
**DIVISION OF ADULT INSTITUTIONS
NORTHEAST CORRECTIONAL CENTER
STANDARD OPERATING PROCEDURES**

SOP21-1.2 ADMINISTRATIVE SEGREGATION

February 27, 2011

Effective Date

FEBRUARY 10, 2020

SOP EFFECTIVE DATE

\signature on file\
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\signature on file\
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GENERAL INFORMATION: The standard operating procedure (SOP) is printed below IS procedure sections of this document as deemed appropriate and is clearly marked, i.e., “****SOP”. Capital letters and bold print distinguish procedures. Exceptions to the IS procedure and justification for deviation are clearly noted within 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 procedures based on the guidelines established herein.

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

II. DEFINITIONS:

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

******SOP: HOUSING UNIT #1 SERVES AS NECC’S SEGREGATION UNIT.**

- 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.

******SOP: A. INDIVIDUAL CONFINEMENT RECORD (ICR): A FOLDER CONTAINING PRESCRIBED RECORDS AND CHRONOLOGICAL DATA OF OFFENDERS IN TEMPORARY ADMINISTRATIVE SEGREGATION CONFINEMENT, ADMINISTRATIVE SEGREGATION CONFINEMENT AND DISCIPLINARY SEGREGATION.**

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).

******SOP: NORTHEAST CORRECTIONAL CENTER MAINTAINS A PROTECTIVE CUSTODY UNIT. NO OFFENDER ASSIGNED TO THE PROTECTIVE CUSTODY UNIT WILL BE HOUSED/CELLED WITH ANY OFFENDER EXCEPT PROTECTIVE CUSTODY STATUS OFFENDERS.**

- a. The Room/Inspection Checklist form will be retained in a cell/room file, in the segregation unit, in numeric order by cell/room number.
3. Offenders assigned to administrative segregation should not have personal contact nor communicate with offenders in the general population except as provided in institutional services procedures regarding access to offender counsel substitutes or as outlined in standard operating procedures.

******SOP: NORTHEAST CORRECTIONAL CENTER MAINTAINS A PROTECTIVE CUSTODY UNIT. NO OFFENDER ASSIGNED TO THE PROTECTIVE CUSTODY UNIT WILL HAVE CONTACT WITH OTHER ADMINISTRATIVE SEGREGATION UNIT OFFENDERS WHEN THEY ARE ASSIGNED TO ADMINISTRATIVE SEGREGATION.**

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: A MENTAL HEALTH STAFF MEMBER WILL SUBMIT A WRITTEN REPORT TO THE ADMINISTRATION SEGREGATION COMMITTEE CHAIRPERSON FOR ALL HEARINGS INVOLVING MH-3 OFFENDERS. A MENTAL HEALTH STAFF MEMBER WILL PARTICIPATE IN ALL HEARINGS WITH MH-4 AND MH-5 OFFENDERS.**

3. If an offender has been assigned to administrative segregation for a period of 12 continuous months, he should be referred for a psychological review at the end of the initial 12 month period and every 12 months thereafter by the administrative segregation committee.
 - a. The administrative segregation committee should complete the Referral and Screening Note – Mental Health Services form (Attachment F) and submit the form to the QMHP.
 - b. A copy of all such reports should be maintained in the medical file with chronological entry in the classification file.
 - c. This information should be available for the next scheduled administrative segregation committee hearing.
4. The offender shall be present during administrative segregation committee hearings, unless excluded from parts of the hearing by the committee chairperson for purposes of institutional security, or if the offender is absent from the institution.
 - a. The offender will be allowed to make a statement on ¹his behalf and present documentary evidence.
 - (1) The oral statement will be documented on the Classification Hearing form with documentary evidence attached.
 - b. If the offender refuses to be present, the hearing will be held without the offender and the reason will be documented on the Classification Hearing form.
 - c. If the offender's behavior is such at the time of the hearing that he is determined a security risk, if at all possible the hearing will be held outside of the offender's segregation cell in the presence of the offender.

