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

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**SOP 21-1.2 Administrative Segregation**

(Signature on File)

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Richard Jennings, Warden

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Deputy Division Director

**IS Effective Date: 02/27/11**

**SOP Effective Date: 08/10/18**

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**GENERAL INFORMATION: This institution is in compliance with IS procedure except as noted within the text of this standard operating procedure. Standard operating procedures are clearly marked in bold and identified as SOP.**

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- I. PURPOSE:** This procedure establishes guidelines for the routine operation of the administrative segregation unit. Also included are guidelines for providing offenders assigned to administrative segregation with the option of participating in program planning with the overall goal being to change unacceptable behavior patterns. Participation in program planning should be entered into at the most appropriate time during the offender's stay in administrative segregation in an effort to maximize the offender's success in the program.
- A. AUTHORITY:** Sections 217.175, 217.335, 217.375 RSMo, 93-4571-CV-C-9
- B. APPLICABILITY:** Each warden of any facility housing offenders under the jurisdiction of the division of adult institutions and division of offender rehabilitative services will develop standard operating procedures based on the guidelines established herein.
- 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.

**SOP I.A. – C. No change.**

**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.

**SOP II.A. – I.1. – 5. No change.**

**SOP II.J. ADDITION: Limited Property Status: Removal of any or all items from an offender's cell to control the offender's behavior or due to security needs.**

**SOP II.K. ADDITION: Hazardous Material Propellant Status: A designation assigned to offenders who have a propensity for propelling objects and/or substances at staff or other offenders. In the interest of universal precautions, all such objects and/or substances should be treated as hazardous materials, and special precautions will be utilized.**

**SOP II.L. ADDITION: Security Restraint Bench: A reinforced steel bench bolted to the floor in an Administrative Segregation Unit, in full view of staff, used to temporarily secure an offender who demonstrates an unwillingness to conform to rules or follow orders.**

**SOP II.M. ADDITION: Administrative Segregation Housing Unit Dorm Workers: An offender who is assigned to administrative segregation and is residing in a two man cell who is utilized to assist with meal service, laundry processing, and unit cleaning duties.**

**SOP II.N. ADDITION: IASP (Individual Administrative Segregation Plan):** A program designed to help each offender assigned to administrative segregation to set and accomplish goals to be completed while in administrative segregation. The IASP affords the offender the opportunity to improve his behavior, as well as prepare for general population assignment.

**SOP II.O. ADDITION: Re-Integration Unit:** A program designed to provide realistic and functional interventions for single cell mandated offenders who exhibit aggressive behaviors, and address significant mental health issues within the classroom setting and within the least restrictive environment possible that provides security while promoting optimal adjustment to the institutional life and/or transition back to society.

**SOP II.P. ADDITION: Sand hose barriers:** A device which is constructed of a fire hose filled with sand utilized to prevent the passage of contraband and the flooding of the wing by offenders.

### **III. PROCEDURES:**

#### **A. ASSIGNMENT TO ADMINISTRATIVE SEGREGATION:**

1. Assignment to administrative segregation is based on safety and security needs of the institution, and the risk each offender represents to the institution, staff and other offenders.

#### **SOP III.A.1. No change.**

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 III.A.2. – a. No change.**

**SOP III.A.2.b. ADDITION: If the offender is being placed in a two man cell where another offender is already residing, the current resident of the cell will be restrained and removed from the cell so that a room inspection can be completed.**

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 III.A.3.a. ADDITION: Offender barbers may provide haircuts and facial hair trimming in accordance with established procedures under the direct supervision of staff.**

**SOP III.A.3.b. ADDITION: General population offenders who enter an administrative segregation unit for any reason will be strip searched in accordance with search procedures, both prior to and after completing their assigned duties in the unit.**

**SOP III.A.3.c. ADDITION: General Population workers shall be secured during any movement of Administrative Segregation offenders, except as otherwise noted in this standard operating procedure.**

**SOP III.A.3.d. ADDITION: Any time a worker is present in the wing, an officer shall remain in the wing to supervise the offender.**

4. The warden/designee can approve continued assignment to administrative segregation for periods of 12 months or less.

**SOP III.A.4. No change.**

5. Assignments to administrative segregation beyond one year will require approval from the deputy division director.

**SOP III.A.5. No change.**

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.

**SOP III.A.6.a. - 10.d. No change.**

- 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.

**SOP III.A.6.e. ADDITION: Initial hearings for offenders transferred to PCC will not require a waiver of hearing.**

**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.

**SOP III.B.1.a. – b. No change.**

- 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 III.B.2.b. ADDITION: The appropriate unit manager will ensure that hearings are held in a timely manner.**

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.

