
KANSAS CITY REENTRY CENTER STANDARD OPERATING PROCEDURE

SOP IS21-1.2 Administrative Segregation

Effective Date: April 24, 2018

/s/ signature on file

/s/ signature on file

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

I. PURPOSE: This procedure establishes guidelines for the routine operation of the administrative segregation unit. Also included are guidelines for providing offenders assigned to administrative segregation with the option of participating in program planning with the overall goal being to change unacceptable behavior patterns. Participation in program planning should be entered into at the most appropriate time during the offender’s stay in administrative segregation in an effort to maximize the offender’s success in the program.

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

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

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

II. DEFINITIONS:

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

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

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

D. Mandated Single Cell Assignment: Assignment of an offender to a single cell within 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.
- F. **Qualified Mental Health Professional (QMHP):** Includes psychiatrists, physicians, psychologists, associate psychologists, psychiatric R.N., licensed clinical social workers and licensed professional counselors.
- G. **Segregation:** The act of separating an offender from access to other offenders and/or specified offenders.
- H. **Security Mattress:** A mattress comprised of three state blankets layered together, folded in half lengthwise, stitched around the edges, and stitched crosswise from corner to corner.
- I. **Staff:** Any person who is:
 - 1. Employed by the department on a classified or unclassified basis (permanent, temporary, part-time, hourly, per diem) and are paid by the State of Missouri's payroll system;
 - 2. contracted to perform services within a department facility (i.e., medical services, mental health services, education services, vocational services, substance abuse services, etc.) and has been issued a permanent department identification card;
 - 3. a volunteer in corrections;
 - 4. a student intern; or
 - 5. issued a permanent department identification card or special access in accordance with department procedure regarding staff identification.

III. PROCEDURES:

A. ASSIGNMENT TO ADMINISTRATIVE SEGREGATION:

- 1. Assignment to administrative segregation is based on safety and security needs of the institution, and the risk each offender represents to the institution, staff and other 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 ADDITION: The Room/Inspection Checklist form will be retained in the Individual Confinement Record of the appropriate offender. The Individual Confinement Record (ICR) shall consist of prescribed records and chronological data of offenders in temporary administrative segregation confinement, administrative segregation and disciplinary segregation.**

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

*****SOP ADDITION: General population offenders entering the segregation unit shall be frisk searched prior to and directly following their time spent in the unit wing. General population offenders entering the segregation unit who have close contact with segregation offenders or without constant supervision shall be strip-searched prior to and directly following their time spent in the unit.**

4. The warden/designee can approve continued assignment to administrative segregation for periods of 12 months or less.
5. Assignments to administrative segregation beyond one year will require approval from the deputy division director.
6. If the administrative segregation committee has recommended an extension resulting in consecutive confinement of 12 months or more, the warden/designee will review and note such on the Classification Hearing form (Attachment B), and submit an Administrative Segregation Committee - Extension Request form (Attachment C) to the deputy division director.
 - a. The request will include:
 - (1) circumstances of the present incident,
 - (2) history of conduct prior to administrative segregation assignment including conduct violations, work assignment, program participation, and patterns of assaultive/aggressive behavior,
 - (3) conduct since administrative segregation assignment,
 - (4) parole or current release date,
 - (5) educational/vocational needs, and
 - (6) mental health, medical, substance abuse treatment needs.
 - (A) A current psychological assessment shall be conducted with recommendations to be included with the Administrative Segregation Committee - Extension Request form.
 - (7) Justification should be included for the decision to extend and all reasons and facts relied on for the decision and the length of the extension.
 - b. The deputy division director will approve, disapprove or modify the extension requested by completing the appropriate sections of the Administrative Segregation Committee - Extension Request form, and will date and sign it.
 - c. Extensions may be approved up to 1 year.
7. If an extension is approved, the offender may remain in administrative segregation for an additional 12 months, at which time the administrative segregation committee should release the offender or request an additional extension.
8. There is no limit on the number of extensions an offender may receive.
 - a. Such should be based upon prior history, the magnitude of the present incident and the offender's conduct since placement in administrative segregation.
 - b. Transfer of long-term administrative segregation offenders may be initiated by the administrative segregation committee.

