered on a case-by- case basis after consultation with the warden/designee.

******SOP: Requests must be submitted, in writing, to classification staff, who will forward the requests to the chaplain. Volunteers in Corrections will be observed by the unit wing officer for safety and security purposes. There will be no group religious activities in administrative segregation.**

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.

******SOP: Refer to SOPD5-3.3 Clergy Person/Spiritual Advisor Visits.**

15. Legal Materials:

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

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

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

16. Law Library:

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

******SOP: Access to law library materials will be provided by assigned library aids who may deliver and return approved law materials and answer legal questions in accordance with SOP8-1.1 Access to Attorneys and Courts.**

- 1) The functional unit manager, in cooperation with the librarian, will develop a list of approved library aids to enter the administrative segregation unit. Library aids will visit each ADSEG unit at least twice per week.
- 2) Library aids will be strip searched when entering and leaving the unit. Law material will not be read, but items will be searched for contraband.
- 3) When entering, the library aid's presence will be recorded in the chronological log.
- 4) A staff member must be present when the library aid is assisting an ADSEG offender. The staff member will stand away from the cell door to allow confidentiality, but will closely observe both offenders to ensure no contraband is passed.
- 5) The offender being assisted will remain locked in his cell and the offender library aid will remain outside the cell. General population library aids will be secured during any offender movement within the unit.

17. Canteen Privileges:

- a. Offenders should be permitted to purchase basic hygiene items, writing materials and stamps and necessary legal supplies if a court deadline exists (paper, pencils/pens, envelopes, copy cards and stamps);
- b. No glass or metal containers.

-
- c. Standard operating procedures shall specify the method for offenders to access the canteen a minimum of every 30 days.

******SOP: Refer to allowable food canteen items (SOP Attachment E).
A custody officer or storekeeper will deliver canteen orders and obtain offender signatures. If an offender refuses to present his identification card upon request it will result in the items being placed in the property room until the offender's release from administrative segregation.**

**Any offender removed from a two-man cell to a single cell based on safety and security concerns, protective custody requests, etc. will be reduced down to step I allowable items pending further review by the functional unit manager/custody unit supervisor.
Offenders placed on meal loaf status will not be allowed to receive edible canteen items.**

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: Refer to SOP18-3.11 Correspondence Courses.**

19. Recreation:

******SOP: All recreation areas can be utilized, however no more than one restrained offender per corrections officer allowed out-of-cell in an individual secure area at any one time.**

- 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: The shift supervisor with the approval of the warden/designee may implement Step II recreation procedures for SPU offenders due to security concerns.**

******SOP: SPU, H.U. 7 & 8 offenders will not be allowed to take any item other than necessary clothing to the recreation area.**

******SOP: Single-celled offenders will be restrained and removed from their cell by one officer and within the surveillance of the control room officer or another officer. Offenders will be pat searched, escorted to the outside individual recreation enclosures, secured and restraints removed. There will be no more than one offender in each recreation enclosure. Staff will constantly monitor recreation areas.
SSRU offenders will recreate according to the guidelines in the SSRU policy.**

******SOP: HU 7 offenders who are double-celled will be placed in a recreation exercise enclosure together. Two officers will escort the offenders. Staff will constantly monitor recreation areas.**

******SOP: Refer to the Recreation Schedule (SOP16-1.1 Offender Recreation and Activities)**

*****SOP: Recreation periods should be scheduled as outlined in the Segregation Daily Schedule. If the weather is inclement; the recreation period will be cancelled.**

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.

******SOP: Offenders that threaten to do any of the above or create an unsafe environment (e.g. use of soap or other methods/substances, etc.) including Rule #15.3 Sexual Misconduct.**

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: The warden/designee shall be the deputy warden of offender management (DWOM) or the duty officer outside normal working hours.**

- 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 an offender exhibits the above mentioned behavior (III.L), he will be placed on "propellant status." After obtaining approval from the warden/designee, the functional unit manager or shift supervisor will direct that a sign be placed on the offender's cell door to show that he is on "propellant status," and classification staff will prepare a letter to the offender (SOP Attachment F) indicating the terms of his status. A copy of this letter will be sent to the offender and placed in the offender's classification file. The following steps will be followed:**

1. **The offender will be placed on propellant status, issued a face mask and be informed of the procedures they must follow while on this status. Initial placement on this status will be for 15 days. At the end of this period the unit manager and custody supervisor will review this status and continue it for a designated period or discontinue the status.**

DIRECTIVES: Prior to being removed from his cell, an offender will put on his mask, back up to his cell door and place his hands completely through the food port door.

Handcuffs will be placed on his wrists and deadlocked. The offender will then remove his hands from the food port door and remain standing with his back to the cell door. If at any time the offender attempts to remove the mask, it will be considered an act of aggression, and force may be used. Due to medical or security reasons, an offender may be placed in special restraints. If medical staff determines that it is necessary for the removal of the mask, the officers will contact the shift supervisor and wait for her/his instructions. Offenders that fail to follow the directives or destroy their mask should be issued conduct violations. When an offender is returned to his cell or is to be secured in another location, the above procedure will be performed in reverse order.

If an offender refuses to wear his spit mask prior to being removed from his cell for a medical appointment, meal serving, etc., this will be considered a refusal. Attorney visits for these offenders will occur in the no-contact booth unless authorized by the DWOM.

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.

****SOP: When an offender is disruptive they may be placed on one of the following status.

STRIP CELL STATUS- Offenders may be placed on Strip Cell Status for extreme negative behavior, or if by placing them on property removal status it did not modify the offender's behavior and he continues to display, or threatens to display, extreme negative behavior (i.e. damage state property, threats to others, serious staff assault, or use of force).

- 1) The Chief of Custody/Designee must approve placing an Offender on Strip Cell status.
- 2) The CAO/Designee will be consulted for approval to extend this status beyond 8 hours or end of shift.
- 3) The CAO will consult with the Zone Director on offenders who remain on this status past 36 hours.
- 4) The Offenders undergarments (socks, underwear and t-shirt) will be the first item returned once behavior improves upon the authority of the shift supervisor/designee or higher.
- 5) Once the Offender's undergarments (socks, underwear, t-shirt) have been returned he will be designated as Property Removal Status.
- 6) While the Offender is on Strip Cell Status a chronological log will be attached to his cell door and 30 minutes security will be conducted and logged. Once the

Offender is removed from Strip cell status The Log will become a part of his Individual Confinement Record.

- 7) Only the Chief of Custody/Designee or higher may remove an Offender from Strip Cell Status.

PROPERTY REMOVAL STATUS- Offenders may be placed on this status as an initial step prior to initiating a Special Security Order or as a behavior modification for continued negative behavior or threatening actions such as; an offender is an immediate security risk, the offender is violent, struggling, or creating sufficient disturbance to indicate he is not in control of himself.

- 1) The Shift Commander/Unit FUM must approve placing an Offender on Property Removal Status.

- 2) The mattress should be the first items returned upon the authority of the Shift Commander/FUM once the negative behavior improves.
- 3) The Unit FUM/Zone Lieutenant in consultation with the Shift Commander will determine which items will be returned as the Offender's behavior improves.
- 4) To continue Property Removal Status beyond 8 hours or end of shift, A Special Security Order will be initiated and approved through the Chief of Custody/designee.
- 5) Only the Shift Commander, Unit FUM or higher ranking authority may remove an Offender from Property Removal Status.
- 6) Returned Property will be documented on the "Jefferson City Correctional Center Property Removal Return Checklist" and become a part of the Offender's Individual Confinement Record.

SPECIAL SECURITY ORDERS: Offenders may be placed on Special Security Orders for any threatening action, staff assault, or reasonable documented cause to believe the Offender will harm staff if given the opportunity. Property Items may be removed from the Offender to ensure the safety and security of the Unit and Staff.

- 1) Special Security Orders will be approved by the Chief of Custody/designee. If unavailable, the Shift Commander may approve Special Security Orders.
- 2) Offenders on Special Security Order Status should be, at the first opportunity, moved to housing unit 8. Under no circumstances will any offender on special security status be celled with another offender.
- 3) The Special Security Order format (SOP Attachment G) will be used to document the need for a Special Security Order and any directives to be followed when interacting with the Offender.
- 4) The Offender is to be initially placed on Property Removal Status with an S.S.O. Mattress pad given to the Offender as soon as possible when the Offender's behavior permits. Until the Unit FUM/Zone Lieutenant has determined an offender is not a threat to harm staff, the offender will only retain an S.S.O. mattress pad. The Unit FUM/ Zone Lieutenant may approve return of a regular mattress.
- 5) A food delivery system will be installed on the cell door and the offender will be offered meals three times per day as required by procedures. Alternate meal items may be used.
- 6) Any time an S.S.O. Offender's door is opened a supervisor will be present.
- 7) Offenders placed on S.S.O. will be restrained with leg and hand restraints each time they exit their cell. Hand restraints will be placed on first, behind the offender's back. The offender will then be ordered to kneel down on both knees with their back to the door. Once the offender has complied, the officer and supervisor will have the door opened and leg restraints will be applied while the offender is kneeling. The offender will then be allowed to stand and exit the cell. When placing the offender back into his cell the order will be reversed. If the offender refuses to comply with these directives he will not exit the cell, and a conduct violation will be written and documented in the individual confinement record.