**SOP III.B.3.a. – c. No change.**

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 <sup>1</sup>his behalf and present documentary evidence.
    - (1) The oral statement will be documented on the Classification Hearing form with documentary evidence attached.
  - b. If the offender refuses to be present, the hearing will be held without the offender and the reason will be documented on the Classification Hearing form.
  - c. If the offender's behavior is such at the time of the hearing that he is determined a security risk, if at all possible the hearing will be held outside of the offender's segregation cell in the presence of the offender.
    - (1) If this process becomes disruptive to the segregation area, the hearing will be held without the offender being present and the reason will be documented on the Classification Hearing form.
  - d. Those offenders who are absent from the institution during administration segregation hearings will be afforded a formal hearing within 5 working days of their return.
    - (1) The reason for the delay will be documented.

**SOP III.B.4.a. – d.(1). No change.**

5. Unit staff will present available information relative to the reason for the hearing.

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<sup>1</sup> 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. The caseworker presenting the facts shall complete the top portion of the Classification Hearing form indicating the reason for the hearing.
- b. The remainder of the form will be completed during the course of the hearing.

**SOP III.B5.a. – b. No change.**

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,

**SOP III.B.6.a.(1) ADDITION: If the committee recommends continued assignment, they may at any point deemed appropriate initiate an IASP for the offender in preparation for release.**

**SOP III.B.6.a.(1)(A) ADDITION: This plan may include, but is not limited to:**

- i. no conduct violations
- ii. double cell acclimate
- iii. complete the duties of a dorm worker when assigned

**SOP III.B.6.a.(2) ADDITION: The IASP should be recommended for a set period of time (not less than 30 days, but not more than 90)**

**SOP III.B.6.a.(3) ADDITION: Failure to comply with all aspects of the IASP may result in continued assignment to administrative segregation.**

**SOP III.B.6.a.(4) ADDITION: IASP's are intended as a plan to promote success. However, successful completion does not constitute a guarantee of release from Administrative Segregation. Other factors may be taken into consideration during the review of the offender's assignment.**

- b. release with no restrictions,
- c. release with restrictions, or

**SOP III.B.6.a. – b. No change.**

- d. release on a program plan.

**SOP III.B.6.d.(1) ADDITION: Program release plans may include mandatory attendance of the following programs: ICVC; Pathways to Change; Anger Management; Inside/Out Dads; Alcoholics Anonymous, Narcotics Anonymous; or Restorative Justice activities. This list is not all-inclusive, and case management staff may determine other programs are necessary.**

6. Offenders may be credited with time served in temporary administrative segregation confinement against any administrative segregation time.

**SOP III.B.7. No change.**

7. At the end of the hearing, the Classification Hearing form will be completed with the offender's documented oral statements and any attached submitted documentary evidence and committee recommendations with justification for each decision.

**SOP III.B.8. ADDITION: The chairperson of the committee will ensure that the Classification Hearing Form is completed and has all relevant information.**

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

**SOP III.B.8.a. – b. No change.**

- c. If the offender refuses to sign, staff will note refusal on the form and initial.

**SOP III.B.8.c. ADDITION: If the offender refuses to sign, the Committee Chairperson should ensure that two staff initial the form as witnesses to the offender's refusal.**

- (1) The original and all copies will be forwarded to the warden/designee immediately after the hearing.

**SOP III.B.8.c.(1) No change.**

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.

**SOP III.B.9.b. ADDITION: The Deputy Warden of Offender Management/designee will review the recommendation. If the recommendation is that the offender remain in Administrative Segregation, and if the Deputy Warden/designee agrees with that recommendation, the recommendation may be approved at that time.**

**SOP III.B.9.c. ADDITION: If the recommendation is that the offender be released to General Population or Protective Custody, and if the Deputy Warden/designee concurs with the recommendation, the form will be forwarded to the Warden for final review and approval or modifications.**

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.

**SOP III.B.10.a. No change.**

11. All pertinent forms, according to specific procedures, will be appropriately filled out and disseminated.

**SOP III.B.11. No change.**



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.

**SOP III.C.1. – 4. No change.**

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 III.D.1.a. ADDITION: Offenders assigned to Administrative Segregation who will be released to General Population or Protective Custody must demonstrate the ability to acclimate to a two-man cell living environment for a minimum of 30 days prior to release from Administrative Segregation. The Administrative Segregation Committee may recommend that this double cell requirement be waived due to extenuating circumstances (i.e. bed space issues).**

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.

**SOP III.D.2. – 3. No change.**

4. Offenders that refuse double cell assignment with a compatible offender, should be given a direct order and issued a conduct violation for refusal. The following procedure will then be followed:
  - a. Staff will review all available options. The offender may be offered to cell with another offender(s) or placed temporarily in a single cell if it is determined not to jeopardize institutional security.