- c. Offenders assigned to long-term administrative segregation at the present institution may be considered for transfer for the following reasons:
 - (1) staff morale/animosity issues;
 - (2) medical/mental health needs; or
 - (3) to induce behavior modification.
 9. An extension will not be needed to maintain offenders in administrative segregation pending transfer.
 - a. These offenders will receive an administrative segregation hearing every 6 months and transfer status will be documented on the Classification Hearing form.
 10. Once transferred, the administrative segregation assignment will be reviewed.
 - a. Upon arrival at the receiving institution the offender may be placed in temporary administrative segregation confinement until the administrative segregation committee hearing.
 - b. During the administrative segregation committee hearing, the committee should consider the offender's assignment and violations prior to transfer.
 - c. If the offender was transferred because of a decrease in their custody level (promotional transfer), the committee should consider the type of housing unit the offender was assigned to during their period of good adjustment (such as administrative segregation, protective custody, general population, etc.).
 - d. A Temporary Administrative Segregation Confinement form (Attachment D) will be completed in accordance with institutional services procedures regarding temporary administrative segregation confinement.
 - e. Administrative segregation hearings held without 24 hours notice will require a Waiver of Hearing Notification form (Attachment E) to be signed by the offender.
- B. ADMINISTRATIVE SEGREGATION COMMITTEE HEARINGS:**
1. For the initial hearing, the offender must be notified at least 24 hours prior to the hearing.
 - a. If the hearing is held before the 24 hour period, the Waiver of Hearing Notification will be completed.
 - b. If the offender does not sign the waiver, the hearing will not be held until the 24 hour period has passed.
 2. The administrative segregation committee should hold a formal hearing within 30 calendar days after the initial assignment and every 90 calendar days thereafter.
 - a. Hearings may be held at other times as determined necessary by the administrative segregation committee.

*****SOP ADDITION: Hearings will be conducted every thirty (30) days from the date of the initial hearing.**

3. If an offender has been assigned to administrative segregation for a period of 12 continuous months, he should be referred for a psychological review at the end of the initial 12 month period and every 12 months thereafter by the administrative segregation committee.
 - a. The administrative segregation committee should complete the Referral and Screening Note – Mental Health Services form (Attachment F) and submit the form to the QMHP.
 - b. A copy of all such reports should be maintained in the medical file with chronological entry in the classification file.
 - c. This information should be available for the next scheduled administrative segregation committee hearing.
4. The offender shall be present during administrative segregation committee hearings, unless excluded from parts of the hearing by the committee chairperson for purposes of institutional security, or if the offender is absent from the institution.
 - a. The offender will be allowed to make a statement on ¹his behalf and present documentary evidence.
 - (1) The oral statement will be documented on the Classification Hearing form with documentary evidence attached.

*****SOP ADDITION: If the offender chooses not to make a statement, such will also be noted on the Classification Hearing form.**

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

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

- a. continued assignment to administrative segregation,
- b. release with no restrictions,
- c. release with restrictions, or
- d. release on a program plan.

*****SOP ADDITION: Due to the short-term placement of TASC offenders, program planning is not utilized at KCRC.**

7. Offenders may be credited with time served in temporary administrative segregation confinement against any administrative segregation time.
8. At the end of the hearing, the Classification Hearing form will be completed with the offender's documented oral statements and any attached submitted documentary evidence and committee recommendations with justification for each decision.
 - a. The form will also include the date of the next scheduled hearing.
 - (1) If a hearing is conducted prior to the date on the Classification Hearing form, the offender must be advised and a 24-hour waiver of hearing notification completed prior to the hearing.
 - (A) If the offender does not sign the waiver, the hearing will not be held until the 24-hour period has passed.
 - (3) A copy of the written notice will be forwarded to the classification file.
 - b. All members of the committee and the offender will sign the form.
 - c. If the offender refuses to sign, staff will note refusal on the form and initial.
 - (1) The original and all copies will be forwarded to the warden/designee immediately after the hearing.
9. The warden/designee will review the Classification Hearing form with any attachments and approve/disapprove the recommendation.
 - a. A written justification will be submitted based on all reasons submitted, including any modifications to the recommendation.
10. The original Classification Hearing form will be sent to the classification office for placement in the classification file, with a copy of the Classification Hearing form to the offender.
 - a. A copy of the written notice will be forwarded to the classification file.
11. All pertinent forms, according to specific procedures, will be appropriately filled out and disseminated.