- 8) While an Offender is on S.S.O., staff will maintain a chronological log. The log will contain a detailed description of the offender's conduct, actions and behavior as well as events in the offender's daily schedule.
- 9) The Special Security Order Return Checklist" will be used to document any property returned to the Offender
- 10) The mattress should be the first item returned as soon as compliant behavior is demonstrated. Other Property should be given back in the order it appears on the S.S.O Return Checklist
- 11) The Unit FUM/Zone Lieutenant or higher ranking officer may approve the return of property while the Offender is on S.S.O. Status.
- 12) If the Offender is a continued threat to the safety of staff, the Chief of Custody will be consulted for approval to extend this status beyond 14 days (two weeks).
- 13) The C.A.O will be consulted for Special Security Orders that extend longer than 30 days.
- 14) Special security orders may only be lifted by The Shift Commander/Unit FUM or higher authority.
- 15) After discontinuation of the Special Security Orders, the Special Security Order, chronological log, and the property return checklist will become part of the offender's individual confinement record as well as all memorandums continuing or removing Special Security Orders.

H. REMOVAL OF PROPERTY:

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

****SOP: Refer to SOP12-4.1 Suicide Intervention Procedures.

- b. close observation in accordance with institutional services procedures regarding mental health close observation;

****SOP: Refer to SOP12-4.3 Mental Health Close Observation.

- c. dry cell status in accordance with institutional services procedures regarding searches; and

****SOP: Refer to SOP20-1.3 Searches.

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

****SOP: Refer to SOP22-1.1 Offender Property & Control Procedures.

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

****SOP: **Offender behavior will be monitored and the custody unit supervisor will consult with the chief of custody/designee on a daily basis to determine whether items should be returned to the offender. If items are to be returned to the offender, the custody supervisor in consultation with the chief of custody/designee will determine which items will be returned as outlined in the SSO return checklist (SOP Attachment I).**

- (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: **Any usually authorized activity or article denied will be documented by unit staff, with approval from the chief of custody and functional unit manager, and will be forwarded to the warden within one working day.**

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

J. REPORTS/LOGS:

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

****SOP: **Individual confinement records will be maintained accurately, legible and concise. Staff must enter information regarding individual offenders as activities occur, (i.e. meal refusal, showers, property removed/returned, etc.). Refer to SOP7-1.10 Offender Individual Confinement Records Policy.**

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: **Any scheduled activities should not be cancelled without the approval of the FUM and/or shift commander. Cancelled activities will be recorded in the housing unit Chronological log and shift summary report along with the reason why and who approved it.**

******SOP:** An offender's refusal to remove an object that obstructs the view of himself, the view of his cell, or behaves in a threatening manner will be considered a serious security breach, and neither the door nor the food service slot will be opened for meals/showers/recreation, etc. The offender's refusal or threatening behavior in any administrative segregation housing area will be considered a refusal of these activities, and will be so noted in the individual confinement record. The functional unit manager will be notified by the unit custody supervisor.

Special security orders will be approved by the chief of custody/designee. Offenders on special security order status should be, at the first opportunity, considered for a move to a single cell, preferably to housing unit 8. Under no circumstances will any offender on special security status be celled with another offender.

- 1) Offenders may be placed on special security orders for any threatening action, staff assault, or reasonable documented cause to believe the offender will harm staff if given the opportunity.
- 2) The special security order format (SOP Attachment G) will be used. If the offender displays negative or threatening behavior, any or all items may be removed from him to ensure the safety and security of the unit and staff. If after items have been returned, and the negative behavior continues the CAO/designee will be consulted for approval to extend this status beyond a few hours.

A) The following procedures will be followed:

- (1) The offender is to be initially placed on property removal status. However, this status should be discontinued immediately when behavior improves enough to warrant the return of any property removed. When placed on property removal status, the offender will retain his underwear, which consists of a t-shirt, boxer shorts and socks, as well as legal materials. Property will be returned throughout the special security order period as soon as behavior permits the return of such property. A special security order mattress pad will be given as soon as possible. The offender's regular mail received while on S.S.O, with the exception of legal mail, will be returned when all authorized property is returned. When staff has determined an offender is not a threat to harm staff, the offender will only retain an S.S.O. mattress pad. The second shift zone lieutenant may approve return of a regular mattress.
- (2) A food delivery system will be installed on the cell door. Serving of offender meals: the offender will be offered meals three times per day as required by procedures. Alternate meal items may be used. The procedure for feeding meals in housing unit 8a-f will be to use the designed food port doors for each cell.
- (3) Other special security order instructions: any time an offender's cell door is opened, a supervisor must be present. Staff will maintain a chronological log, beginning upon the issuance of the orders and continuing until the discontinuance of the orders. The log will contain a detailed description of the offender's conduct, actions and behavior. The chronological log will also contain information regarding good behavior and the return of any items as a result of this improved behavior. Also, any continued inappropriate behavior and any behavior resulting in the continued withholding of items. The mattress should be the first item returned as soon as compliant behavior is demonstrated. The condition of returned property should be noted on the room inspection checklist. After discontinuation of these special security orders, the special security order and the chronological log will become part of the offender's individual confinement record as well as all memorandums continuing or removing special security orders.

- (4) If the offender has not been removed from property removal status or special security order status beyond a few hours, the 2nd shift zone lieutenant will review the matter and send, in writing, any recommendations regarding the removal or discontinuation of orders through the chain of command as listed below in SOP paragraph (5).
- (5) Special security orders may be lifted by the warden, deputy warden of offender management, chief of custody, duty officer or the day shift supervisor as soon as improved behavior warrants such action.
- (6) Offenders placed on SSO will be assigned to a single cell as soon as possible.

Offenders placed on special security orders will be restrained with leg and hand restraints, each time they exit their cell. Hand restraints will be placed on first, behind the offender's back. The offender will then be ordered to kneel down on both knees with their back to the door. Once the offender has complied, the officer and supervisor will have the door opened and leg restraints will be applied while the offender is kneeling. The offender will then be allowed to stand and exit the cell. When placing the offender back into his cell the order will be reversed. If the offender refuses to comply with these directives he will not exit the cell, and a conduct violation will be written and documented in the individual confinement record.

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: Each housing unit custody supervisor will ensure that a daily chronological log is maintained with recorded activities, events, etc.**
1) The chronological logs will be forwarded to the major on a daily basis. A copy of the chronological is saved electronically.

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

******SOP: Sign-in logs will be forwarded to the major and maintained with the monthly report.**

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

******SOP: The chief of custody's designee is the custody unit supervisor. The custody unit supervisor will tour the unit on a daily basis and consult with the functional unit manager regarding any security or sanitary issues.**

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: All daily activities in the administrative segregation unit are conducted in accordance with the segregation unit daily operations schedule (SOP Attachment C) and post orders.**
1) The segregation unit's functional unit manager will oversee the operations of the units.
2) An assigned correctional officer III/designee should supervise the segregation units and ensure compliance with all special security/control measures, procedures, and post orders of these units. In the event an offender is moved for emergency reasons (i.e. conduct violation, protective custody request, etc.) The

housing unit correctional officer III/designee will ensure the functional unit manager receives a memorandum with any 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:** The use of a window covering may be utilized in conjunction with a planned use of force. This action requires the shift Supervisor's approval, and continued use requires Warden/Designee authorization. Appropriate rationale for the continued use, must be documented with written communication to the Warden. In addition, at the discretion of the Functional Unit Manager/Designee or Shift Supervisor, offenders who sexually expose themselves to staff may have a covering placed on their cell door window for up to 10 days and a conduct violation issued to them. Once the Offender's behavior has been modified, the covering may be removed at the discretion of the Functional Unit Manager.

Additional security procedures for this institution's administrative segregation units are as follows:

- 1) Only assigned offenders on the approved workers list and approved by the functional unit manager will be allowed to work in the unit. The housing unit lieutenant may deviate from this directive based on offender worker behavior or work performance and when there is a shortage of approved workers.
- 2) Custody staff will conduct a security check twice an hour on an irregular basis of each cell in the housing unit.

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

******SOP:** Offenders currently assigned to the SSRU program, will fall under the SOP 12-3.6 Secure Social Rehabilitation Unit. These offenders will not fall under the normal movement procedures for ADSEG offenders.

******SOP:** ADSEG offenders assigned to Step I & II and housing unit 8 (not assigned to the SSRU) will be restrained behind the back before being removed from their cells unless there is a written Doctor's order for him to be restrained in front. A tether will be used for all offenders assigned to housing units 7 & 8, and when special security concerns exist in other administrative segregation units, as approved by the unit supervisor or directed by the shift supervisor. For all movement within the housing unit, hand restraints will be utilized. Leg restraints may be used any time deemed necessary for safety and security needs. The offender may be restrained in the front ONLY for medical reasons or authorized by the unit custody supervisor. Any time Medical staff request the offender restraints be altered or changed in any way to aid in a medical evaluation; the Custody Supervisor will evaluate the situation before changing the restraint and will be present while the restraints are changed or altered in anyway. SPU offenders are excluded from the use of restraints unless there are safety and security concerns.