**SOP III.D.4.a.(1) ADDITION: When an offender refuses to enter a cell, the shift commander should be notified. The shift commander will make note of the offender's refusal to double cell on the TASC form, if applicable, or by memo to the DWOM with copies to the Chief of Custody and the Unit Manager.**

**SOP III.D.4.a.(2) ADDITION: A chronological data sheet will be initiated by the housing unit control room officer.**

**SOP III.D.4.a.(3) ADDITION:** If an offender refuses to double cell during non-business hours when case management staff are not on site, the placement of the offender into a single cell will be at the shift commander's discretion. The offender may be placed temporarily on the restraint bench in accordance with established mechanical restraint procedures.

- 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 III.D.4.c. ADDITION:** If an offender is taken to a cell and the current resident of that cell refuses to accept the cellmate, the offender already assigned to the cell should be removed from the cell, and the other offender placed into the cell.

**SOP III.D.4.c.(1) ADDITION:** An attempt will then be made to find a compatible cellmate for the offender who was removed from the cell as outlined above.

**E. ITEMS AFFORDED TO OFFENDERS IN ADMINISTRATIVE SEGREGATION:**

**SOP III.E. Canteen privileges, visiting privileges, authorized property, and contact with other offenders in the reintegration unit will be determined by the reintegration unit oversight committee.**

**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 III.E.1.a.(1) ADDITION:** Meals should be consumed in the cells.

**SOP III.E.1.a.(2) ADDITION:** Meals should be delivered to the housing unit in an enclosed cart.

**SOP III.E.1.a.(3) ADDITION:** Meals will be served by the assigned officers. Wing workers may assist with meal service (i.e. carrying covered trays to the cell door), but will not serve meals.

**SOP III.E.1.a.(4) ADDITION:** Custody staff who are serving meals will wear protective equipment (disposable gloves, hairnet and/or clean, serviceable ball cap).

**SOP III.E.1.a.(5) ADDITION:** Offenders who assist with meal service will wear protective equipment (disposable gloves, hairnets and beard guards).

**SOP III.E.1.a.(6) ADDITION:** Staff who must interact with offenders on hazardous propellant status will wear appropriate personal protective gear.

**SOP III.E.1.a.(7) ADDITION:** When meals are served, the staff member shall remove the tray cover, if any, and place the cover outside the cell door. The food port door will be opened to allow the food tray, drink, and utensils to be passed to the offender and will then be closed.

**SOP III.E.1.a.(8) ADDITION:** The food port doors will not be left open unattended. Only one food port door should be open at any time.

**SOP III.E.1.a.(8)(A) ADDITION:** If a cell window is covered, the offender will be directed to remove the covering. If the offender fails to comply, he will initially not be offered a meal. He will then be informed that he may receive a conduct violation as a result of his actions.

**SOP III.E.1.a.(8)(B)) ADDITION:** After the other offenders have been fed, another attempt will be made to provide the offender with a meal. This attempt to deliver a meal should be videotaped, or in the alternate, will be made in the presence of the housing unit supervisor.

**SOP III.E.1.a.(8)(C)) ADDITION:** If the offender continues to refuse to remove the covering, his actions shall be deemed as refusal of the meal, and appropriate entries shall be made in the offender's individual confinement record.

**SOP III.E.1.a.(12) ADDITION:** Alternate meals/serving methods may be requested as outlined in this procedure.

**SOP III.e.1.b. ADDITION:** If an offender refuses meals and declares he is on a hunger strike, staff will initiate procedures as specified in established procedures regarding hunger strike.

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 III.E.2.a. ADDITION:** Offenders will wear boxer shorts to the shower (one pair only). Special security orders may dictate additional requirements for some offenders. Offenders may carry with them only one pair of clean shorts, a towel, a washcloth, and soap into the shower, unless otherwise specified in special security orders. Offenders should be moved to and from the shower in accordance with Section III.L. of this standard operating procedure. Showers will be scheduled three times per week on alternating days.

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

**SOP III.E.2.a.(1) ADDITION:** Offenders assigned to Administrative Segregation who have court appearances or other circumstances which require that they be clean shaven may submit a written request to the unit manager for consideration. A minimum of 48 hours advance notice will be required. Each request will be evaluated on a case by case basis. If permission is granted, appropriate entries will be made in the confinement record and the housing unit chronological log.

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

**SOP III.E.2.a.(2) No change.**

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 III.E.3.a.(1) ADDITION:** State issued clothing is included in the offender's TASC property.

**SOP III.E.3.A.(2) ADDITION:** Personal clothing is not allowed while in Administrative Segregation.

**SOP III.E.3.A.(3) ADDITION:** TASC property shall include a laundry bag to allow offenders to send their items to laundry.