¹ All references in this procedure to the male gender are used for convenience only and shall be construed to include both female and male genders.

- (1) 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 administrative segregation hearings will be afforded a formal hearing within 5 working days of their return.
 - (1) The reason for the delay will be documented.
5. Unit staff will present available information relative to the reason for the hearing.
 - a. The caseworker presenting the facts shall complete the top portion of the Classification Hearing form indicating the reason for the hearing.
 - b. The remainder of the form will be completed during the course of the hearing.
6. The administrative segregation committee will review all oral statements, submitted documentary evidence and facts surrounding the case and determine a recommendation for:
 - a. continued assignment to administrative segregation,
 - b. release with no restrictions,
 - c. release with restrictions, or
 - d. release on a program plan.
7. Offenders may be credited with time served in temporary administrative segregation confinement against any administrative segregation time.
8. At the end of the hearing, the Classification Hearing form will be completed with the offender's documented oral statements and any attached submitted documentary evidence and committee recommendations with justification for each decision.
 - 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.
- ****SOP: NORTHEAST CORRECTIONAL CENTER MAINTAINS A PROTECTIVE CUSTODY UNIT. NO OFFENDER ASSIGNED TO THE PROTECTIVE CUSTODY UNIT WILL BE HOUSED/CELLED WITH ANY OFFENDER EXCEPT PROTECTIVE CUSTODY UNIT STATUS OFFENDERS.**
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 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.

*****SOP: THE OFFENDER WILL BE SEATED UPRIGHT ON THE SECURITY BENCH WITH HANDS HANDCUFFED BEHIND HIS BACK AND LEG RESTRAINTS APPLIED.**

THE OFFENDER WILL BE SECURED TO THE BENCH BY ATTACHING THE RESTRAINING DEVICE FROM THE BENCH TO THE CHAIN BETWEEN THE HANDCUFFS ON THE OFFENDER, AND A RESTRAINING DEVICE WILL ALSO SECURE THE LEG RESTRAINTS TO THE SECURITY BENCH.

IF THE OFFENDER REFUSES TO GO INTO A CELL DURING FEEDING TIME WHILE ON THE SECURITY BENCH, THEN THE OFFENDER WILL HAVE REFUSED HIS MEAL AND THIS WILL BE INDICATED IN THE OFFENDER'S ICR FILE.

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: THE HANDCUFF PORTS IN THE SEGREGATION UNITS SHALL NOT BE LEFT OPEN OR UNATTENDED. DURING THE SERVING OF MEALS THE HANDCUFF PORT DOOR WILL BE OPENED AND THE FOOD TRAYS, DRINKS, AND UTENSILS WILL BE SERVED TO THE OFFENDER AND THE HANDCUFF PORTS CLOSED. NO MORE THAN ONE (1) HANDCUFF PORT PER OFFICER PER WING, WITH THE MAXIMUM OF TWO (2) HANDCUFF PORTS, WILL BE OPEN IN A WING AT A TIME. AFTER THE OFFENDERS HAVE COMPLETED THEIR MEALS, THE EMPTY TRAYS, DRINKING VESSELS, AND UTENSILS WILL BE RETRIEVED THROUGH THE HANDCUFF PORTS, ACCOUNTED FOR, AND THE HANDCUFF PORT DOOR SECURED.**

ICE WILL BE DISTRIBUTED AT EACH MEAL. ADDITIONAL ICE PASSES MAY BE DONE AT THE DISCRETION OF THE ADMINISTRATIVE SEGREGATION UNIT FUNCTIONAL UNIT MANAGER OR COIII.

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: ONLY ONE OFFENDER AT A TIME WILL BE PLACED IN A SHOWER ROOM.**

OFFENDERS MAY ONLY WEAR UNDERSHORTS, T-SHIRT, AND SHOWER SHOES TO THE SHOWER ROOM. THE ONLY ITEMS THEY MAY TAKE TO THE SHOWER ARE: SOAP, CLEAN UNDERSHORTS, CLEAN T-SHIRT, TOWEL, AND WASHCLOTH. THE RESTRAINTS WILL BE REMOVED ONCE THE OFFENDER IS SECURED INSIDE THE SHOWER.