C. MANDATED SINGLE CELL CONFINEMENT:

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

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

D. DOUBLE CELL ASSIGNMENT:

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

*****SOP ADDITION: The offender's Adult Internal Risk Assessment (AIRA)/PREA Risk Assessment will be reviewed. The AIRA shall be utilized to assess offenders during intake screening and upon transfer to another facility for their risk of being sexually abused by other offenders or sexually abusive towards other offenders.**

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

E. ITEMS AFFORDED TO OFFENDERS IN ADMINISTRATIVE SEGREGATION:

1. Meals:
 - a. Offenders shall receive 3 meals per day. Meals should consist of the same menu items under similar standards as for the general population; however, deviations may be made due to safety and security concerns as outlined in this procedure.

*****SOP ADDITION: Trays, along with utensils, will be delivered to the segregation unit from Food Service. Offenders will not be utilized for the serving of meals and/or drinks, as well as the recovery of trays in the segregation unit. Staff serving meals in the segregation unit will utilize the proper sanitation equipment, consisting of food handling gloves and a hat/hairnet (when hair is present). Additionally, a beard guard must be worn to cover beards and all mustaches that extend over the upper lip or corners of the mouth.**

Upon the food's arrival to the unit and after staff have taken and documented food temperatures as outlined in institutional services procedures regarding meal service operations, custody staff should thoroughly search the food cart, count all trays and utensils and deliver a tray to each offender through the food port. The food ports should not be left unattended while open and only one food port door will be open at a time. Tray counts in and out of the segregation unit will be documented on the housing unit chronological log. Upon completion of the meal, custody staff should retrieve all items, to include, trays, utensils, cups, paper cartons, liners and sacks, and recount to ensure proper return. Food Service should be notified to pick up trays and utensils from the Administrative Segregation Unit.

Offenders housed in segregation who have been approved to receive a certified religious diet will receive the same tray as offenders housed in general population that are receiving the certified religious diet as outlined in institutional services procedures regarding menu planning; however, deviations may be made due to safety and security concerns as outlined in this procedure.

When delivering a tray to an offender who is receiving the certified religious diet, custody officers may remove the plastic wrap from the tray prior to giving the tray to the offender. Prior to the handling of a religious diet tray, the custody officer will remove food handling gloves used while serving other trays in the segregation unit and will double-glove hands with two (2) pairs of unused food handling gloves.

Offenders may refuse a certified religious diet tray; however, it may not be substituted with a standard tray. This will be documented in the offender's Individual Confinement Record.

In the event the offender refuses a meal or is placed on an alternate meal status, this will be documented in the ICR and on the chronological log to include the reason and the person recording/authorizing.

In the event an offender misses a meal due to the timing of being placed in administrative segregation, the unit officer shall contact food service staff to have a meal prepared and delivered in a timely manner.

2. Showers and Shaves:

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

*****SOP ADDITION: Showers will be of a ten (10) minute duration. Offenders will be permitted to use their own shower shoes.**

Offenders in administrative segregation will not be provided razors nor allowed to retain razors from their personal property. Razors will only be provided for court appearances.

1. **For court appearances, the razor shall be provided during shower, after the shower door is secured. The razor shall be retrieved prior to release of shower door. The segregation officer will ensure the razor is intact, with all blades accounted for.**

(1) Razors will not be permitted in level 5 facilities' segregation units. Standard operating procedures will address the process to be utilized in level 5 facilities' segregation units regarding shaves authorized for visits, court appearances, etc.