4. Medical Services:

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

**SOP III.E.4. – a. No change.**

**SOP III.E.4.b. ADDITION:** Cells may be equipped with a call button, which is to be utilized by the Offender ONLY for notifying the housing unit control room of an emergency (i.e. medical emergency as described in Reference P).

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 III.E.5.c. ADDITION:** Mattresses are assigned to the cell, and are maintained in that cell. Sheets, pillow, pillowcase and blanket are provided as part of the offender's TASC property.

**SOP III.E.5.d. ADDITION:** If the offender is guilty of a violation involving mattress abuse/misuse and a recommendation is made to issue him a security mattress, the FUM or shift supervisor may approve the standard mattress to be removed from the cell and a security mattress to be issued.

**SOP III.E.5.e. ADDITION:** The FUM/designee shall be notified and documentation shall be made in the individual confinement record indicating the date the offender received the security mattress and the proposed date he may return to standard mattress status. This time frame may not exceed fourteen (14) calendar days per event without written approval from the warden.

**SOP III.E.5.f. ADDITION:** If the offender is moved to another cell while on security mattress status, the security mattress will be moved to his newly assigned cell.

**SOP III.E.5.g. ADDITION:** The assigned CCM/CCA of the housing unit where the offender is assigned shall ensure that the offender receives a standard mattress no later than fourteen (14) calendar days after the initial impoundment. The CCW/CCA shall document in the individual confinement record the date that a standard mattress was issued to the offender.

**SOP III.E.5.h. ADDITION:** If an offender continues to demonstrate behavior that results in the destruction, damage, abuse, alteration, or misuse of a standard mattress, the FUM shall generate a report through the chain of command to the Warden recommending consideration of additional disciplinary action.

**SOP III.E.5.i. ADDITION:** During extreme weather conditions, a second blanket may be provided upon availability.

**SOP III.E.5.j. ADDITION:** Blankets may be sent to the laundry once monthly, and should be returned to the offender on the same day.

6. Hair Care Services:

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

**SOP III.E.6.a(1) ADDITION:** The unit manager shall ensure that a schedule for barber services is established for each Segregation Unit.

**SOP III.E.6.a(2) ADDITION:** Offenders may request to have facial hair cut during barber services. This does not include styling/trimming of mustache or beard to offender's specifications. The barber will use one standard attachment for trimming facial hair. Documentation will be made in the individual confinement record noting if an offender received or refused barber services.

**SOP III.E.6.a(3) ADDITION:** An offender may request either a haircut or to have facial hair cut, or both.

**SOP III.E.6.a(4) ADDITION:** Offenders in administrative segregation will remain in leg and wrist restraints and be properly secured on the security bench throughout the entire hair services process. 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 on property removal status or suicide watch. Special considerations will be given to offenders with an upcoming documented court appearance or due to hygiene issues.

**SOP III.E.6.a(5) ADDITION:** All administrative segregation haircuts in Housing Unit 2 will take place in the C-Wing Sallyport. Two officers should remain present to oversee the entire hair services process.

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

**SOP III.E.7. No change.**

8. State Issued/Personal Property:
  - α. 1 comb or brush or security hair pick,

**SOP III.E.8.a. ADDITION:** No handles on combs, brushes, or hair picks.

- b. 1 towel,
- c. 1 washcloth,

**SOP III.E.8.b. – c. SOP ADDITION:** Ad Seg Offenders will be provided two towels and two washcloths.

- d. 3 pair socks,
- e. 3 sets undergarments,

**SOP III.E.8.d. - e. No change.**

- f. 1 pair shower shoes,

**SOP III.E.8.f.(1) ADDITION:** Canvas shoes should be offered when an offender must go outside the unit in inclement weather,

- g. 2 pencils/security pens,

**SOP III.E.8.g. ADDITION: Pencils are not allowed in the Administrative Segregation Units. The offender may purchase/possess up to four security pens.**

- h. writing paper and envelopes,

**SOP III.E.8.h.(1) ADDITION: Limit of 200 sheets of paper and 50 envelopes**

- i. address book,

**SOP III.E.8.i. Address books are not counted as reading material. Offenders may have six reading books in addition to one address book.**

- j. stamps,

**SOP III.E.8.j.(1) ADDITION: Maximum of \$20 in postage stamps.**

- k. 1 deodorant - clear,

**SOP III.E.8.k.(1) ADDITION: Purchase limit is one, possession limit is two to ensure a sufficient supply until the next canteen spend day.**

**SOP III.E.8.k.(1)(A) ADDITION: If an offender does not have clear deodorant upon his assignment to TASC/administrative segregation, he must wait until the next regularly scheduled canteen spend to purchase deodorant.**

- l. 1 current subscription newspaper and magazine,

**SOP III.E.8.l.1.a. ADDITION: While assigned to Administrative Segregation, an offender will be allowed to possess two (2) magazines or two (2) newspapers OR one (1) of each.**