DISPOSABLE RAZORS WILL ONLY BE USED ONCE AND THEN WILL BE DISPOSED OF AS WASTE. OFFENDERS WILL NOT SHARE A RAZOR.

OFFENDERS MAY ONLY BE DENIED RAZOR ACCESS BASED ON MEDICAL/MENTAL HEALTH ORDERS.

(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: OFFENDERS ON RECEIVING OR ORIENTATION STATUS WILL BE ISSUED THREE (3) SETS OF UNDERGARMENTS, A CLEAN JUMPSUIT. JUMPSUITS WILL BE EXCHANGED EVERY THREE (3) DAYS.**

OFFENDER'S FROM GENERAL POPULATION WILL BE ALLOWED TO RETAIN THREE (3) SETS OF STATE ISSUE CLOTHING.

NORTHEAST CORRECTIONAL CENTER HAS A PROTECTIVE CUSTODY UNIT AND ALL OFFENDERS ASSIGNED TO THE PROTECTIVE CUSTODY UNIT MUST WEAR THE PROTECTIVE CUSTODY UNIFORM WHEN IN THE ADMINISTRATIVE SEGREGATION UNIT.

4. Medical Services:

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

5. Bedding:

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

******SOP: NECC ALLOWS OFFENDERS TO TAKE THEIR STATE ISSUED SHEETS, PILLOWCASE AND BLANKET WHILE ASSIGNED TO THE ADMINISTRATIVE SEGREGATION UNIT. A MATTRESS AND PILLOW WILL BE PROVIDED BY THE ADMINISTRATIVE SEGREGATION UNIT.**

6. Hair Care Services:

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

******SOP: OFFENDERS MUST BE ASSIGNED TO THE ADMINISTRATIVE SEGREGATION UNIT FOR 30 DAYS BEFORE SUBMITTING A WRITTEN REQUEST TO CLASSIFICATION STAFF TO RECEIVE HAIRCUTS.**

HAIRCUTS SHALL BE GIVEN ON 3RD SHIFT AS SCHEDULED BY CUSTODY STAFF MEMBERS AFTER APPROVED BY CLASSIFICATION STAFF MEMBERS.

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

******SOP: ALL STATE AND PERSONAL PROPERTY WILL BE STORED IN THE PROPERTY ROOM WITH THE EXCEPTION OF THOSE ITEMS LISTED IN THIS PROCEDURE.**

8. State Issued/Personal Property:

- a. 1 comb or brush or security hair pick,

******SOP: ONE (1) SIX INCH COMB OR BRUSH (NO HANDLES).**

- 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: ONE (1) SECURITY DESIGNED FLEXIBLE PENCIL WILL BE ISSUED UPON ASSIGNMENT TO UNIT. PENCILS WILL BE EXCHANGED ON A MONTHLY BASIS. IF A FLEXIBLE PEN IS NEEDED FOR LEGAL MATTERS, A WRITTEN REQUEST IS TO BE SUBMITTED TO A HOUSING UNIT 1 CLASSIFICATION STAFF MEMBER. IF A FLEXIBLE PEN IS ISSUED, THE PEN WILL BE RETRIEVED FROM THE OFFENDER BEFORE THE END OF THE CLASSIFICATION STAFF MEMBERS WORK DAY.**

- h. writing paper and envelopes,

******SOP: TWO (2) PADS OF WRITING PAPER. TOTAL POSSESSION OF 50 LARGE AND/OR SMALL ENVELOPES.**

- i. address book,

- j. stamps,

******SOP: POSSESSION LIMIT NOT TO EXCEED THE AMOUNT OF 50 FIRST CLASS STAMPS.**

- k. 1 deodorant - clear,

- l. 1 current subscription newspaper and magazine,

******SOP: OFFENDERS ARE NOT PERMITTED TO PLACE NEW ORDERS WHILE IN THE UNIT. EXISTING SUBSCRIPTIONS MAY BE RENEWED WHILE IN THE UNIT.**

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

******SOP: ONE (1) SACRED WRITINGS.**

- 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: LIMIT OF TWO (2) EACH OF BASIC HYGIENE ITEMS (E.G. SOAP, TOOTHPASTE, DENTURE CLEANER).**

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

******SOP: ONE (1) WEDDING BAND (NO STONES) AND LEGAL MATERIAL (CURRENT/ACTIVE CASE).**

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.