- 1) HU 8 offenders should be placed in restraints (hand and leg) when out of the HU wing area. HU 7 offenders should be placed in restraints (hand and leg) when out of the HU area. At least one officer will escort an offender when out of the cell.
- 2) All administrative segregation security procedures will apply to offenders in the step-up program. When offenders are double-celled, both offenders will be restrained anytime the cell door, recreation enclosure, etc. is opened.
- 3) Offenders receiving a haircut/beard trim will be restrained in hand and leg restraints at all times during the process.
- 4) Attorneys, media, etc. desiring the offender to be unrestrained during their visit must have approval from the warden or the deputy warden of offender management. If approval is received to remove handcuffs, the offender will remain in leg restraints. At no time will the offender be totally unrestrained.

- 5) **If special security orders are issued for an offender (i.e., full restraints while out of unit, etc.) the warden or deputy warden of offender management must approve restraint removal.**
- 6) **When an offender is moved outside the housing unit, special offender movement restraints may be used (example: medical or dental appointments, etc.). Refer to section II for definition.**
- 7) **Movement with-in the wing for Step 3 Offenders will only occur when two COI's or higher are present in the wing.**

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: See (SOP Attachment L) for SPU Hearing Guidelines.

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. 931-3118 Room/Cell Change Request**
- B. Hunger Strike Notification**
- C. Segregation Unit Operations Schedule (1-3 for HU 6, 7, and 8)**
- D. Segregation Unit Allowable Property List**
- E. Administrative Segregation Allowable Items (revised 1-31-20)**
- F. Letter to Offender on Propellant Status**
- G. Special Security Order Format**
- H. Administrative Segregation Rules**
- I. Special Security Order Return Checklist**
- J. ADSEG Magazine/Newspaper Declaration**
- K. Haircut Request Form**
- L. SPU Hearing Guidelines (revised 2-15-16)**

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:**

- A. SOP21-1.2 Administrative Segregation**
- B. SOP08-1.3 Access to Offender Council Substitutes**
- C. SOP08-6.1 Access to Basic Hygiene Items**
- D. SOP13-3.1 Offender Visitors**
- E. SOP22-1.2 Offender Property Control Procedures**
- F. SOP08-1.1 Access To Courts**
- G. SOP18-3.11 Correspondence Courses**
- H. SOP12-4.1 Suicide Intervention**
- I. SOP12-4.3 Mental Health Close Observation**
- J. SOP20-1.3 Searches**
- K. SOP20-3.2 Use of Force Reports**

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: This procedure was preceded by the standard operating procedures (SOP) of the Missouri State Penitentiary (MSP) and the previous Jefferson City Correctional Center (JCCC). MSP was established in 1833 and officially opened on February 29, 1836. In February 1991, MSP was renamed to JCCC. In November 2002, JCCC was renamed as MSP for historical purposes, and to make way for the development of a brand new institution established as Jefferson City Correctional Center (JCCC). This standard operating procedure is new, and not dependent on any previous MSP or JCCC standard operating procedures.**

- A. Revised Effective Date: August 1, 2004**
- B. Revised Effective Date: January 14, 2005**
- C. Revised Effective Date: December 12, 2005**
- D. Revised Effective Date: March 13, 2008**
- E. Revised Effective Date: June 1, 2011**
- F. Revised Effective Date: August 28, 2012**
- G. Revised Effective Date: March 21, 2013**
- H. Revised Effective Date: October 29, 2015**
(On 2-15-16 revision were made to SPU HEARING GUIDELINES only)
- I. Revised Effective Date: June 1, 2017**
- J. Revised Effective Date: November 1, 2017**
(On 1-31-20 revisions were made to SOP attachment E, ADSEG allowable items only)
- K. Revised Effective Date: August 14, 2020**



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
ROOM INSPECTION CHECKLIST

INSTITUTION _____

OFFENDER NAME _____ DOC NUMBER _____ H.U. _____ ROOM NUMBER _____

I have checked the condition of my room/bed area and its furnishings. The conditions are noted below. I understand that I will be held responsible for any damages found during inspections from this time and date.

OFFENDER SIGNATURE _____ REFUSED TO SIGN YES NO TIME _____ DATE _____
 A.M. P.M.

WITNESS _____ TIME _____ A.M. P.M. DATE _____
 WITNESS _____ TIME _____ A.M. P.M. DATE _____

ENTER N/A IF NOT APPLICABLE	CONDITION WHEN ASSIGNED					COMMENTS	CONDITION WHEN REASSIGNED					COMMENTS
	YES	NO	GOOD	FAIR	BAD		YES	NO	GOOD	FAIR	BAD	
BED												
DESK / CHAIR / CAB.												
MATTRESS												
BLANKET												
PILLOW/CASE												
SHEETS												
LAUNDRY BAG												
TOWEL												
DOOR												
LOCK/KEY												
SINK												
TOILET												
WINDOW/SCREEN												
MIRROR												
LIGHTS/FIXTURE												
WALLS												
VENTS												
BARS												
FOOTLOCKER												
TV HOOK-UP												
SWITCHES												
OUTLETS												
COVER PLATES												
CANTEEN BAG												

DATE REASSIGNED _____ CONDITIONS COMMENTS (CHANGES NOTED, VIOLATIONS, WRITTEN, ETC.) _____

OFFENDER SIGNATURE _____ REFUSED TO SIGN YES NO TIME _____ DATE _____
 A.M. P.M.

WITNESS _____ TIME _____ A.M. P.M. DATE _____
 WITNESS _____ TIME _____ A.M. P.M. DATE _____



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
CLASSIFICATION HEARING

INSTITUTION	DATE
-------------	------

OFFENDER NAME	DOC NUMBER
---------------	------------

TYPE OF HEARING

INITIAL AD SEG ___ 30 ___ 60 ___ 90 DAYS

PROTECTIVE CUSTODY TASC OTHER _____

COMMITTEE CHAIRPERSON	MEMBER	MEMBER
-----------------------	--------	--------

REASON FOR HEARING

OFFENDER STATEMENT

SUMMARY OF FINDINGS

SEE ATTACHED ENEMY LIST

COMMITTEE RECOMMENDATIONS

Assign to General Population

Assign to Administration Segregation

Assign to Protective Custody

Continue _____ Assignment

Request 9 Month Extension of Ad Seg Assignment

Place on Program Plan

Other _____

JUSTIFICATION FOR RECOMMENDATIONS

OFFENDER SIGNATURE	NEXT REVIEW DATE
--------------------	------------------

FINAL DISPOSITION

Approved

Disapproved

Modify to _____

JUSTIFICATION FOR MODIFICATION, DECISION NOT TO RELEASE FROM AD SEG OR DENIAL OF TRANSFER

SUPERINTENDENT SIGNATURE	DATE
--------------------------	------



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
**ADMINISTRATIVE SEGREGATION
COMMITTEE - EXTENSION REQUEST**

INSTITUTION	DATE

OFFENDER NAME (PRINT)	DOC NUMBER

DATE OF ASSIGNMENT TO ADMINISTRATIVE SEGREGATION	PREVIOUS EXTENSION REQUEST

REASON FOR EXTENSION REQUEST

CHIEF ADMINISTRATIVE OFFICER'S SIGNATURE	DATE

- EXTENSION APPROVED
 EXTENSION APPROVED WITH MODIFICATION
 EXTENSION DENIED

- Extension approved based upon reasons noted above.
 Extension approved with modifications based upon reason noted above.

Modifications:

- Reduce time extension from _____ to _____ days.
 Other:

DEPUTY DIVISION DIRECTOR SIGNATURE	DATE



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
TEMPORARY ADMINISTRATIVE SEGREGATION CONFINEMENT

NAME OF INSTITUTION

OFFENDER NAME (LAST, FIRST, MI)		DOC NUMBER	TIME	DATE
			AM PM	
FROM	HOUSING UNIT	ROOM	TO	HOUSING UNIT
				ROOM

CONFINEMENT IS ORDERED ON THE BASIS OF THE FOLLOWING CRITERIA:

1. Offender witnessed by staff committing serious wrongdoing.
2. Offender is material witness to major violation or criminal act which requires protective custody.
3. There is an immediate security risk involved.
4. The offender is violent or creating sufficient disturbance to indicate he/she is not in control.
5. There is urgent need to separate the offender from others for his/her own safety or that of others.
6. Information has been received from a reliable source that one of the above applies.
7. For the security and good order of the institution.