**SOP III.E.8.l.1.b. ADDITION: Offenders may receive multiple editions in one delivery (i.e. after a three day holiday weekend); however, he must come into compliance with possession limits before the end of shift on the day the delivery is made.**

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

**SOP III.E.8.m. ADDITION: Only one sacred writing will be allowed.**

- m. 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 III.E.8.n. ADDITION: Contact solution is not allowed.**

- n. 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 III.E.8.o. ADDITION: Toothpaste containers purchased in the canteen by Administrative Segregation offenders must be constructed of clear materials to allow officers to view the contents.**

**SOP III.E.8.0.(1) ADDITION: Offenders will be allowed to purchase four rolls of toilet paper from the offender canteen each month. They will also be supplied one roll of state issue paper once per week or as needed.**

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

**SOP III.E.8.q. ADDITION: Additional allowable items include:**

- State identification card to be posted on the assigned cell door 1 each
- Accordion folder for storage of legal materials. 1 each
- Prescribed medications
- Other medically necessary items
- Personal photographs (must meet censorship guidelines) 5 each
- Calendar (not to exceed 11 X 17") No spiral binding. 1 each
- Reading materials (to include sacred writings/dictionary/library, chapel and personal books) Total 6

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 III.E.9.a.(1) Offenders in administrative segregation are prohibited from sending mail to or receiving mail from offenders at other facilities unless approved as specified in established offender mail procedures.**

10. Visiting Privileges:

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

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

**SOP III.E.10.(1)A ADDITION: Offenders assigned to Administrative Segregation should be permitted attorney visits in accordance with IS/SOP 8-1.2 Access to Courts and IS/SOP13-3.1, Offender Visitors/Visiting Restrictions.**

11. Telephone Privileges:

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

**SOP III.E.11.1.(A) ADDITION: All offender calls will be made from the housing unit phones. Special arrangements may be made through the litigations office for phone depositions, calls from Family Services, or hearings as requested by the courts.**

**SOP III.E.11.1.(A)i. ADDITION: Requests from attorneys for confidential calls must be received in writing a minimum of 4 hours prior to the time of the requested call. Requests are to be directed through the Litigations Office.**

**SOP III.E.11.1.(B) ADDITION:** Offenders may submit a written request to their unit manager to place a legal call. Proof of need (i.e. court order, deadline, or legal emergency/necessity) must be provided. If approved by the unit manager, the call will be placed on a non-confidential basis.

**SOP III.E.11.1.(C) ADDITION:** Humanitarian calls may be approved when there is proof of need (i.e. death of an immediate family member, etc.). These calls will be approved at the discretion of the unit manager.

**SOP III.E.11.1.(D) ADDITION:** Offenders received on segregation status upon transfer from another institution should be afforded an initial phone call within three working days of his arrival. Time limits will be in accordance with this standard operating procedure.

**SOP III.E.11.1.(E) ADDITION:** Offenders in Administrative Segregation who have been violation free for a 60 day period may be afforded one personal call every 60 days at the discretion of the unit manager.

**SOP III.E.11.1.(F) ADDITION:** Personal calls will be limited to 15 minutes. If no contact is made within the first 15 minutes, the offender will be returned to his cell, and the attempt will be counted as his personal call for that time period.

**SOP III.E.11.1.(G) ADDITION:** Personal calls or refusal to make such will be documented in the Offenders Confinement Record.

**SOP III.E.11.1.(H) ADDITION:** Offenders should be restrained when being moved to and from their cell for telephone usage as outlined in this standard operating procedure.

**SOP III.E.11.1.(J) ADDITION:** The handcuffs should remain in place during the telephone call, unless the telephone is inside a security booth. If the telephone is inside a security booth, the handcuffs should be removed once the offender is inside the booth, and reapplied before the offender is removed from the booth.

## 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 III.E.12.a.(1)(A) ADDITION:** The offender may have a total of six books in his possession (includes any combination of sacred writing, personal books, and books on loan from the chapel and library).

**SOP III.E.12.a.(1)(B) ADDITION:** The librarian will provide an assortment of books for the library cart for administrative segregation.

**SOP III.E.12.a.(1)(B)i. ADDITION:** Offenders will be allowed to select one book from the cart two times each week. If the offender is already in possession of a library book, he must exchange his current book for a different book. Books will not be exchanged directly from offender to offender. Officer shall conduct random searches of library books on the cart prior to book distribution.