10. Visiting Privileges:

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

******SOP: OFFENDERS WILL BE PERMITTED EIGHT (8) 2-HOUR, NO CONTACT VISITS PER MONTH.**

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

******SOP: ADDITIONAL VISITING REQUESTS WILL BE SUBMITTED TO THE ASSISTANT WARDEN FOR CONSIDERATION.**

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 ADMINISTRATIVE SEGREGATION MAY MAKE EMERGENCY OR NECESSARY CALLS TO ATTORNEYS AS APPROVED BY THE FUNCTIONAL UNIT MANAGER OR SHIFT SUPERVISOR IN THE ABSENCE OF THE FUNCTIONAL UNIT MANAGER. REQUESTS FOR PHONE CALLS TO ATTORNEYS SHOULD BE ACCOMPANIED BY A DOCUMENTED COURT DEADLINE OR EMERGENCY AS NEEDED. NON-EMERGENCY PHONE 10-MINUTE PHONE CALLS ARE ONLY AUTHORIZED ON A CASE-BY-CASE BASIS, AFTER 30 DAYS OF ACCEPTABLE ASSIGNMENT BY SUBMITTING A WRITTEN REQUEST TO THE FUNCTIONAL UNIT MANAGER.**

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: READING MATERIAL SHALL BE LIMITED TO TWO (2) SOFT-BACK BOOKS FROM THE HOUSING UNIT LIBRARY.**

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

******SOP: BOOKS WILL BE SUPPLIED IN THE SEGREGATION UNIT FOR OFFENDER USE AS THEY BECOME AVAILABLE; BUT A MINIMUM OF ONCE PER QUARTER.**

13. Religious/Spiritual Needs:

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

14. Clergy Person/Spiritual Advisor Visits:

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

15. Legal Materials:

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

******SOP: OFFENDERS ARE PERMITTED TO RETAIN VERIFIED, ACTIVE CASE LEGAL MATERIAL. OFFENDERS MUST REQUEST IN WRITING TO CLASSIFICATION STAFF MEMBER FOR ANY LEGAL MATERIALS. NO HARDBACK BOOKS ARE ALLOWED.**

16. Law Library:

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

******SOP: OFFENDERS SHALL REQUEST THE SPECIAL UNIT LEGAL REQUEST FORM THROUGH CLASSIFICATION STAFF MEMBERS, COMPLETE IT AND RETURN IT TO CLASSIFICATION. CLASSIFICATION STAFF MEMBERS WILL FORWARD IT TO THE LIBRARIAN FOR PROCESSING AND REVIEW AS OUTLINED IN PROCEDURES REGARDING ACCESS TO LAW LIBRARY MATERIALS.**

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: OFFENDERS ASSIGNED TO ADMINISTRATIVE SEGREGATION HAVE THE OPPORTUNITY TO PURCHASE CANTEEN ITEMS THE WEEK AFTER DRAW WEEK.**

CANTEEN PURCHASE LIST FORMS (SOP REFERENCE E) WILL BE DISTRIBUTED TO THE OFFENDERS IN THE UNIT ONE DAY PRIOR TO CANTEEN SPEND DAY. THE REQUEST FORMS WILL BE COLLECTED AND TURNED IN TO THE CANTEEN STAFF THE AFTERNOON PRIOR TO SPEND DAY. (SEE ATTACHED ADMINISTRATIVE SEGREGATION CANTEEN LIST – SOP REFERENCE B).