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

3. Clothing:

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

*****SOP ADDITION:** One set of clothing consists of:

1. One (1) pair of state-issue gray pants
2. One (1) t-shirt
3. One (1) pair boxers
4. One (1) pair socks
5. One (1) pair shower shoes and one (1) pair canvas shoes

Upon placement in TASC, the offender's gray pants, white t-shirts, underwear and socks shall be retained from his current property.

4. Medical Services:

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

*****SOP ADDITION:** 1. An offender requesting medical services should obtain a Health Services Request – HSR from nursing staff during sick call rounds.

2. Nursing staff should make a.m. and p.m. sick call rounds daily in the segregation unit to distribute the prescribed medications and pick up HSR forms. The HSR form should be returned to Medical for review.

3. Acceptance or refusal of medical services shall be documented in the departmental computer system.

4. In the event an offender declares a medical emergency, the segregation officer shall notify medical staff on duty to respond to the administrative segregation unit. The shift supervisor will also be notified. The nurse shall assess the offender to determine whether a life-threatening condition exists.

(a) If it is determined that a life-threatening condition exists, the nurse on duty shall provide the necessary care, based on the situation, to include transport to an outside hospital, if needed.

(b) If it is determined that a life-threatening condition does not exist, the offender shall be advised to submit a Health Services Request (HSR).

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 ADDITION:** Offenders' blanket, sheets, pillow, and pillowcase previously issued to them will be in the offender's TASC bag. Linens will be exchanged according to the Linen Exchange Schedule (SOP Attachment R).

6. Hair Care Services:

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

*****SOP ADDITION:** Offenders may request a haircut via a note to the FUM after 30 days of assignment to administrative segregation.

- (1) Assigned barbers will be allowed to enter the segregation units and will submit to a strip search upon entering and exiting the units. Custody staff will document the strip search of assigned barbers upon entering and exiting the segregation units on the chronological log, as well as the strip search log.
 - (2) An offender barber will give haircuts in the segregation unit under the supervision of the unit officer. The offender barber will be strip searched upon entering and exiting the segregation unit. Barber tools will be inventoried by the segregation officer upon entering and exiting the unit to ensure all tools are accounted for.
 - (3) The offender receiving the haircut will be in handcuff and waist restraints.
 - (4) Only standard haircuts with one (1) blade length will be permitted. Haircuts, when approved, will be conducted in a uniform manner with no special cuts, styles or designs allowed.
 - (5) Each time haircuts/beard trims are performed, documentation must be recorded in the offender's Individual Confinement Record noting the date and time of the haircut/beard trim or refusal of the same.
 - (6) Offenders placed on hazardous projectile status will not be allowed hair care services due to security concerns. Hair care services will also not be afforded to offenders placed on property removal status. Special consideration will be given to offenders with an upcoming documented court appearance or due to hygiene issues.
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. security pens,

*****SOP ADDITION: Two flex pens.**

- h. writing paper and envelopes,

*****SOP ADDITION: Paper is to be a reasonable amount not to exceed 100 pages. Envelopes are not to exceed 30.**

- i. address book,
- j. stamps,

*****SOP ADDITION: A maximum of 30 stamps.**

- k. 1 deodorant - clear,

*****SOP ADDITION: Clear, searchable deodorant may be stored in-cell.**

- l. 1 current subscription newspaper and magazine,

*****SOP ADDITION: The offender must turn in his old newspaper or magazine to receive a new one.**

- m. 1 sacred writings (Bible, Koran, Quran, Scroll, etc. soft back)
- n. medically related items such as eyeglasses/contact lenses, contact lens solution, artificial limbs, dentures, hearing aids and other necessary items as determined by the physician and deputy warden.

*****SOP ADDITION: Upon entering segregation, all of the offenders' medications (prescription or over-the-counter) will be inventoried and turned over to medical staff. Any medications deemed necessary (prescription or over-the-counter) will be issued to offenders by medical staff one card at a time per prescription. Offenders will not be allowed to possess more than one card of each prescription or over-the-counter medication.**

Offenders who have a suicide risk score of 3 (SR-3) or a mental health score of 4 or 5 (MH-4/MH-5) are prohibited from possession any medications (over-the-counter or prescription) in their cell while in segregation. All medications will be administered to those offenders by medical staff via individual doses. Facilities who double cell offenders in segregation need to ensure they are not celling offenders who cannot have medications in their possession with offenders who can.