**SOP III.E.12.a.(1)(B)ii. ADDITION:** Damaged books will be placed in the storage area for pickup once per month by the librarian. The librarian will contact the FUM when replacement books are ready to be



**delivered to the unit. Conduct violations should not be written for damaged books. However, offenders who continue to damage/destroy books may be placed on restrictions and not allowed to borrow library books.**

**SOP III.E.12.a.(1)(C) ADDITION: Offenders assigned to the reintegration unit will follow standard procedures as approved by the unit manager to receive library books.**

**SOP III.E.12.a.(1)(D) ADDITION: Items from the Chapel will be distributed by the Chaplain.**

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 III.E.13.a. – (1) No change.**

**SOP III.E.13.c. ADDITION: Religious items on loan from the Chapel will be counted in the totals for possession limits on books and magazines.**

14. Clergy Person/Spiritual Advisor Visits:

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

**SOP III.E.14. – a. No change.**

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 III.E.15. –a. No change.**

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 III.E.16.a.(1) ADDITION: Offenders in special units must show proof they are working on a qualified legal claim.**

**SOP III.E.16.a.(1)(A) Offenders will request a Special Unit Legal Request from case management staff during normal case management rounds. The offender will complete the form and submit it to the library through in-house mail. The materials requested should be delivered via in house mail in a blue envelope, and will be accompanied by a Special Unit Legal Request – Response Page. The item(s) will then be returned to the library through in-house mail utilizing the blue envelope in which it was delivered to the offender.**

**SOP III.E.16.a.(2) ADDITION: Required legal copies may be obtained by completing a request for withdrawal of offender personal funds form. The form is to be submitted to case management staff for processing and approval. Copies will be supplied only after it is confirmed that the offender has sufficient funds on his account to pay for the copies.**

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 III.E.17.a.(2) ADDITION: Offenders are expected to purchase needed legal materials during their regularly scheduled canteen spend.**

- b. No glass or metal containers.

**SOP III.E.17.b. No change.**

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

**SOP III.E.17.c.(1) ADDITION: Offenders assigned to Administrative Segregation may purchase authorized canteen items one time per month in accordance with IS/SOP22-3.1 Inmate Canteen and D3-5.8 Inmate Canteen Spending.**

**SOP III.E.17.c.(2) ADDITION: The offender must complete and submit a Canteen Purchase List (Attachment S) specifying the authorized item(s) allowed per the Administrative Segregation Authorized Canteen List (Attachment R).**

**SOP III.E.17.c.(3) ADDITION: Canteen Purchase Lists should be distributed by classification staff on a regular schedule each month.**

**SOP III.E.17.c.(4) ADDITION: The canteen staff will fill the orders, and they will then be retrieved and delivered by the appropriate staff on the scheduled canteen spend day.**

**SOP III.E.17.c.(5) ADDITION: Offenders assigned to Administrative Segregation will be limited to spending no more than \$21. 50 per month in canteen purchases. This includes stamp purchases AND SALES TAX.**

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 III.E.18.b. ADDITION: Only offenders who are actively participating in the voluntary G.E.D. program will be allowed to retain GED workbooks while assigned to Administrative Segregation.**

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 III.E.19.a. ADDITION: Offenders on suicide watch shall not be permitted to have out of cell recreation.**

**SOP III.E.19.b. ADDITION: Out of cell recreation will be provided in the recreation yard(s) of the housing unit to which the offender is assigned.**

**SOP III.E.19.c. ADDITION: The unit manager will establish a recreation schedule for his respective unit, and will ensure that it is maintained in the unit and is readily available for staff to review.**

**SOP III.E.19.d. ADDITION: Offenders should be restrained in accordance with Section III.L. of this procedure when being moved to and from their cells. The restraints should be removed once the offender is secured inside the recreation yard, and reapplied before the offender is released from the recreation yard.**

**F. ALTERNATE MEALS:**

1. Alternate meals may be used for offenders housed in segregation units who:
  - a. throw food items or any item associated with food such as utensils, containers or trays, in a manner that is hazardous to himself, staff or other offenders, or is destructive to state property,
  - b. do not return food utensils, containers, or trays,
  - c. do not allow closure of the food port door or block food port door,
  - d. spit or throw urine, feces or semen, improperly dispose of urine, feces or semen including masturbating openly and in an extremely and deliberately conspicuous manner, or
  - e. create an unsanitary environment by flooding the cell.

**SOP III.F.1.a. – e. No change.**

**SOP III.F.1.f. ADDITION: Medical should be consulted prior to beginning meal loaf regimen to ensure that there are no medical conditions which would prevent the serving of meal loaf. This consultation should occur prior to submitting the request to the warden.**

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.

**SOP III.F.2.a.(1) ADDITION: This applies to normal business hours. During non-business hours, the Duty Officer will be contacted for verbal approval.**

**SOP III.F.2.a.(2) ADDITION: During normal business hours, upon approval by the Warden/designee, the staff member who requested alternate meal status shall ensure that the form is delivered to the warden/designee for signature and return it to the housing unit. During non-business hours, after receiving verbal approval from the Duty Officer, the shift commander will sign the form and return it to the housing unit.**

- b. Food service will be notified of any decisions.