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: CORRESPONDENCE COURSES MAY BE PERMITTED IN ACCORDANCE WITH PROCEDURES REGARDING CORRESPONDENCE COURSES.**

19. Recreation:

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

******SOP: SHOULD RECREATION BE CANCELLED DUE TO SEVERE WEATHER, AN INTER-OFFICE COMMUNICATION TO THE FUM MUST BE WRITTEN TO DOCUMENT THIS CANCELLATION. CANCELLED RECREATIONS SHOULD BE MADE UP THE NEXT DAY, AS WEATHER PERMITS.**

WRIST RESTRAINTS SHOULD BE REMOVED ONCE THE OFFENDER IS SECURED INSIDE THE INDIVIDUAL RECREATION AREA. SEE INFORMATION REGARDING DAILY OPERATIONS, SECURITY MEASURES AND OFFENDER MOVEMENT WITHIN THE PROCEDURE FOR COMPLETE MOVEMENT/RESTRAINT INSTRUCTIONS. RUBBER BOOTS SHOULD BE PROVIDED TO OFFENDERS DURING RECREATION PERIODS AS NEEDED DUE TO WEATHER CONDITIONS.

OFFENDERS ASSIGNED TO ADMINISTRATIVE SEGREGATION WILL NOT BE PLACED ON TASC BETWEEN PERIODS OF CONSECUTIVE DISCIPLINARY SEGREGATION SANCTIONS. THESE OFFENDERS WILL RETURN TO ADMINISTRATIVE SEGREGATION STATUS BETWEEN PERIODS OF DISCIPLINARY SEGREGATION AT WHICH TIME OFFENDERS WILL BE AFFORDED RECREATION.

NORTHEAST CORRECTIONAL CENTER MAINTAINS A PROTECTIVE CUSTODY UNIT. PROTECTIVE CUSTODY UNIT DESIGNATED OFFENDERS WILL RECREATE AT A DIFFERENT TIME THAN THE OTHER OFFENDERS IN THE UNIT.

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.
 - 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: NECC WILL PROVIDE PROTECTIVE FACE MASKS AND A DISPOSABLE ISOLATION GOWN.**

NO CONTACT DEVICE MAY ALSO BE UTILIZED WITH SHIFT SUPERVISOR APPROVAL.

AFTER 30 DAYS, THE ADMINISTRATIVE SEGREGATION COIII WILL SUBMIT STATUS REPORT ON OFFENDERS BEHAVIOR TO DWOM/WARDEN FOR CONSIDERATION TO CONTINUE/DISCONTINUE.

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

H. REMOVAL OF PROPERTY:

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

******SOP: NECC HAS DEVELOPED AN ADMINISTRATIVE SEGREGATION UNIT AGGRESSIVE BEHAVIOR PROGRESSIVE DISCIPLINE CONTINUUM PLAN WHICH IS OUTLINED IN SOP REFERENCE E.**

- (1) The functional unit manager, shift supervisor or higher ranking staff member must approve placing the offender on property removal status or removal from property removal status.
- (2) Any and/or all items may be removed from the cell to control the offender's behavior in accordance with standard operating procedures.

******SOP: WHEN IT IS NECESSARY TO REMOVE PROPERTY FROM AN OFFENDER WHOSE BEHAVIOR IS OUT OF CONTROL, THE FUNCTIONAL UNIT MANAGER, SHIFT SUPERVISOR OR HIGHER RANKING STAFF MEMBER MUST AUTHORIZE THE ACTION. CUSTODY STAFF MEMBERS ASSIGNED THE TASK SHOULD REMOVE THE PROPERTY AS SPECIFIED IN INSTITUTIONAL PROCEDURES REGARDING OFFENDER PROPERTY CONTROL.**

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

******SOP: AS ITEMS ARE RETURNED, THE INDIVIDUAL CONFINEMENT RECORD IS TO BE UPDATED WITH INFORMATION ON WHAT WAS RETURNED ALONG WITH TIME, DATE, AND WHO AUTHORIZED THE RETURN.**