STATEMENT OF FACTS IN SUPPORT OF TASC / COMMENTS:

1. Protective custody request
2. Medical separation required
3. Mental health separation required
4. Conduct violation for Rule Number _____.
5. Investigation for _____
6. TASC between Disciplinary Segregation Assignments From: _____ To: _____
7. Other _____

PROVIDE ADDITIONAL INFORMATION IF NEEDED

SHIFT SUPERVISOR SIGNATURE	DATE
----------------------------	------

NOTIFICATION OF HEARING

CONFINEMENT IN TEMPORARY ADMINISTRATIVE SEGREGATION IS	→	CONTINUED	DISCONTINUED
REASON			
THE HEARING SHALL BE HELD ON OR BEFORE			→
WARDEN / DESIGNEE SIGNATURE			DATE



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
WAIVER OF HEARING NOTIFICATION

OFFENDER NAME	DOC NUMBER	TYPE OF HEARING
I understand that I am entitled to 24 hour notice prior to a hearing concerning:		
<hr/>		
<hr/>		
<hr/>		
I hereby waive that time period and request that the hearing be held as soon as possible. This is my request and no threats or promises of any kind have been made to me to obtain this waiver of notice.		
OFFENDER SIGNATURE	DATE	
STAFF WITNESS SIGNATURE	DATE	

MO 931-0775 (4-00)

DISTRIBUTION: WHITE - CLASS. FILE CANARY - OFFENDER



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
WAIVER OF HEARING NOTIFICATION

OFFENDER NAME	DOC NUMBER	TYPE OF HEARING
I understand that I am entitled to 24 hour notice prior to a hearing concerning:		
<hr/>		
<hr/>		
<hr/>		
I hereby waive that time period and request that the hearing be held as soon as possible. This is my request and no threats or promises of any kind have been made to me to obtain this waiver of notice.		
OFFENDER SIGNATURE	DATE	
STAFF WITNESS SIGNATURE	DATE	

MO 931-0775 (4-00)

DISTRIBUTION: WHITE - CLASS. FILE CANARY - OFFENDER



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
REFERRAL AND SCREENING NOTE - HEALTH SERVICES

REFERRAL SECTION: (REFERRING STAFF USE ONLY)		<input type="checkbox"/> To Medical <input type="checkbox"/> To Mental Health	
OFFENDER NAME (PRINT)		DOC NUMBER	HUCELL#ED
REFERRING STAFF NAME & TITLE (PRINT)	REFERRING STAFF SIGNATURE	DATE OF REFERRAL	INSTITUTION
REASON FOR REFERRAL TO MENTAL HEALTH			
			<input type="checkbox"/> REFERRED TO MEDICAL (Not to be used in place of procedure regarding Daily Handling of Non emergency Medical Requests.)
Observed behaviors (Check all that apply) <input type="checkbox"/> Inappropriate smiling <input type="checkbox"/> Self-injurious behavior <input type="checkbox"/> Irrational Speech <input type="checkbox"/> Very sad/crying <input type="checkbox"/> Disorientation <input type="checkbox"/> Extremely irritable <input type="checkbox"/> Loss of memory <input type="checkbox"/> Overactive/Pacing <input type="checkbox"/> Overly suspicious <input type="checkbox"/> Overly anxious <input type="checkbox"/> Overly hostile <input type="checkbox"/> Very self-critical <input type="checkbox"/> Sees things not there <input type="checkbox"/> Loss of appetite <input type="checkbox"/> Hears things not there <input type="checkbox"/> Emotionally flat <input type="checkbox"/> Hopelessness/pessimistic <input type="checkbox"/> Strange posture/Mannerism <input type="checkbox"/> Other: State reason for other:		Reason for referral to medical / Objective indication. <input type="checkbox"/> Objective/Subjective symptoms <input type="checkbox"/> Abnormal lab finding (test) _____ <input type="checkbox"/> Patient/offender submitted to MSR <input type="checkbox"/> Patient reports NOT receiving medication <input type="checkbox"/> Abnormal EKG <input type="checkbox"/> Other diagnostic report finding <input type="checkbox"/> Other: State reason for other:	
SCREENING RESULTS (MENTAL HEALTH STAFF USE ONLY)		SCREENING RESULTS (MEDICAL STAFF USE ONLY)	
Action taken by mental health <input type="checkbox"/> <input type="checkbox"/> Documentation entered in department's system.		Action taken by medical <input type="checkbox"/> <input type="checkbox"/> Documentation entered in department's system.	
MENTAL HEALTH NAME AND TITLE (PRINT)	DATE	MEDICAL NAME AND TITLE (PRINT)	DATE
MENTAL HEALTH SIGNATURE		MEDICAL SIGNATURE	



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
ENEMY WAIVER

NAME OF INSTITUTION

FIRST OFFENDER (PRINT OR TYPE)	DOC NUMBER
--------------------------------	------------

SECOND OFFENDER (PRINT OR TYPE)	DOC NUMBER
---------------------------------	------------

FIRST OFFENDER STATEMENT

WE HAVE BEEN DECLARED ENEMIES. I PLEDGE THAT NO HARM WILL BE DONE TO EACH OTHER BY OURSELVES OR ANYONE ON OUR BEHALF.

FIRST OFFENDER SIGNATURE	DOC NUMBER	DATE
--------------------------	------------	------

WITNESS SIGNATURE AND TITLE	ID NUMBER	DATE
-----------------------------	-----------	------

SECOND OFFENDER STATEMENT

WE HAVE BEEN DECLARED ENEMIES. I PLEDGE THAT NO HARM WILL BE DONE TO EACH OTHER BY OURSELVES OR ANYONE ON OUR BEHALF.

SECOND OFFENDER SIGNATURE	DOC NUMBER	DATE
---------------------------	------------	------

WITNESS SIGNATURE AND TITLE	ID NUMBER	DATE
-----------------------------	-----------	------

CHIEF ADMINISTRATIVE OFFICER/DESIGNEE

APPROVED DISAPPROVED

SIGNATURE AND TITLE	ID NUMBER
---------------------	-----------

COMMENT

DATA ENTRY OPERATOR SIGNATURE	ID NUMBER	DATE
-------------------------------	-----------	------



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
ALTERNATE MEALS / SERVING METHODS REQUEST

INSTITUTION	DATE
-------------	------

OFFENDER NAME	DOC NUMBER
---------------	------------

INITIAL REQUEST – MEAL LOAF (9 MEALS) EXTENSION REQUEST – MEAL LOAF (18 MEALS)

REASON

Throw food items or any items associated with food such as utensils, containers or trays, in a manner that is hazardous to himself / herself, staff or other offenders, or is destructive to state property.

Do not return food utensils, containers or trays.

Do not allow closure of food port door or block food port door.

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

Create an unsanitary environment by flooding cell.

DATE OF INITIAL ASSIGNMENT OF MEAL LOAF (IF EXTENSION REQUEST)	CIRCLE # OF PREVIOUS EXTENSION REQUESTS (PERTAINING TO THIS REQUEST)
	1 2 3 4 5 (or) _____

REQUESTOR SIGNATURE	TITLE	DATE
---------------------	-------	------

APPROVED DENIED

COMMENTS

FUNCTIONAL UNIT MANAGER / SHIFT SUPERVISOR	DATE
--	------

IS THERE A MEDICAL CONDITION THAT WOULD PREVENT SERVING OF MEAL LOAF?	MEDICAL STAFF SIGNATURE
<input type="checkbox"/> YES <input type="checkbox"/> NO	

APPROVED DENIED

COMMENTS

WARDEN / DESIGNEE	DATE
-------------------	------



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
OFFENDER PROPERTY REMOVAL / RETURN

INSTITUTION

TO

THE FOLLOWING LIST OF ARTICLES WERE REMOVED FROM POSSESSION OF THE BELOW LISTED OFFENDER.

OFFENDER NAME	DOC NUMBER	H.U.
---------------	------------	------

PLEASE CHECK THE APPROPRIATE BOX: CONFISCATED IMPOUNDED

EXPLAIN REASON FOR REMOVAL: (ATTACH ADDITIONAL PAGES AS NECESSARY).

.....

.....

.....

.....

.....