**SOP III.F.2.b.(1) ADDITION: Food service will not begin alternate meals until a signed approval has been received.**

- 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
  - (2) who placed the offender on alternate meals.

**SOP III.F.2.c. – d.(3) No change.**

- 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.
  - d. 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.

**SOP III.F.3.a. – e. No change.**

**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 III.G.1.a. ADDITION: If appropriate, and with the approval of the warden/designee, an offender may be placed on hazardous material propellant status for 48 hours. This usage may be continued with the approval of the deputy division director.**

**SOP III.G.1.a.(1) ADDITION: Offenders placed on hazardous material propellant status will be required to wear a spit net any time he exits his cell for any reason. If he refuses to don the mask before being removed from his cell, it will be deemed as his refusal to participate in an activity or service.**

**SOP III.G.1.b. ADDITION: Any time an offender is placed on hazardous material propellant status, a “hazardous material” alert sign will be immediately placed on his cell door.**

**SOP III.G.1.c. ADDITION: If extended use of the spit net is deemed necessary, the warden/designee will submit a request for extension to the deputy division director.**

**SOP III.G.2.c.(1) ADDITION:** An offender may also be required to wear a spit net to control spitting or biting behaviors.

**SOP III.G.1.d. ADDITION:** Any use of a spit net will be used in accordance with procedures regarding mechanical restraints.

**SOP III.G.1.e. ADDITION:** Sand hose barriers may be placed at the bottom of the cell door to prevent attempts by offenders to flood the wing. They may also be used to prevent passage of contraband.

**SOP III.G.1.e.(1) ADDITION:** The Safety Specialist will ensure that these barriers are cleaned/replaced as needed.

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

**SOP III.G.2. - a. No change.**

**SOP III.G.3. ADDITION:** When an offender exhibits disruptive behavior by repeatedly sexually exposing himself to staff, special security orders may be issued requiring that window covers be utilized for designated periods of time. Utilization of window covers must be approved by the Shift Supervisor or Functional Unit Manager.

**SOP III.G.4. ADDITION:** Window covers may also be used temporarily to cover the cell window in order to minimize offender disruption while conducting activities, such as but not limited to uses of force, classification actions, medical assessments, etc.

#### H. REMOVAL OF PROPERTY:

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

**SOP III.H.1. No change.**

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:

**SOP III.H.2. ADDITION:** When an offender is placed on limited property status, all articles in the cell should be removed, including mattress, sheets, pillow, pillow case, clothing, and/or any other item(s) which may be a potential hazard to the offender or others. The offender will be permitted undergarments (i.e., boxers, t-shirt, socks), unless these items are a potential hazard to the offender, others or institutional security as determined by a QMHP.

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

**SOP III.H.2.a. – c. No change.**

- 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 III.H.2.d.(1) – (2) No change.**

**SOP III.H.2.d.(2)(A) ADDITION: All items removed are to be inventoried and listed on Property Removal Form. The shift supervisor/designee will ensure the property is delivered to the property room prior to the end of shift**

- (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 III.H.2.d.(3) No change.**

- (3) Each shift supervisor should review the status of the offender as a new shift begins to determine if property items should be returned.

**SOP III.H.2.d.(4)(A) ADDITION: The shift commander/designee will document in the Individual Confinement Record whether or not the offender will receive his property during that shift.**

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

**SOP III.H.2.d.(5) No change.**

- 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.

**SOP III.H.3. – a. No change.**

**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 III.I.1. No change.**

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

**SOP III.I.1.a.(1) ADDITION: Showers may be offered upon written recommendation of a QMHP and authorized by the unit manager or shift supervisor.**

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.
2. Staff in the unit shall maintain a daily Chronological Log (Attachment K) noting all events which take place, including unusual behavior, additional information and/or observations by staff.

**SOP III.J.1. – 3. No change.**

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

**SOP III.J.4.a. ADDITION: All other staff, including custody supervisors, food service staff, etc., will be required to sign in upon arrival to the unit and sign out upon departure from the unit.**

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 III.K.1.a.(1) ADDITION: The shift supervisor will serve as the designee for the chief of custody.**

**SOP III.K.1.a.(2) ADDITION: The Control Room Officer should ensure that notations are made on the chronological log regarding the presence of the shift supervisor in the unit.**

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

**SOP III.K.1.b. No change.**

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 III.L.1.a. ADDITION:** The COII on duty shall ensure that all special security/control measures and procedures established in Potosi Correctional Center Post Orders are observed in the Administrative Segregation Units.