Upon offenders' release back to general population, they will have to report to medical to have their medications reissued. Offenders should not have to complete an HSR for this to occur. Instead, medical should be notified of the releases so they can prepare the medications for the offenders to pick-up.

- 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 ADDITION:**

1. **Upon placement in administrative segregation, offenders will be provided with the following items:**
 - a. **1 toothbrush**
 - b. **1 toothpaste**
 - c. **1 bar of soap**
 - d. **1 roll of toilet paper**
2. **Offenders in administrative segregation will be provided two (2) bars of soap and two (2) toilet paper rolls weekly.**
3. **Offenders will not be allowed to have hygiene items from their personal property upon placement in administrative segregation or TASC.**

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

*****SOP ADDITION: q. If an offender is on out-count, property shall be inventoried on a Property Pick-Up form.**

The property shall be placed in the property control room. Upon return to segregation, the TASC/Administrative segregation property shall be returned to the offender.

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 ADDITION: A third shift officer shall deliver incoming mail during the workweek. Outgoing mail shall be picked up daily, by mailroom staff, and taken to the mailroom.**

- (1) **Per IS 13-1.1 Offender Mail Procedures, offenders who are in administrative segregation may not correspond with offenders at other institutions unless the recipient is a part of a verified joint legal action and immediate family and only with CAO approval.**
- (2) **Legal mail from outside sources will be delivered by classification staff. The legal mail will be opened by the classification staff in the presence of the offender and sign a mail receipt form (SOP Attachment Q).**
- (3) **Free items in magazines can be discarded and the publication sent to the offender.**

10. Visiting Privileges:

*****SOP ADDITION: Offenders in administrative segregation may receive visits after 30 days of assignment to the unit.**

- 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 ADDITION: b. Administrative segregation offenders are allowed a maximum of four (4) visits monthly.**

- c. **No vending shall take place during a no contact visit.**
- d. **Information regarding duration and frequency of no contact visits can be found in SOP IS13-3.1 Offender Visitation.**

11. Telephone Privileges:

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

*****SOP ADDITION: Emergency calls may be permitted by the FUM/shift supervisor via written request from the offender. Necessary calls to attorneys may be permitted by the FUM via a written request from the offender.**

- (1) **Offenders are allowed one phone call every 30 days upon assignment to administrative segregation via a written request to the FUM.**

12. Reading Material:

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

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

*****SOP ADDITION:** (2) **Two books per offender will be allowed from the administrative segregation book cart issued on 3rd shift.**

- (3) **No reading materials may contain spiral binding, metal prongs, or staples.**

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 ADDITION: Requests for religious items will be routed through the Reentry Activities Coordinator.**

14. Clergy Person/Spiritual Advisor Visits:

- a. Offenders may receive visits from a specific clergy person or spiritual advisor in accordance with departmental procedures regarding clergy person/spiritual advisor visits.

15. Legal Materials:

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

*****SOP ADDITION: The offender must have approval from the FUM/designee with an immediate need for a pending case.**

Legal materials – limited to the amount which could be contained in one (1) legal-size expanding file folder. The offender may request legal material from the property storage area by showing written documentation indicating a court deadline exists or may exchange existing legal material once per month.

16. Law Library:

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

*****SOP ADDITION: Requests for legal material and/or law clerk assistance will be submitted on a Law Library Request form (MO 931-4122) and forwarded to the administrative segregation FUM/designee for approval.**

17. Canteen Privileges:

- a. Offenders should be permitted to purchase basic hygiene items, writing materials and stamps and necessary legal supplies if a court deadline exists (paper, pencils/pens, envelopes, copy cards and stamps);

*****SOP ADDITION: Offenders shall only order those items listed on the TASC/Administrative segregation Canteen Request Form (SOP Attachment P).**

- b. No glass or metal containers.
- c. Standard operating procedures shall specify the method for offenders to access the canteen a minimum of every 30 days.