ARTICLES REMOVED (ATTACH ADDITIONAL PAGES AS NECESSARY)	AMOUNT
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

PROPERTY REMOVAL			
STAFF NAME (PRINT)	STAFF SIGNATURE	ID NUMBER	DATE

PROPERTY RETURN			
STAFF NAME (PRINT)	STAFF SIGNATURE	ID NUMBER	DATE

I HAVE RECEIVED ALL PROPERTY LISTED ON THIS DATE (returned property ONLY)

OFFENDER SIGNATURE	DATE
--------------------	------

AFTER PROPERTY IS RETURNED TO OFFENDER, ORIGINAL IS SENT TO PROPERTY FILE

ADMINISTRATIVE SEGREGATION PROGRAM PLAN

Date: _____

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: _____

SOP Attachment A



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
ROOM / CELL CHANGE REQUEST

DATE	INSTITUTION
------	-------------

REQUESTING OFFENDER INFORMATION

OFFENDER'S NAME (PRINT)	DOC NUMBER
-------------------------	------------

MOVE FROM	HOUSING UNIT	MOVE TO	HOUSING UNIT
	ROOM / CELL NUMBER		ROOM / CELL NUMBER

REASON FOR CHANGE REQUEST:

REQUESTING OFFENDER'S SIGNATURE

OFFENDER TO BE ROOMED WITH

OFFENDER'S NAME (PRINT)	DOC NUMBER
-------------------------	------------

SIGNATURE OF OFFENDER TO BE ROOMED WITH

UNIT TEAM ACTION

DATE OF LAST MOVE:	REQUESTING OFFENDER INTERNAL CLASSIFICATION SCORE:	OFFENDER TO ROOM WITH INTERNAL CLASSIFICATION SCORE:
--------------------	--	--

REMARKS:

APPROVED DISAPPROVED

CCM OR STAFF MEMBER'S SIGNATURE

PUM OR STAFF MEMBER'S SIGNATURE

SOP Attachment B

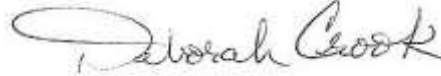
JEFFERSON CITY CORRECTIONS CENTER HUNGER STRIKE NOTIFICATION			
TO: WARDEN JAY CASSADY		DATE:	
OFFENDER DECLARING:		DATE DECLARED:	
DATE FIRST MEAL MISSED:	BREAKFAST:	LUNCH:	DINNER:
REASON FOR HUNGER STRIKE:			
NUMBER OF MEALS MISSED PRIOR TO DECLARATION:			TOTAL MEALS MISSED:
TODAYS MEAL MISSED:	BREAKFAST:	LUNCH:	DINNER:
DATE OFFENDER DISCONTINUED HUNGER STRIKE:	BREAKFAST:	LUNCH :	DINNER:
AFTER 9 MEALS MISSED MEDICAL PERSONNEL WHO ASSESSED OFFENDER:			

Vitals: <input type="checkbox"/> Normal		Weight:	
<hr/>			
<input type="checkbox"/> Abnormal			
Offender Refused <input type="checkbox"/>			
HOUSING UNIT CUSTODY SUPERVISOR NAME AND TITLE:			
COMMENTS:			

MISSOURI DEPARTMENT OF CORRECTIONS
INSTITUTIONAL SERVICES
POLICY AND PROCEDURE MANUAL

IS11-41.2 Hunger Strike

Effective Date: February 21, 2010



Ralf J. Salke
Vice President of Operations
Correctional Medical Services

Deborah Crook
Regional Vice President
MHM Services, Inc.



Tom Clements, Director
Division of
Adult Institutions



Mariann Atwell, Director
Division of
Offender Rehabilitative Services

- I. PURPOSE: This procedure has been developed to ensure appropriate and consistent response to individual offender hunger strikes.
- A. AUTHORITY: Sections 217.175, 217.320 RSMo, National Commission on Correctional Health Care Standards for Health Services in Prisons, 2008.
- B. APPLICABILITY: All offenders and staff in a correctional center and institutional treatment center under the jurisdiction of the division of adult institution or division of offender rehabilitative services. Standard operating procedure specific to provision of health services procedures at the institution should be developed by the health services administrator in consultation with the medical director, institutional psychiatrist, institutional chief of mental health services, other professional health providers, and the warden/designee.
- 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. DEFINITION:
- A. Hunger Strike: When an offender declares she/he is on a hunger strike or is observed by staff to be refraining from eating food for a period of time ordinarily in excess of 72 hours even though the offender may be taking liquids.
- B. Hunger Strike - Discontinued: When an offender is observed and documented by staff to be ingesting solid food or the site physician has written hunger strike ended.
- C. Skin Turgor: A test of the skin to determine dehydration.
- III. PROCEDURES:
- A. 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.

1. The staff member making the determination will provide written documentation for placement in the medical and classification file.
2. Staff should attempt to determine the reason for the hunger strike and try to resolve the situation.
3. If unable to resolve the situation, the offender should be placed in the infirmary at the discretion of the physician or an administrative segregation cell for monitoring purposes.
4. Health care staff will monitor the offender daily and evaluate the following:
 - a. weight,
 - b. vital signs (temperature, pulse, respiration, and blood pressure),
 - c. skin turgor and
 - d. overall appearance of the offender.
5. Monitoring times, evaluations, and additional medical information will be documented in the medical accountability records system protocol.
6. The warden/designee will be advised daily of the offender's condition as specified in standard operating procedures.
7. A physician should examine the offender every other day after 9 missed meals until the hunger strike lasts 21 missed meals, then the physician should examine the offender daily.
 - a. Hunger strike monitoring of the offender will continue until a physician's order is written that the hunger strike has ended.
8. When the health care staff determines the offender needs to be examined more frequently, arrangements will be made for appropriate physician care.
9. The physician will initiate the appropriate lab work.
10. If a urine specimen can be obtained from the offender a urine dipstick should be completed daily after the first 72 hours.
11. The health services administrator/designee will complete and submit a Referral And Screening Note - Mental

Health Services form (Attachment A) to the mental health service provider upon notice of offender declaring a hunger strike.

12. The mental health provider shall complete an assessment of the offender's competency and overall mental health status after the psychological referral has been made.
 - a. The mental health professional shall assess the offender initially then at least weekly or more often when notified by medical of changes in the offender's health status.
 13. The warden/designee will notify the appropriate deputy division director of adult institutions when an offender has been determined to be on the hunger strike in excess of 72 hours and/or has missed 9 consecutive meals.
 - a. The deputy division director of adult institutions will notify the director of the division of adult institutions.
 14. The health services administrator/designee will notify the assistant division director of health services, division of offender rehabilitative services/designee when an offender has been determined to be on a hunger strike.
 - a. The assistant division director medical services, division of offender rehabilitative services/designee will notify the director of the division of offender rehabilitative services and the general counsel for the department.
 15. The health services administrator/designee will notify the regional medical director/designee when an offender has been determined to be on a hunger strike.
 - a. Updates shall be provided on a daily basis of the offender's medical status following the initial 7 days of the hunger strike.
- B. The offender's family will be notified in accordance with IS11-10 Notification in Emergencies.
- C. Medical treatment may be considered when deemed necessary by the physician in accordance with IS11-67.1 Forced Involuntary Medical.

IV. ATTACHMENTS:

- A. 931-1572 Referral and Screening Note-Mental Health Services

V. REFERENCES:

- A. National Commission on Correctional Health Care: Standards for Health Services in Prisons, 2008, P-A-08 Communication on Special Needs Patients-essential, P-E-12 Continuity of Care During Incarceration-essential, P-I-06 Right to Refuse Treatment-important, P-G-04 Mental Health Service-essential
- B. IS11-10 Notification in Emergencies
- C. IS11-52 Infirmary
- D. IS11-67.1 Forced Involuntary Medical Treatment

VI. HISTORY: This policy was previously covered by division rule 115.010 Offender Serious or Critical Illness. Original Effective

Date: 11-1-80, Offender Serious or Critical Illness Revised
5-31-82, then as IS11-2.4, Inmate Hunger Strike effective April 1,
1992 located in the Missouri Department of Corrections
Institutional Services Policy and Procedures manual and revised as
IS11-42.3, Inmate Hunger Strike, effective February 1, 1995.

- A. Original Effective Date: April 1, 1992
- B. Revised Effective Date: February 1, 1995
- C. Revised Effective Date: October 15, 1999
- D. Revised Effective Date: March 15, 2007
- E. Revised Effective Date: November 27, 2009
- F. Revised Effective Date: February 21, 2010

**ADMINISTRATIVE SEGREGATION – HOUSING UNIT 6
DAILY OPERATIONS SCHEDULE**

7:30am:	Morning shift relieved. Inventory: housing unit equipment completed by 2 nd shift.
7:30-9:30 am:	Wednesday Clothing issue and property room passes for PC, PH 3 PC OPC passes
7:30 am	Showers Daily
7:30 am	A-wing showers begin, offenders at rec shower after Mainline
7:30 am – 10:30am	Monday, Wednesday, and Friday showers and recreation for Step II Tuesday, Thursday, and Saturday showers and recreation for Step III
8:30 – 10:30 am	Tuesday and Thursday Mental Health
9:35 am	PC med pass
10:00 am	Step II and III Drink Cart in house
10:00 am	Monday through Friday PC Recreation
10:15 am	Mainline Begins
10:30 am	Step II and III in house med pass
11:00 am	Step II and III Food Cart in house
11:15 am	PC Mainline
11:45 am	Bubble officers perform count
11:30am – 12:30pm	Housing unit counted and count called in to Ext. 1003. Showers and recreation discontinued at arrival of noon meal until completion of noon meal.
12:30-2:30 pm	Property in-house
12:30-2:30 pm	Monday and Friday Dr. Sick call in-house