- (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: THE FOLLOWING PROCEDURE WILL TAKE PLACE WHEN OFFENDERS FLOOD THEIR CELLS:**

WHEN AN OFFENDER FLOODS HIS CELL, THE WATER TO THE TOILET SHOULD BE TURNED OFF IMMEDIATELY TO CONTROL THE SITUATION AND THE SHIFT SUPERVISOR SHOULD BE NOTIFIED. DOCUMENTATION SHOULD BEGIN AS SOON AS THE WATER IS TURNED OFF. THE DRINKING WATER TO THE SINK SHOULD BE LEFT ON. IF THE OFFENDER ATTEMPTS TO FLOOD USING HIS SINK, THEN (AND ONLY THEN) SHOULD THE DRINKING WATER BE TURNED OFF AND THE SHIFT SUPERVISOR NOTIFIED. WHEN THIS IS DONE; THE WARDEN/DESIGNEE IS TO BE NOTIFIED.

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.
2. Special security orders and special needs should be noted in the individual confinement record in accordance with institutional services procedures regarding offender individual confinement records.
 - a. All staff in the unit should know and follow all special orders.
3. Staff in the unit shall maintain a daily Chronological Log (Attachment K) noting all events which take place, including unusual behavior, additional information and/or observations by staff.
4. Persons entering the unit, except for staff assigned, should sign the Sign-In log (Attachment L).

K. HOUSING UNIT TOURS:

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

******SOP: THE COIII ASSIGNED TO THE UNIT WILL BE DESIGNATED TO TOUR THE UNIT ON A DAILY BASIS.**

THE CHIEF OF CUSTODY, ASSISTANT WARDEN AND DEPUTY WARDEN OF OFFENDER MANAGEMENT WILL TOUR THE UNIT MONTHLY AND PROVIDE A WRITTEN REPORT OF THEIR OBSERVATIONS TO THE WARDEN.

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

L. DAILY OPERATIONS, SECURITY MEASURES AND OFFENDER MOVEMENT:

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

******SOP: ANY SPECIAL SECURITY ORDERS MUST BE APPROVED BY THE SHIFT SUPERVISOR (I.E., SANDBAGS, FULL RESTRAINTS). AND REVIEWED BY THE SHIFT SUPERVISOR ON EACH SHIFT TO DETERMINE IF ORDERS NEED CONTINUED. SHIFT SUPERVISOR WILL ENSURE THE FUM, WARDENS, MAJOR AND OTHER SHIFT SUPERVISORS ARE NOTIFIED VIA E-MAIL IF DISCONTINUED.**

2. Standard operating procedures will be developed:

******SOP: IN THE EVENT OF AN APPARENT MEDICAL EMERGENCY OF AN UNRESPONSIVE ADMINISTRATIVE SEGREGATION OFFENDER, THE FOLLOWING PROCEDURES SHOULD BE FOLLOWED IF TIME AND CIRCUMSTANCES PERMIT, AND DO NOT ALL FOR A RESPONSE TEAM:**

- 1) A CODE 16 (MEDICAL EMERGENCY) WILL BE ANNOUNCED OVER THE RADIO GIVING THE HOUSING UNIT, WING AND CELL NUMBER.
- 2) WHENEVER POSSIBLE, RESPONDING STAFF MEMBERS SHOULD OBTAIN A CAPTURE SHIELD AND VIDEO RECORDER WHILE RESPONDING TO THE CELL.
- 3) STAFF MEMBERS WILL WAIT UNTIL A SUPERVISOR HAS GIVEN THE APPROVAL TO ENTER THE CELL. THE SUPERVISOR WILL DETERMINE WHEN THE ADEQUATE AMOUNT OF STAFF MEMBERS HAVE ARRIVED PRIOR TO THE CELL DOOR BEING OPENED.
- 4) IF THIS IS A TWO-PERSON CELL, UPON ARRIVAL OF THE SECOND OFFICER, THE RESPONSIVE OFFENDER SHOULD BE RESTRAINED PER STANDARD OPERATING PROCEDURES, IN PREPARATION FOR HIS REMOVAL FROM THE CELL. ONCE A SUPERVISOR DETERMINES ADEQUATE STAFF MEMBERS HAVE ARRIVED, THE RESTRAINED OFFENDER MAY BE REMOVED FROM THE CELL AND WILL BE SECURED.
- 5) ASSESSING THE UNRESPONSIVE OFFENDER MAY BE DELAYED BRIEFLY FOR SAFETY AND SECURITY REASONS TO ALLOW THE ASSEMBLY OF STAFF