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 III.L.2.a.(1) ADDITION:** The unit manager shall develop a schedule relating to the operations of the unit.

**SOP III.2.a.(2) ADDITION: Post Orders for Administrative Segregation Units are as follows:**

a. Housing Unit One/Housing Unit 4/Infirmary Sergeant	Post 11A
b. Housing Unit Two Sergeant	Post 12
c. Housing Unit One Control Room Officer	Post 15
d. Housing Unit One Wing Officer	Post 16
e. Housing Unit Two Control Room Officer	Post 17
f. Housing Unit Two Wing Officer	Post 18

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

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

**SOP III.L.2.c.(1) ADDITION:** A minimum of two officers will be required to remove offenders assigned to Administrative Segregation from their cells.

**SOP III.L.2.c. (2).** Offenders who do not have special security orders relating to restraints will be secured in the following manner before the cell door is opened:

- Two officers should be present before removing the offender from his cell.
- The offender will be directed to back up to the cell door and place his hands through the food port door so that hand restraints can be applied.
- The offender should then remove his hands from the food port door and remain standing with his back to the cell door.
- The officer will direct that the cell door be opened and will take control of the wrist restraints and back the offender out of his cell.
- The offender will then be escorted in accordance with post orders regarding escorts.

**SOP III.L.2.d. ADDITION:** When two offenders are assigned to the same cell, both offenders will be handcuffed before the door is opened.

**SOP III.L.3. ADDITION:** For medical or security reasons, offenders may be placed in special restraints or special techniques may be utilized. Notation of such special orders will be noted in the Individual Confinement Record.

**SOP III.L.4. ADDITION:** If medical staff determine that it is necessary to remove one or both of an offender's wrist restraints during examination, approval must be received from the shift supervisor before the restraints can be removed.



**SOP III.L.4.a. ADDITION:** If restraints are to be removed for a medical examination, a COII must be present, and leg restraints and/or alternate restraints such as belly chains will be applied prior to the removal of the handcuffs.

**SOP III.L.5. ADDITION:** Offenders assigned to the reintegration unit (housing unit one) may require special orders regarding restraints. The Unit Manager will ensure that these special orders are up to date and easily accessible to all officers working 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
  - e. offender's mental health status (offenders who meet criteria for placement in a mental health program should be referred for consideration).

**SOP III.M.1.a. – f. No change.**

**SOP III.M.1.g. ADDITION:** All long-term Administrative Segregation offenders will be released to General Population Basic Assignment on a program plan.

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),
      - a. personal goals, and

**SOP III.M.2.a.(1) – (2) No change.**

- b. therapeutic programs as determined appropriate by the administrative segregation committee and indicated in standard operating procedures.

**SOP III.M.2.a.(3)(A) ADDITION:** These programs may include but are not limited to: ICVC, Anger Management, etc.

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 ILM.3. – 9.a. No change.**

#### 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

#### V. SOP ADDITION:

- O. 931-1319 Medical Services Request
- P. Self Declared Emergencies Handout
- Q. Administrative Segregation Book Request

- R. Canteen Purchase Limits
- S. 931-0751 Canteen Purchase List
- T. Allowable Ad Seg, TASC, and D.S. Property Listing

VI. 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.

	<b>IS</b>	<b>SOP</b>
A. Original Effective Date:	December 1, 1990	July 9, 1993
B. Revised Effective Date:	January 1, 1995	March 30, 1994
C. Revised Effective Date:	January 26, 1995	June 9, 1995
D. Revised Effective Date:	August 11, 2003	January 6, 1997
E. Revised Effective Date:	December 29, 2004	September 1, 1997
F. Revised Effective Date:	January 31, 2005	January 15, 1998
G. Revised Effective Date:	September 2, 2007	June 15, 1998
H. Revised Effective Date:	February 17, 2008	January 18, 1999
I. Revised Effective Date:	August 2, 2008	March 10, 1999
J. Revised Effective Date:	February 27, 2011	June 29, 1999
K. Revised Effective Date:		March 30, 2001
L. Revised Effective Date:		January 1, 2004
M. Revised Effective Date:		November 1, 2004
N. Revised Effective Date:		December 8, 2004
O. Revised Effective Date:		December 19, 2005
P. Revised Effective Date:		May 10, 2007
Q. Revised Effective Date:		May 24, 2008
R. Revised Effective Date:		August 2, 2008
S. Revised Effective Date:		February 17, 2009
T. Revised Effective Date:		February 1, 2011

U. Revised Effective Date:	March 28, 2011
V. Revised Effective Date:	March 3, 2014
W. Revised Effective Date:	May 21, 2014
X. Revised Effective Date:	October 29, 2015
Y. Revised Effective Date:	August 9, 2017
Z. Revised Effective Date:	August 10, 2018