2:30 pm	Lock down house for count
2:45 pm	Count Begins
3:00 pm	End of shift Inventory and In house med pass
3:00 pm	Call in count
3:00 pm	Nurse med pass
4pm – 5pm	Evening meal food cart in unit and set up. Juice passed out. Evening meal served (For B and C wing). Evening meal trays picked up. After completion of evening meal, food cart out of unit.
5pm – 6pm	Code 19, and code 20 called. Count cleared 8pm med begin <u>Nurse's Sick Call:</u> Mon-Fri 6pm-8pm. <u>Law Clerk:</u> Tuesday & Thursday 6pm-until complete. <u>Laundry Pickup:</u> Thursday 6pm-until complete.
9:15pm	Code 19, then Code 23 are called count complete and called in.
10pm – 11pm	Housing unit equipment inventoried by morning shift Final Security check/Gate check: 10:30pm. Lights out: 11pm, Evening shift relieved.
11pm – 12am	Security checks by officers. 12am count completed and called in.
12am – 2am:	Officers perform security checks. 2am count completed and called in.
2am – 4am:	Officers perform security checks.
4am	Count completed and called in.
4am – 6am:	Officers perform security checks.
5 am	Step II & III Food carts arrive, locks are removed from service ports
5:30 – 6:00 am	PC to Mainline

SUPPLY PASS: Monday
Book Pass: Sunday Step II

PROPERTY: Monday through Thursday 12:30 – 2:30 pm
PROPERTY ON FRIDAY AFTER 3:30 PM ONLY

NURSE STATION: Cleaned Daily logged in Chrono Log

Gates between Housing units 6&7 locked daily and logged in Chrono Log

CELL CLEANING: Wednesday and Sunday A and D wings
Step II & III Sundays

**PHONE and
KIOSK:** 2nd and 3rd shift

HAIR CUTS: **SPU haircuts in Gym**
Step II once per month Step III bi-monthly
PC normal haircut services ***CLOSELY SUPERVISED BY STAFF***
In-house bi-monthly
In house haircuts 2nd and 4th Saturday and Sunday of each month

LAUNDRY: All clothing, bed linens, towels, and washcloths are laundered every Thursday, returned on Friday.
Blankets and ad/seg shoes are laundered **once** per month.

CANTEEN: Distributed on Wednesday A and B wing
Distributed on Thursday C and D wing.
Subject to change due to Holidays.

Mental Health: Tuesdays and Thursdays from 08:30 AM to 10:30 AM
Saturday and Sunday make up days.

OTHER FUNCTIONS:

1. Administrative Segregation review committee on (Wednesday)
Additional days are scheduled as needed.
2. Maintenance: As needed.
3. AHO and PC committee as needed
- 4 Cell moves as needed.

NOTE: ANY AND ALL OF THE ABOVE LISTED SCHEDULED ITEMS ARE SUBJECT TO CHANGE WITHOUT NOTICE IN ORDER TO MEET THE SECURITY AND OPERATIONAL NEEDS OF THE INSTITUTION.

signature on file

2015
Jay Cassady, Warden

Effective: October 29,

**ADMINISTRATIVE SEGREGATION – HOUSING UNIT 7
DAILY OPERATIONS SCHEDULE**

5:30 am	HU7 early officers arrive Insulin
5:45 – 7 30 am	Morning meal food cart delivered and set up Coffee and milk passed out. Morning meal served. Morning meal trays picked up. Food cart taken out of unit.
6am – 7am	6am count completed and called in. Mail picked up by 1 st shift officers.
6:30 am – 7:30 am	Morning meds
7:00 am – 7:30am	First line of recreation, start showers. Cell searches start (, Monday, Wednesday, Friday,) until completion
7:30 am	Morning shift relieved. Inventory of housing unit equipment completed, by 2 nd shift. Shift change
7:30am – 10:30am	Doctor and/or Nurse’s sick call. Tuesday & Thursday
8:00 am- 10 am	Nurse’s sick call. Sunday
11:30am – 12:30pm	Housing unit counted and count called in to Captains Control Bubble at Ext. 1003. Showers and recreation discontinued at arrival of noon meal until completion of noon meal.
12:30pm – 2:30pm	Nurse’s sick call (Monday, Tuesday, Wednesday, Thursday, Friday)
12:30pm	PC Committee (Tuesday)
12:30pm – 2:30pm	Doctor and/or Nurse’s sick call Tuesday & Thursday Evening sick call
12:30pm – 2:30pm	Mental Health (Thursday)
3pm – 3:30pm	3pm count completed and called in to the Captains Control Bubble at Ext. 1003.
3:15pm – 3:30pm	Joint inventory of equipment/cleanness of the unit
3:30pm – 5pm	Pick-up juice and meal trays. Juice, feed and assist with mainline.
5pm – 6pm	Count (5pm med pass, (code 19), staff rotate to eat)
6pm	Nurse’s sick call (Tuesday and Thursday)
6pm:	Porters clean unit
6pm – 7pm	Mail distributed by 3 rd shift officers.
6:15pm – 7:45pm:	Law clerks (Monday and Wednesday)

8pm – 8:15pm:	Lock-down – prepare to count (secure unit), (Code-19)
8pm:	Med pass. Food Service Ports secured with locks.
9:00pm:	Lockdown (Code 19)
8:30pm – 9:15pm	Complete files/finish cleaning unit
9:30pm	Count completed and called in (Code 23)
10pm – 10:30pm	Complete paperwork/and assigned tasks
10:45pm – 11pm	TVs off, lights out and final security check (pull doors) Mail picked-up by 3 rd shift.
11:15pm:	Prepare unit for next shift/inventory with on-coming shift (1 st)
11:30pm	Turn unit over
11pm – 12am:	Security checks done by officers. 12am count completed and called in.
12am – 2am:	Officers perform security checks. 2am count completed and called in.
2am – 4am:	Officers perform security checks. 4am count completed and called in.
5:00 am	Lights On
4am – 6am:	Officers perform security checks. First shift officers pick-up mail, and at the end of first shift deliver the mail to the mailroom.

CELL CLEANING: Saturday

RECREATION SCHEDULE: Monday, Wednesday, and
Friday
Third shift complete recreation as needed.

SHOWER SCHEDULE: Monday, Wednesday, and
Friday

HAIR CUTS: Provided on Sundays

LAUNDRY: All clothing, bed linens, towels, and washcloths are laundered every Thursday.
Blankets are laundered once per month. (Thursday's of the first full week of the month)

OFFENDER LEGAL AIDE: Monday & Wednesday

CANTEEN: Distributed on Thursday.

OTHER FUNCTIONS:

1. Administrative Segregation review committee on Tuesdays and Thursdays mornings
Additional days are scheduled as needed
2. Maintenance: As needed
3. AHO and PC committee as needed
4. Cell moves as needed
5. MAIL picked up and passed out as directed
6. OPC appointments as needed (normally on Wednesday)
7. Lights may be turned on as needed between hours of 11:00 p.m. & 5:00 a.m. for Security reasons

8. Psychiatrist/Psychologist appointments as needed if staff permits

NOTE: ANY AND ALL OF THE ABOVE LISTED SCHEDULED ITEMS ARE SUBJECT TO CHANGE WITHOUT NOTICE IN ORDER TO MEET THE SECURITY AND OPERATIONAL NEEDS OF THE INSTITUTION.

****signature on file****

Effective: October 29, 2015

Jay Cassady, Warden

**ADMINISTRATIVE SEGREGATION – HOUSING UNIT 8 SECURE AD-SEG
DAILY OPERATIONS SCHEDULE**

5:45am – 6:30am	Food cart in Morning meal served and Food Cart out of unit.
6am – 7am	7am count completed and called in. Medical escort for Medication pass (Daily) Mail picked up by 1 st shift Officers
7am – 8am	Inventory of housing unit equipment completed by day shift Mail brought to mailroom. Showers and Recreation begin (Mon., Wed., & Friday) Weekly Set up bags distributed (Tuesday) Cell Cleaning and Mental Health Doctor (Saturday)
7:30am-10:00 am	Tuesday OPC Call outs escorted to Medical
8:45 am-9:45 am	Nurses sick cell (Monday – Saturday)
9am – 10am	Canteen delivery started (Thursday). Offender haircuts started (Sunday-12:00 pm – 3:00 pm) Book pass (Sunday)
10am – 10:30am	Law clerk started (2 Times per Week–Tuesday and Thursday) Count completed and called in. Showers and cell searches continued.
10:30am 11:30am	No Offender movement (Staff Lunch Period)
11:30am – 1pm	Noon meal cart in unit and served. Medical escort for Medication pass (Daily) Finish recreation, Showers and Cell Searches (Mon., Wed., and Friday–Days)
Noon	Meal cart out of unit.
12:15 pm – 12:45 pm	Workers exit unit.
3:00 pm	Code 20 Begin count.
3:00pm – 6:00pm	Housing unit equipment inventoried by evening shift. Day shift relieved. Mail picked-up and distributed (Monday – Friday) by 3 rd shift.
4pm – 5pm	Evening meal food cart in unit and set up. Juice passed out. Evening meal served. 4pm count completed & called in. Evening meal trays picked up. After completion of evening meal, food cart out of unit.
5pm – 6pm	Security checks by officers.
6pm – 9pm	Officers perform security checks.
9:15pm	Count completed and called in.

