
**DIVISION OF ADULT INSTITUTIONS
SOUTH CENTRAL CORRECTIONAL CENTER
STANDARD OPERATING PROCEDURE**

SOP21-1.2 Administrative Segregation

Effective Date: March 1, 2017

/Signature on file/

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Warden**

GENERAL INFORMATION: This standard operating procedure (SOP) is printed below the institution services procedure section of this document as deemed appropriate and are clearly marked *SOP bold print distinguish procedures. This standard operating procedure is in compliance with the IS procedure.**

- I. **PURPOSE:** This procedure establishes guidelines for the routine operation of the administrative segregation unit. Also included are guidelines for providing offenders assigned to administrative segregation with the option of participating in program planning with the overall goal being to change unacceptable behavior patterns. Participation in program planning should be entered into at the most appropriate time during the offender's stay in administrative segregation in an effort to maximize the offender's success in the program.
- A. **AUTHORITY:** Sections 217.175, 217.335, 217.375 RSMo, 93-4571-CV-C-9
- B. **APPLICABILITY:** Each warden of any facility housing offenders under the jurisdiction of the division of adult institutions and division of offender rehabilitative services will develop standard operating procedures based on the guidelines established herein.
- C. **SCOPE:** Nothing in this procedure is intended to give a protected liberty interest to any offender. This procedure is intended to guide staff actions.
- II. **DEFINITIONS:**
- A. **Administrative Segregation:** A unit where an offender may be temporarily placed for the security and good order of the institution.
- B. **Administrative Segregation Committee:** Chaired by the functional unit manager with a caseworker and COIII or above as members. The caseworker will act as chairperson in the unit manager's absence. Another staff member may sit as a member in place of the caseworker. At least 3 members shall be present to hold a hearing.
- C. **Alternate Meals/Serving Methods 30 Day Time Frame:** The 30 day period will include an offender's continuous time spent in the segregation unit regardless of assignment between temporary administrative segregation confinement, disciplinary segregation or administrative segregation. The time frame will begin with the first incident and will extend 30 days after each subsequent incident until the offender has 30 days without an incident.
- D. **Mandated Single Cell Assignment:** Assignment of an offender to a single cell within an 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. Definitions:**

- A. Propellant Status: A designation assigned to offenders who have a tendency to throw objects and/or substances at staff or other offenders in a manner that is hazardous (i.e. food items or any other item associated with food to include utensils, containers, trays, spit, urine, feces, semen or improperly dispose of urine, feces or semen).**
- B. Special Security Orders: This status is defined as the state of incarceration for offenders whose behavior provides a security concern resulting in the removal of all items, including the mattress, with the exception of the underwear and t-shirt being worn at the time. This status is initiated for safety and security measures and not for punitive reasons. Standard procedures will allow only a departmentally approved gown for offenders on suicide watch or close observation. The mattress, bedding, clothing, or personal property will not be permitted until behavior improves.**
- C. Window Covering: The use of a window covering may only be utilized in conjunction with a planned use of force. This action requires the shift captain's approval. Use of window covering other than for this purpose can only be approved by the CAO or higher authority.**
- D. Intermittent Modified Behavior Intervention Procedures: A procedure used to modify an offenders behavior who had declared to be suicidal then refuses to allow staff to remove him from the cell, which results in a use of force.**
- E. Protective Custody Holding Cell; A stand alone holding cell which can be used to place an offender who has requested protective custody from his cell mate, and either has refused to take another cell mate or there isn't another suitable cell available to place him in.**

- F. **Flex pencil; A flexible pencil which can be issued to high risk offenders who require a writing instrument.**
- G. **Transitional Integration Group (TIG): An intermediate transitional unit designed to optimize an offender's transition from administrative segregation to general population, by providing a less restrictive and more beneficially structured environment. This program is considered an administrative segregation assignment, with modified privileges.**
- H. **Container Restriction; When an offender receives a conduct violation for rule #2.2 (Causing a person to come into contact with or throwing/projecting feces or body fluids, i.e., urine, blood, saliva, etc.) they will not be allowed to possess or purchase items from the canteen (roll on deodorant, toothpaste, body wash) which come in a bottle or tube form during the restriction time frame. The offender will be provided toothpaste during his scheduled shower time, at which time staff will apply security toothpaste to the offender's toothbrush for the offender's hygiene purpose.**
- I. **Extra Heavy Duty Leather Mitts: The Extra Heavy Duty Leather Mitts are designed to protect individuals from self-harm or harm to others. Additionally they can be used as an intermediate step prior to the use of the restraint chair.**
- J. **Special Orders or Special Feeding Orders: A designation assigned to offenders who have a tendency to hold their food port or throw objects and/or substances at staff. These orders will be written and approved by the Chief of Custody and will be valid from the date of the first incident and will extend 30 days after each subsequent incident until the offender has 30 days without an incident. The special feeding orders refers to paper bag these bags can be either brown or white.**
- K. **Dress Out/Strip Search Cage: An expanded metal cell which allows officers to observe the offenders as they dress out.**
- L. **Tether: A metal chain or nylon strap with snap locks used to prevent offenders from assaulting staff and other offenders while being escorted or pulling hand restraints away from officers while applying or removing hand restraints through a passage door or gate. The snap lock on one end is secured around the chain between the two handcuff bracelets and the other end of the tether is secured until the restraints are either applied or removed.**