*****SOP ADDITION: Offenders may submit canteen orders once every thirty (30) days.**

- (1) The Canteen Storekeeper shall collect canteen orders from administrative segregation once a week.**
- (2) Items purchased cannot exceed the limit allowed in administrative segregation, nor be purchased for placement into stored property.**
- (3) Offenders will be allowed to purchase up to 30 phone minutes per month.**

18. Education:

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

*****SOP ADDITION: Offenders may also have substance abuse treatment reading materials as provided by the addiction counselor at a limit of two publications. No hardback books. Substance abuse treatment reading materials require prior approval from the Functional Unit Manager.**

19. Recreation:

*****SOP ADDITION: The segregation recreation area shall be searched prior to use.**

- a. Out of cell recreation shall be permitted and should provide a minimum of 1 hour a day, 3 days per week out of cell recreation unless the offender is in disciplinary segregation status.

*****SOP ADDITION: Recreation shall be scheduled three days a week, during 2nd shift, and document in the ICR when the main recreation yard is open.**

b. If the general population recreation yard is closed, the administrative segregation yard will also be closed.

c. Offenders housed within the same cell may have out of cell recreation at the same time. All other offenders will have out of cell recreation individually.

Offenders will be escorted in wrist and/or waist restraints.

d. Two officers shall be required to escort offenders to/from recreation. Offenders must be under visual observation for the duration of the recreation time.

(1) One officer may return to the segregation unit after restraints are removed from the offenders.

(A) The administrative segregation yard officer must retain the restraints.

e. Upon completion of the recreation time, the second officer shall return to the administrative segregation yard to assist with restraint of offenders.

f. Should an offender miss recreation due to an unforeseen circumstance, the recreation time will be held as soon as possible.

g. If an offender's recreation time lasts less than an hour for any reason, it should be noted in the ICR.

20. Offenders assigned to the segregation unit will be responsible for cleaning their assigned cell. The segregation officer shall be responsible for issuing cleaning supplies on 2nd Shift every Sunday.
21. Offenders assigned to administrative segregation may be utilized to clean the administrative segregation hallway under supervision. Prior approval from the Functional Unit Manager or Shift Supervisor is required for review of safety and security risks.

F. ALTERNATE MEALS:

1. Alternate meals may be used for offenders housed in segregation units who:
 - a. throw food items or any item associated with food such as utensils, containers or trays, in a manner that is hazardous to himself, staff or other offenders, or is destructive to state property,
 - b. do not return food utensils, containers, or trays,
 - c. do not allow closure of the food port door or block food port door,
 - d. spit or throw urine, feces or semen, improperly dispose of urine, feces or semen including masturbating openly and in an extremely and deliberately conspicuous manner, or
 - e. create an unsanitary environment by flooding the cell.
2. The Alternate Meals/Serving Methods Request form (Attachment H) will be submitted by the segregation unit functional unit manager/shift supervisor to the warden/designee for approval of serving a meal loaf.

*****SOP ADDITION:** Offenders will be placed on meal loaf for the first occurrence of the actions listed in section III.F.1. The Alternate Meals/Serving Methods Request form (MO 931-4384) will be submitted by the segregation FUM/shift supervisor to the Warden/designee for approval of serving a meal loaf. Distribution of the request form will be as follows: Original to the classification file via the FUM; copies will be forwarded to food service, ICR, chief of custody, DWO and DWOM. After normal business hours, the shift commander will notify the duty officer and warden. Those notifications and approval/denial will be documented on the form and , if approved, the alternate meal (meal loaf) will begin with the next meal service.

- 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.

*****SOP ADDITION:** The segregation sergeant initiating the alternate meals is responsible for ensuring appropriate documentation in the ICR (chronological entry and copy of approved request) within 24 hours of placement.

- 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.