10:30 pm – 11:30 pm Housing unit equipment inventoried by morning shift. Evening shift relieved.

11pm – 12am Security checks by officers. 12am count completed and called in.

12am – 2am Officers perform security checks. 2am count completed and called in.

2am – 4am Officers perform security checks.

4am Count completed and called in.

4am – 6am Officers perform security checks.

5:30 am – 6:00 am Laundry pickup started (Thursday)

SHOWER SCHEDULE: Monday, Wednesday and Friday.

CELL CLEANING: Saturday AM

RECREATION SCHEDULE: Monday, Wednesday and Friday (DAYS ONLY)

HAIR CUTS: Provided on Sunday–AM.

LAUNDRY: Thursday–AM

OFFENDER LEGAL AIDE: Legal aides allowed 2 times per week. Tuesday & Thursday AM

CANTEEN: Distributed on Thursday mornings.

OTHER FUNCTIONS:

1. Administrative Segregation review committee on Tuesday or Thursday, usually between 12:15 pm – 2:30 pm. Additional days are scheduled as needed.
2. Daily medication is distributed by medical between the hours of 8:45 am and 9:45 am.
3. Nurse's sick call: Schedule varies.
4. Doctor's sick call: Schedule varies.

Note: Recreation times may be altered due to weather or security conditions. Law clerk times may vary based on security needs and availability of clerks. Team meetings will take place during the afternoons on Tuesdays and Thursdays, the time may vary.

signature on file

Jay Cassady, Warden

Effective: October 29, 2015

SOP Attachment D

JCCC ALLOWABLE AD-SEG/TASC PROPERTY LIST
(INMATES ARE TO RECEIVE ALL ALLOWABLE PROPERTY)

Inmate Name: _____ DOC ID # _____ DATE: _____ UNIT _____

HYGIENE ITEMS:

- # _____ BAR SOAP (2)
_____ DEODORANT (CLEAR) (2)
_____ TOOTHPASTE (CLEAR) (1)
_____ TOOTHBRUSH (1)
_____ DENTURE ADHESIVE (1)
_____ DENTURE CLEANSER (1)
_____ DENTURES
_____ COMB (POCKET STYLE) (1)
_____ CHAP STICK (1)
_____ SHAMPOO- MAXIMUM SECURITY (2)
_____ SHOWER SHOES (1)
_____ ROLL TOILET PAPER (1)

CORRESPONDENCE ITEMS:

- # _____ STAMPS (100)
_____ SECURITY INK PENS (4)
_____ ENVELOPES (ANY SIZE) (30)
_____ PLAIN PAPER (1 PKG)
_____ LEGAL PAD (NOTEBOOK) (2)
_____ ADDRESS BOOK (1)
_____ BOOKS BIBLE/KORAN/softback (3)
_____ MAGAZINE/NEWSPAPER (2)
_____ LEGAL MATERIAL (12 INCHES)

MISCELLANEOUS ITEMS:

- _____ EYEGLASSES (1) # _____ LOOSE PHOTOS (5)
_____ RING (NO STONES) (1) _____ DECK OF CARDS (1)

STATE ISSUED CLOTHING

- _____ PILLOW _____ BLANKET # _____ (2) SHEETS _____ (1) PILLOWCASE # _____ (2) TOWELS
_____ (2) WASHCLOTHES # _____ (3) SOCKS # _____ (3) T-SHIRTS # _____ (3) BOXERS # _____ (3) Gray Pants

ALL MEDICATIONS NEED TO BE TAKEN TO MEDICAL (OPC)

PROCESSING OFFICER: _____
ID# _____

(PRINT NAME) (SIGNATURE)
PROPERTY RELEASED TO: _____ ID# _____

ISSUING OFFICER'S SIGNATURE: _____ ID# _____

OFFENDER'S SIGNATURE: _____ ID# _____
(My signature verifies I received listed property)

CIRCLE ONE:

OFFENDER PULLED OFFENDER PRESENT OFFENDER NOT PRESENT

(While the above property was removed from personal property sent to AD-SEG)

CC: PROPERTY ROOM FILE
CLOTHING ISSUE

RETURN THIS DOCUMENT TO PROPERTY ROOM

ADMINISTRATIVE SEGREGATION ALLOWABLE ITEMS

Administrative Segregation Housing Unit 8

Allowable Hygiene and Legal Items Only

STEP I & II Administrative Segregation Housing Unit 7

Allowable Hygiene and Legal Items Only

SPU- Canteen spend limits will be the same as general population. Exception to authorized property and canteen purchases are razors & fund raiser purchases. Exceptions to the purchase limit are approved appliances (i.e. T.V., walkman, typewriter, etc.).

****signature on file****

Eileen Ramey, Warden

Effective Date: January 31, 2020

**JEFFERSON CITY CORRECTIONAL CENTER
INTER-OFFICE COMMUNICATION**

DATE:

TO: Fum

FROM: COIII

SUBJECT: PROPELLANT STATUS

Offender Last Name, First Name DOC # As outlined in procedure SOP 21-1.2, Administrative Segregation, you have been placed on "PROPELLANT STATUS", for a Rule # _____. Since this violation(s) included spitting, attempting, or threatening to throw feces on staff, you will remain on propellant status for a period of **15 days**.

I have directed staff to issue you a face mask that is to be worn anytime you leave your cell for shower, recreation, medical appointment, visit, etc., until you return to your cell. Your refusal to wear the face mask as directed will be considered a refusal for any out of cell activity. Any action on your part to remove the mask while out of your cell will be considered an act of aggression and force could be used.

Your Propellant Status will be reviewed at the conclusion of the 15 day time period by the Functional Unit Manager/Custody Supervisor to determine if your monitored behavior warrants this status to be discontinued or continued for a specific period of time.

Any deliberate damage to the face mask will result in a Rule #31 Destroying Property violation and result in your account being assessed to pay for the mask.

I encourage you to follow the rules and regulations in Housing Unit 7/8 to ensure your future release to a less restrictive status.

Approved By

Date

CC: Individual Confinement Record
H.U. Bubble
Unit Supervisor
Complex File



Missouri

Jeremiah W. {Jay} Nixon, Governor

DEPARTMENT OF CORRECTIONS

Jefferson City Correctional Center
8200 No More Victims
Jefferson City, MO 65101
(573) 751-3224
(573) 751-1277 Fax

George A Lombardi, Director

Dave Dormire, Director
Division of Adult Institutions
Jay Cassidy Warden

TEMPORARY ORDER

DATE:

TO: Housing Unit 6, 7, and 8 Staff

FROM: CSII, CSI, COIII

SUBJECT: **SPECIAL SECURITY ORDERS**
Re: Offender Last Name, First Name #

OFFENDER Last Name, First Name # of Housing Unit # ___ is being placed on Special Security Orders Due to Rule # _____. These Special Security Orders are in effect from the date shown above and will continue until the offender demonstrates improved behavior. The 2nd shift Zone Lieutenant will make weekly reviews and send in writing any recommendations or updates through the chain of command to the Chief of Security. The 2nd Shift Lieutenant may recommend the removal or extension of these orders as offender behavior dictates. These orders may not be lifted without authorization of the Warden, Deputy Warden, Chief of Security, Day Shift Commander, or Duty Officer.

Strip Cell, feeding, escorting, documentation procedures and return of items are to be performed as detailed in IS21-1.2 (Administrative Segregation), Section I. 3. Of the Standard Operating Procedure.

After removal of Special Security Order status, this Special Security Order and chronological logs recording the events of this order will become a part of the offender's individual confinement record.

cc: Warden
Deputy Warden of Offender Management
Assistant. Warden
Ad Seg Functional Unit Manager
Chief of Security
Offender's classification file
Offender's mini file

SOP Attachment G

**JEFFERSON CITY CORRECTIONAL CENTER
ADMINISTRATIVE SEGREGATION HOUSING UNIT RULES**

**Housing Unit 6 –Step III & IV
Housing Unit 7 - Steps I & II
Housing Unit 8 - Secure/Controlled ADSEG**

1. The cell lights will be turned off every night between 11:00 P.M. and 5:00 A.M.
2. Offenders will keep their bed area clean and trash container emptied.
 - a. Nothing will be hung on the walls, fixtures or window ledge nor stored on empty beds.
 - b. Rooms will be clean, neat, and orderly.
 - c. A Room/Cell Inspection Checklist will be completed upon assignment to and movement from your cell. Any damage to the cell or its contents will result in a conduct violation and reimbursement.
3. Offenders will not be permitted to engage in disruptive behavior, such as, excessive noise making, banging doors, horse playing, yelling, etc.
4. Offenders will not pass or receive items between cells.
5. The intercom is to be used for emergency situations only. Officers are available on the walks for non-emergency needs. Offenders that use the emergency call button for any reason other than a life-threatening emergency, will receive a conduct violation.
6. Offenders must sleep only in their assigned bed. Mattresses will not be placed on the floor.
7. Nothing is to be placed on, over, or in any vent, window, or light fixture.
8. Photos will not be displayed or attached to the walls, doors, beds, etc.
9. Offenders may not correspond with other offenders in accordance with the Institutional Procedure.
10. Offenders will not trade, sell, barter, loan, alter, hold or give away any item of personal property, including funds, mail, magazines/newspapers, stamps, etc.
11. Food trays will be picked up approximately 15 minutes after being served. NOTHING on the tray is permitted to remain in the cell.
12. Any alteration or damage to state property in this unit will be the responsibility of the offender. Restitution will be required for any damage to state property.
13. Offenders must practice good hygiene and must keep their clothing, cell etc. in an acceptable sanitary condition. In doing so, showers are offered three times per week and are limited to 10 minutes.
14. Offenders must be fully dressed when outside of their living area, except when going to or returning from the shower. Jumpsuits must be worn, as intended, anytime out of the cell. Offenders will not wear their jumpsuit half on or tied around the waist. When going

to and from the shower, offenders must wear, at a minimum, boxer shorts and shower shoes. Offenders will not expose their sexual parts when moving to and from the shower.