III. PROCEDURES:

A. ASSIGNMENT TO ADMINISTRATIVE SEGREGATION:

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

*****SOP III.A.1. All offender placed in segregation will receive a PREA Notification Advocacy Brochure when he is taken to the unit.**

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. The room inspection checklist will be filed in accordance with those procedures regarding individual confinement records.**

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. Library law clerks may serve only as offender counsel substitutes and will receive direct staff supervision.**

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.

*****SOP III.A.6.b. The completed documentation, after return from the deputy division director, should be forwarded to the administrative segregation functional unit manager via the warden/designee to ensure placement in the classification file, and a copy to the offender.**

*****SOP: If a modification or disapproval has been indicated by the deputy division director, the segregation unit manager should ensure action as directed.**

- 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.

*****SOP III.A.10.a. All offenders who arrive at SCCC will be reviewed during an initial classification hearing. The classification committee conducting this initial hearing consists of a FUM, CCWI, and a COIII or above. This initial classification committee may serve as the administrative segregation committee. Any offender who is assigned to administrative segregation upon arrival will be immediately placed on TASC. A TASC order form will be completed and forwarded to the deputy warden of inmate management. The Classification Hearing form will be marked as a TASC hearing with comments on the form that it is also his initial hearing. The offender may be given an opportunity to sign a 24 Hour Hearing Notification Waiver. If the offender signs the 24 Hour waiver, then the initial classification committee may make recommendations on the offender's assignment. If the offender refuses to sign the 24 hour waiver, then he will be moved to the segregation unit and his TASC/ initial hearing will be conducted by an administrative segregation committee within 5 working days.**
 - b. During the administrative segregation committee hearing, the committee should consider the offender's assignment and violations prior to transfer.
 - c. If the offender was transferred because of a decrease in their custody level (promotional transfer), the committee should consider the type of housing unit the offender was assigned to during their period of good adjustment (such as administrative segregation, protective custody, general population, etc.).

- d. A Temporary Administrative Segregation Confinement form (Attachment D) will be completed in accordance with institutional services procedures regarding temporary administrative segregation confinement.
 - e. Administrative segregation hearings held without 24 hours notice will require a Waiver of Hearing Notification form (Attachment E) to be signed by the offender.
- B. ADMINISTRATIVE SEGREGATION COMMITTEE HEARINGS:**
1. For the initial hearing, the offender must be notified at least 24 hours prior to the hearing.
 - a. If the hearing is held before the 24 hour period, the Waiver of Hearing Notification will be completed.
 - b. If the offender does not sign the waiver, the hearing will not be held until the 24 hour period has passed.
 2. The administrative segregation committee should hold a formal hearing within 30 calendar days after the initial assignment and every 90 calendar days thereafter.
 - a. Hearings may be held at other times as determined necessary by the administrative segregation committee.
 3. If an offender has been assigned to administrative segregation for a period of 12 continuous months, he should be referred for a psychological review at the end of the initial 12 month period and every 12 months thereafter by the administrative segregation committee.
 - a. The administrative segregation committee should complete the Referral and Screening Note – Mental Health Services form (Attachment F) and submit the form to the QMHP.
 - b. A copy of all such reports should be maintained in the medical file with chronological entry in the classification file.
 - c. This information should be available for the next scheduled administrative segregation committee hearing.
 4. The offender shall be present during administrative segregation committee hearings, unless excluded from parts of the hearing by the committee chairperson for purposes of institutional security, or if the offender is absent from the institution.
 - a. The offender will be allowed to make a statement on ¹his behalf and present documentary evidence.
 - (1) The oral statement will be documented on the Classification Hearing form with documentary evidence attached.
 - b. If the offender refuses to be present, the hearing will be held without the offender and the reason will be documented on the Classification Hearing form.