MEMBERS TO SECURED THE RESPONSIVE OFFENDER. ONCE THE SCENE IS SECURED/SAFE, MEDICAL STAFF MEMBERS MAY BEGIN TRIAGE.

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

******SOP: DAILY OPERATIONS OF THE ADMINISTRATIVE SEGREGATION UNIT ARE OUTLINED IN SOP REFERENCE C, POST ORDERS AS WELL AS OTHER PROCEDURES REGARDING SEGREGATION UNITS.**

- 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: NECESSARY SECURITY MEASURES PERTAINING TO THE ADMINISTRATIVE SEGREGATION UNIT WILL BE IN ACCORDANCE WITH PROCEDURES REGARDING SECURITY CUSTODY AND CONTROL, POST ORDERS FOR THIS UNIT, AND THE ADMINISTRATIVE SEGREGATION UNIT OPERATIONS SCHEDULE. A WEEKLY SECURITY CHECK WILL BE MADE BY THE ADMINISTRATIVE SEGREGATION COIII/DESIGNEE TO ALL CELLS, DOORS, WINDOWS AND LOCKING DEVICES. THIS REPORT WILL BE SUBMITTED TO THE CHIEF OF CUSTODY.**

- 1. HOUSING UNIT WORKERS WILL BE OFFENDERS ASSIGNED TO THE ADMINISTRATIVE SEGREGATION UNIT AND HAVE BEEN APPROVED TO WORK IN THE UNIT THROUGH THE COIII. ONLY THOSE OFFENDERS DISPLAYING GOOD CONDUCT IN THE UNIT WILL BE UTILIZED AS WORKERS WITH CONSIDERATION BEING GIVEN TO:**

- (A). MAGNITUDE OF INITIAL INCIDENT**
- (B). CURRENT CONDUCT**
- (C). WILLINGNESS TO PARTICIPATE**
- (D). OFFENDER MENTAL HEALTH STATUS**

- 2. OFFENDER WORKERS SHOULD NOT COME INTO CONTACT WITH OTHER OFFENDERS ASSIGNED TO THE UNIT WHO ARE NOT WORKERS. TWO (2) WORKERS WILL BE ALLOWED OUT AT ANY GIVEN TIME (WITHIN EACH WING). THE CUSTODY SUPERVISOR RATIO TO WORKER WOULD BE ONE CUSTODY OFFICER TO TWO WING WORKERS. OFFENDER WORKERS SHOULD BE SECURED WHEN MOVING OTHER OFFENDERS.**

- 3. THE ADMINISTRATIVE SEGREGATION CELLS HAVE BEEN EQUIPPED WITH CELL WINDOW SHIELDS ON THE OUTSIDE OF THE CELL DOORS THAT CAN BE USED WITH THE APPROVAL OF THE FUNCTIONAL UNIT MANAGER, COIII, SHIFT SUPERVISOR, CHIEF OF CUSTODY OR WARDEN.**

- 4. PROTECTIVE CUSTODY UNIT OFFENDERS MAY ONLY BE UTILIZED AS BARBERS FOR OTHER PC UNIT OFFENDERS IN THE UNIT.**

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

******SOP: OFFENDERS HOUSED IN THE ADMINISTRATIVE SEGREGATION UNIT WILL BE ESCORTED BY APPROPRIATE INSTITUTIONAL STAFF MEMBERS WHEN MOVED WITHIN THE UNIT, AS DIRECTED BY POST ORDERS FOR THE UNIT.**