*****SOP ADDITION: When an offender is placed on the meal loaf serving method, that offender shall be placed in a cell with another offender of the same status and compatible adult internal risk assessment (AIRA) score for the duration of those meals. If a cell with another offender of the same status and compatible AIRA score is not available, the offender should be celled alone.**

Meal loaf shall be served with one (1) styrofoam cup of water. The custody officer will remove the butcher paper prior to giving the meal loaf to the offender. Should the offender not consume the meal loaf within a 2-hour time period, the loaf will be removed.

An offender who is receiving a certified religious diet and is placed on the meal loaf alternate feeding plan will be provided a vegan meal loaf prepared using certified kosher processed ingredients according to the certified religious diet guidelines. The vegan meal loaf shall be double-wrapped in butcher paper and placed in the cooler until delivered to the segregation unit. The custody officer will remove the butcher paper prior to giving the meal loaf to the offender. Prior to the handling of the vegan meal loaf, the custody officer will remove food handling gloves used while serving other trays in the segregation unit and will double-glove hands with two (2) pairs of unused food handling gloves.

- a. After the 9th meal, regular meals will be served and behavior will be monitored.
- b. If the offender again commits any of the actions as outlined in this procedure, the offender will receive 18 meals of individual meal loaves.
- c. After the 18th meal, with no further actions as outlined in this procedure, the offender will be served regular meals and behavior will be monitored.
- d. If the offender, during the 30 day period commits another action as outlined in this procedure, the segregation unit functional unit manager/shift supervisor will submit the Alternate Meals/Serving Methods Request to the warden/designee who may place the offender on an additional 18 meals of meal loaf.

*****SOP ADDITION: No more than two (2) extension swill be approved. Additional requests will be reviewed by the CAO/designee.**

- e. When the offender does not commit any action as outlined in this procedure for the assignment time he will be returned to regular serving methods.

G. OFFENDER DISRUPTIVE BEHAVIOR:

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

- a. The QMHP will assess whether the offender's misbehavior is the result of mental illness.

H. REMOVAL OF PROPERTY:

1. Removal of offender property will be in accordance with institutional services procedures regarding offender property control procedures.

*****SOP ADDITION: A special security order documenting the offender's behavior, to include items removed, CDV's issued and property removal form will be completed and distributed as necessary. A notation will be made in the ICR by the approving FUM/shift commander.**

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

*****SOP ADDITION: A property removal form shall be completed, listing items removed and the rationale. The property shall be secured in the property control room.**

(A) The original copy of the property removal form shall be retained with the property, a copy shall be forwarded to the property office and a copy shall be placed in the individual confinement record.

- (3) Items will be returned once the offender is in control of himself with documentation in the offender's Individual Confinement Record folder in accordance with institutional services procedures regarding offender individual confinement records.
- (4) Each shift supervisor should review the status of the offender as a new shift begins to determine if property items should be returned.

*****SOP ADDITION: The FUM/shift supervisor shall be responsible for authorizing removal/return of property. Any removal or return of property will be approved by the on duty shift commander and noted in the offender's ICR and the shift events.**

- (5) If the regularly issued mattress is damaged it shall be removed and a security mattress shall be issued.

*****SOP ADDITION: If the regularly issued mattress is damaged by the offender, a conduct violation will be issued and the offender will be charged for damages. No security mattresses will 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.

*****SOP ADDITION: The segregation sergeant will be responsible to ensure that all segregation cells are thoroughly searched a minimum of three (3) times per week. The searches will be documented in the offender's ICR and in the administrative segregation chronological log.**

- 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 ADDITION: The segregation sergeant shall immediately notify the shift supervisor for approval and a notation shall be recorded on the administrative segregation chronological log and documented in the ICR. A memo shall be sent to the Warden, Deputy Warden of Offender Management, Chief of Custody and Functional Unit Manager via the shift commander.**

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 ADDITION: The individual confinement record shall be stored on site for five years. After five years, ICR's shall be transferred to long-term storage at the Records Management Division in the Secretary of State's office.**

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

*****SOP ADDITION: Special security directives and special needs shall be noted in the individual confinement record, chronological log and unit roster board. The chief of custody will review applicable situations to determine if special security directives made by the shift commander/Functional Unit Manager are reasonable, necessary and appropriate. Copies of special security directives will be forwarded to the Deputy Warden of Offender Management and Chief of Custody. The original will be retained in the ICR.**

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

3. Staff in the unit shall maintain a daily Chronological Log (Attachment K) noting all events which take place, including unusual behavior, additional information and/or observations by staff.
4. Persons entering the unit, except for staff assigned, should sign the Sign-In log (Attachment L).