15. Personal property is limited to the following, depending upon status:
H.U. 8, H.U. 7 Step I/II offenders will be provided an initial issue of one coverall, one pair of canvas shoes and one mattress. No personal clothing items are permitted.
16. No tobacco products or lighters of any type are allowed in Housing Unit 8, Housing Unit 7, or Step III & IV in Housing Unit 6.
17. Offenders must be sitting/standing or must show movement during all counts.
18. All offenders in Step III may be required to participate in and complete programming. Failure to do so may result in a conduct violation and return to a prior step.
19. Offenders will be allowed one library book (no hard cover) and 2 personal books (no hard cover) in their cell, one newspaper, and one magazine (subscriptions only) while confined to the segregation unit.
20. Offenders will not share magazines or newspapers with other offenders. If an offender refuses to relinquish his last edition, the new item will be sent to the property room and will be stored in his property, unless it creates a fire and safety hazard.
21. Offenders will be allowed a maximum of 20 personal letters in their possession. Excess letters will be placed in the offender's stored property.
22. No paper or plastic bags, wrap, etc. will be allowed in cells. One paper bag may be utilized for trash, but must be disposed of when soiled.
23. Offenders must wear their identification card on the left side of their chest, on their jumpsuit, anytime outside of their wing. Failure to do so will result in a conduct violation.
24. All orders and directives are to be followed. If the aforementioned housing unit rules are not followed, conduct violations will be written.

Jay Cassady, Warden

Effective Date: November 1, 2017

**JEFFERSON CITY CORRECTIONAL CENTER
SPECIAL SECURITY ORDER RETURN CHECKLIST
Reference SOP 21-1.2 Administrative Segregation**

- 1) The mattress should be the first item returned as soon as (significant or prolonged) compliant behavior is demonstrated. Other Items will be returned in order listed below.
- 2) Authorized personal property will be the last listed item to be returned.
- 3) Only the Day Shift Supervisor, Duty Officer, Chief of Custody, ASIM, or Superintendent has the authority to remove an offender from SSO.
- 4) Only the 2nd Shift Housing Unit Lieutenant has the authority to return items to an offender.

**OFFENDER NAME & NUMBER: DATE PLACED ON SSO:
PER:**

Offender will retain Legal Mail, 1 Pair Socks, Boxers and one T-shirt

<u>RETURNED</u>	<u>DATE</u>	<u>PER ORDERS OF (PRINT)</u>
(1) Mattress	_____	_____
(2) Pillow	_____	_____
(3) Sheets & pillow case	_____	_____
(4) Blanket	_____	_____
(5) Ad-Seg Pants	_____	_____
(6) Shower Shoes	_____	_____
(7) Personal Hygiene (limited)	_____	_____
(8) Authorized personal property	_____	_____

DATE EXTENDED ON SSO _____

DATE REMOVED FROM SSO _____

COMPLETED FORM WILL BE SENT TO THE MAJOR

H.U. #7 ADMINISTRATIVE SEGREGATION MAGAZINE & NEWSPAPER DECLARATION

Offenders in Housing Unit #7 Administrative Segregation are advised that policy SOP21-1.2: ADMINISTRATIVE SEGREGATION specifies offenders are allowed to receive **one** current magazine subscription and **one** newspaper subscription. Excess subscriptions will be impounded (via an Inmate Property Removal form) and stored in the Property Room until such time as the stored material reaches a height of four inches (4"). The offender will then be notified that all excess magazines/newspapers must be removed from the institution, at the offender's expense, OR disposed of by offender request. Therefore effective April 8, 2008 offenders assigned to Housing Unit #7 must designate exactly which magazine and/or newspaper subscription they wish to receive while in Administrative Segregation. **IF** an offender already has a current magazine and/or newspaper subscription they **will not** be allowed to order any new subscriptions while assigned to Administrative Segregation. Offenders may re-new current subscriptions at any time.

**FAILURE TO COMPLETE THIS FORM WILL RESULT IN
THE OFFENDER RECEIVING NO MAGAZINE OR
NEWSPAPER AT ALL.**

Print Name: _____

DOC Number: _____

Housing Unit/ Wing/ Cell: _____

Offender Signature: _____

Magazine Name: _____

Newspaper Name: _____

Date: _____

SOP Attachment K

H.U 7 HAIR CUT REQUEST FORM

Offenders assigned to Housing Unit 7 may request (1) hair cut and beard trim within a four week period by request. Offender barbers will be available in the unit one day per week.

The offender barber will be strip searched upon entry and before exiting the unit.

(1) hair clipper, extra blades, tooth brush, clipper oil, combs/picks (short handled), beard trimmers, protective cover with brush, spray water bottle, disinfectant solution, powder and carrying case will be allowed.

All offenders will be supervised by staff while receiving their hair cuts and beard trims.

Offenders will receive no special trims, designs, etc. Only standard hair cuts and beard trims will be given.

BEARD TRIM	
HAIR CUT	
BOTH	

PRINT NAME: _____

DOC NUMBER: _____

HOUSING UNIT CELL NUMBER: _____

OFFENDER SIGNATURE: _____

DATE: _____

NOTE: HAIRCUTS AND BEARD TRIMS WILL BE APPROVED OR DISAPPROVED BY THE FUNCTIONAL UNIT MANAGER.

Program requirements will be discussed with offenders during their scheduled reviews by the ADSEG committee, and will be documented on the hearing form. In addition, in keeping with the principles of reentry, once released to general population, offenders may be assigned to other programs as determined by their case manager. The program plan used in HU 6 will follow the following guidelines.

- 1) The Administrative Segregation Committee assigning an offender to the SPU should indicate a 90 day review without assigning to Release to Administrative Segregation Program Plan.
- 2) The SPU assigned offender will be seen by assigned corrections case manager to develop a case management plan utilizing the TAP (Transitional Accountability Plan) which will include a proposed APP (Administrative Preparation Plan)
- 3) The APP should consist of a short term program based on the offender's Administrative Segregation status using the criteria from SOP21-1.2 M. 1. (a-f).
- 4) Once the offender has completed a signed TAP indicating a goal to successfully complete the APP with their assigned case manager they will then start the APP on the next available start date for APP programming.
- 5) Upon completion of the APP the Administrative Segregation Committee will conduct a 90 day hearing indicating that the offender successfully completed the APP. A note will also be entered into the offender's TAP by an assigned case manager indicating that the offender has successfully completed the APP.
- 6) An unacceptable APP will result in the offender meeting with the assigned case manager until an acceptable APP is designed.
- 7) An offender unwilling to participate in the planning process should be issued an appropriate conduct violation and demoted to a lower step either through a disciplinary hearing or by the Administrative Segregation Committee as deemed appropriate.
- 8) A signed TAP indicating offender progress in completing the APP should be included with Administrative Segregation Committee Hearing 90 day review packet.
- 9) An offender successfully completing the APP any time up to and including the 90 day review should be seen by the Administrative Segregation Committee at the committee's earliest convenience at which time it may indicate the offender has met conditions of release to Program Plan by recommending "Continue SPU : Release to Program Plan pending General Population Bed Space".
- 10) An Offender not successfully completing the APP by the 90 day review should be demoted to a lower Administrative Segregation Step with program failure indicated on class hearing form unless an extenuating circumstance exists as determined by the Administrative Segregation Committee.
- 11) If an extenuating circumstance exists; a thirty day review should be scheduled to give the offender an opportunity to complete the APP with the same conditions of the 90 day review applied.
- 12) No offender should be allowed to spend more than 90 days to complete the APP and 120 days assigned to SPU unless awaiting bed space in General Population, thus insuring the offender is offered positive and negative reinforcement to reach the JCCC goal of successful reentry to general population.
- 13) An offender demoted to a lower Step or assigned to TASC will be considered to have failed the APP and a conduct violation may be issued.
- 14) The warden/designee may release an offender from Administrative Segregation to General Population without successfully completing the APP as the situation warrants.

****signature on file****

Warden

Effective Date: February 15, 2016