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: OFFENDERS MAY BE REQUIRED TO PARTICIPATE AND SUCCESSFULLY COMPLETE SUCH PROGRAMS AS PATHWAY TO CHANGE, ANGER MANAGEMENT, RESTORATIVE JUSTICE, IMPACT OF CRIME ON VICTIMS AND ANY OTHER MENTAL HEALTH PROGRAMS.**

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:
- A. POST ORDER #24 SEGREGATION UNIT CORRECTIONS OFFICER I
 - B. ADMINISTRATIVE SEGREGATION CONFINEMENT ROSTER (COMGEN)
 - C. HOUSING UNIT #1 WEEKLY PLAN, RULES AND REGULATIONS, CANTEEN LIST
 - D. 931-3762 SEGREGATION MEDICAL DOCUMENTATION
 - E. ADMINISTRATIVE SEGREGATION UNIT AGGRESSIVE BEHAVIOR PROGRESSIVE DISCIPLINE CONTINUUM
 - F. 931-1413 REQUEST FOR WITHDRAWAL OF INMATE FUNDS
 - G. 931-0751 CANTEEN PURCHASE LIST
 - H. AICS DIRECTIVE

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:**
- A. ORIGINAL STANDARD OPERATING PROCEDURE EFFECTIVE MARCH 23, 1998.**
 - B. REVISED STANDARD OPERATING PROCEDURE EFFECTIVE JULY 9, 1998.**
 - C. REVISED STANDARD OPERATING PROCEDURE EFFECTIVE AUGUST 13, 1998.**
 - D. REVISED STANDARD OPERATING PROCEDURE EFFECTIVE SEPTEMBER 18, 1998.**
 - E. REVISED STANDARD OPERATING PROCEDURE EFFECTIVE NOVEMBER 3, 2000.**
 - F. REVISED STANDARD OPERATING PROCEDURE EFFECTIVE JANUARY 5, 2001.**
 - G. REVISED STANDARD OPERATING PROCEDURE EFFECTIVE MAY 31, 2001.**
 - H. REVISED STANDARD OPERATING PROCEDURE EFFECTIVE JUNE 15, 2001.**
 - I. REVISED STANDARD OPERATING PROCEDURE EFFECTIVE JULY 12, 2001.**
 - J. REVISED STANDARD OPERATING PROCEDURE EFFECTIVE APRIL 2, 2002.**
 - K. REVISED STANDARD OPERATING PROCEDURE EFFECTIVE OCTOBER 11, 2002.**
 - L. REVISED STANDARD OPERATING PROCEDURE EFFECTIVE SEPTEMBER 29, 2003.**
 - M. REVISED STANDARD OPERATING PROCEDURE EFFECTIVE JANUARY 11, 2004.**
 - N. REVISED STANDARD OPERATING PROCEDURE EFFECTIVE FEBRUARY 25, 2005.**
 - O. REVISED STANDARD OPERATING PROCEDURE EFFECTIVE AUGUST 12, 2005.**
 - P. REVISED STANDARD OPERATING PROCEDURE EFFECTIVE MAY 4, 2007.**
 - Q. REVISED STANDARD OPERATING PROCEDURE EFFECTIVE OCTOBER 29, 2007.**
 - R. REVISED STANDARD OPERATING PROCEDURE EFFECTIVE FEBRUARY 11, 2009.**
 - S. REVISED STANDARD OPERATING PROCEDURE EFFECTIVE FEBRUARY 1, 2015.**
 - T. REVISED STANDARD OPERATING PROCEDURE EFFECTIVE SEPTEMBER 21, 2015.**
 - U. REVISED STANDARD OPERATING PROCEDURE EFFECTIVE APRIL 1, 2019.**
 - V. REVISED STANDARD OPERATING PROCEDURE EFFECTIVE DECEMBER 30, 2019.**

W. REVISED STANDARD OPERATING PROCEDURE EFFECTIVE FEBRUARY 10, 2020.