*****SOP ADDITION: Sign-in log forms shall be maintained in the administrative segregation custody office and forwarded monthly to the chief of custody's office for archiving purposes.**

- a. All staff shall sign the sign-in log form in the administrative segregation custody office.

K. HOUSING UNIT TOURS:

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

*****SOP ADDITION: The chief of custody/designee will tour the unit a minimum of one time per week. The shift supervisor will tour the unit on a daily basis and document in the shift events.**

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

L. DAILY OPERATIONS, SECURITY MEASURES AND OFFENDER MOVEMENT:

1. Close supervision and control should be exercised to ensure the rights, safety and welfare of all offenders and staff.
2. Standard operating procedures will be developed:
 - a. to include the daily operations of the unit and reference to all post orders and related materials,

*****SOP ADDITION: The daily operations of the administrative segregation unit can be found in the Administrative Segregation Operations Schedule (SOP Attachment S).**

- b. to ensure all necessary security measures are established to meet the needs of the custody level of the institution and to ensure the safe, secure operations of the unit, and

*****SOP ADDITION: Security measures shall be carried out in accordance with guidelines in the Daily Operations Schedule. No more than two offenders will be allowed outside of their cell at one time, except under the direction of a lieutenant or higher authority. This excludes movement to and from recreation and emergency situations (fire, building integrity, etc.).**

- (1) Offenders with a custody level/AIRA score of custody level 1 (minimum) or custody level 2 (medium) may be celled together. Custody level 5 (maximum) offenders may be celled together. At no time will an offender be celled in sight or sound with known perpetrators or victims in accordance with the PREA protocol. Any movement of custody level 5 (maximum) offenders will be escorted by two officers and a supervisor when outside the unit.

- (2) When sufficient natural light is not available, interior lights will remain on during daylight hours. Offenders are prohibited from obstructing windows or light fixtures.

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

*****SOP ADDITION: (1) Offenders will be placed in wrist restraints behind the back for movement outside the cell, within the unit. All offenders must be restrained prior to opening the cell door, except under direction and supervision of a lieutenant or higher authority.**

d Offenders will be restrained, with waist restraint and leg restraints for movement outside the unit.

M. RELEASE TO AN ADMINISTRATIVE SEGREGATION PROGRAM PLAN:

*****SOP ADDITION: KCRC does not utilize program planning.**

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.
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.

*****SOP ADDITION: N. Property handling guidelines for offender release from administrative segregation:**

- 1. Property will be inventoried by the housing unit officer and recorded on the Property Pick-Up/Inventory form. The form will be presented to and signed by the offender to indicate all property is accounted for. Upon release, the offender will again sign the form, in the proper location, indicating receipt of all property.**

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:**

- P. TASC/Ad Seg Canteen Request Form**
- Q. Mail Receipt Form**
- R. Linen Exchange Schedule**
- S. Administrative Segregation Operations Schedule**

V. REFERENCES:

- A. IS5-2.5 Offender Transfers
- B. IS7-1.10 Offender Individual Confinement Records
- C. IS8-1.3 Access to Offender Counsel Substitutes
- D. IS8-1.4 Access to Law Library Materials
- E. IS8-6.1 Access to Basic Hygiene Items
- F. IS10-1.9 Meal Service Operations
- G. IS12-4.1 Suicide Intervention Procedures
- H. IS12-4.3 Mental Health Close Observation

- I. IS13-3.1 Offender Visitors/Visiting Restrictions
- 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

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

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

*****SOP HISTORY:**

- A. Original procedure effective: 12/17/2015**
- B. Revised effective date: 02/15/2018**
- C. Revised effective date: 04/24/2018**