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.**

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- c. If the offender's behavior is such at the time of the hearing that he is determined a security risk, if at all possible the hearing will be held outside of the offender's segregation cell in the presence of the offender.
 - (1) If this process becomes disruptive to the segregation area, the hearing will be held without the offender being present and the reason will be documented on the Classification Hearing form.
 - d. Those offenders who are absent from the institution during administration segregation hearings will be afforded a formal hearing within 5 working days of their return.
 - (1) The reason for the delay will be documented.
5. Unit staff will present available information relative to the reason for the hearing.
- a. The caseworker presenting the facts shall complete the top portion of the Classification Hearing form indicating the reason for the hearing.
 - b. The remainder of the form will be completed during the course of the hearing.
- ***SOP III.B.5.b. The administrative segregation committee chairperson should document all relevant information from the hearing on the Classification Hearing form 931-0408 and ensure an entry is made on a Docket form 931-2095, on page 3 of the offender's Individual Confinement Record form 931-3549, and on the Chronological Data Sheet form 931-0229 of the offender's classification file at that time.**
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.
- ***SOP III.B.6.d. Offenders may be assigned to administrative segregation due to any of the following circumstances: protective custody needs, unwaived enemies at SCCC, pending investigation, major conduct violation, accumulation of minor conduct violations, a minor conduct violation(s) which has been teamed as a major violation, and any other security concerns as determined by the administrative segregation committee and approved by the deputy warden of inmate management/designee.**
- ***SOP Offenders who have been assigned to administrative segregation for a major conduct violation should have a minimum of 6 months of acceptable adjustment to include being 90 days violation free upon release. Those offenders who have been assigned due to accumulation of conduct violations or due to the severity of minor violations should be 90 days violation free upon release. No offender will be released from segregation who has an unwaived enemy in general population.**
- ***SOP: An offender who is released from administrative segregation by the administrative segregation committee will be released to a Intermediate Population Housing (IPH) on the day following his hearing. If there are no available beds, the offender's name will be placed on the waiting list for release. This list is maintained on the Daily Administrative**

Segregation Status Report. Offenders will be released from administrative segregation to general population alphabetically by date and by AIRA score after all disciplinary segregation releases for the same date. Those offenders who are released from segregation for investigation who did not receive a conduct violation while assigned will go to the top of the waiting list by the date after their hearing.

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.

*****SOP III.B.8.c. If the offender refuses to sign the Classification Hearing form, it should be noted in the offender signature block "offender refused to sign". The committee chairperson should ensure that two committee members sign adjacent to the offender signature block, witnessing that the offender refused to sign.**

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

*****SOP III.B.8.c.(1) The committee chairperson/designee should hand carry the original classification hearing form to the warden/designee for approval, disapproval, or modification. Approval, disapproval, or modification, information from the Classification Hearing form will be entered into the DOC computerized offender information system transaction by the segregation unit clerical.**
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.

*****SOP III.B.10. The segregation clerical will file the original Classification Hearing form in the offender's classification file or forward the form to the appropriate housing unit in possession of the classification file. The yellow copy must be forwarded to the offender via institution mail.**

a. A copy of the written notice will be forwarded to the classification file.

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

*****SOP III.B.11. Two copies of the docket should be made with one being given to the housing unit where the classification hearing was held, and the other being given to housing unit clerical staff for computer tracking.**

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 III.D.1. Prior to cell assignment the housing unit sergeant will check computer entries for any unwaived enemies, medical restrictions, and the Adult Internal Risk Assessment (AIRA) score based on the following:**

- An ALPHA may be assigned with a KAPPA or another ALPHA;
- A KAPPA may be assigned with an ALPHA, SIGMA, or KAPPA;
- A SIGMA may be assigned with a KAPPA or another SIGMA;
- A NO AIRA score must be assigned with a KAPPA

*****SOP: Once the offender has accepted another cell the housing unit sergeant will contact control center who will prepare the appropriate paperwork.**

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 III.D.4.b.** Whenever an offender assigned to a 2 man Ad Seg cell requests protective custody, he will be removed from the cell and secured to a restraint bench. The Housing Unit Sergeant will check for available vacancies in 2 man cells with only one offender in that cell. The Sergeant will check compatibility. If they are, the Sergeant, along with another staff member operating a hand held video camera, will remove the offender from the restraint bench, escort him to that cell and offer the offender the cell. If the offender refuses, he will be secured back on the restraint bench and receive a conduct violation for rule #20.1 Disobeying an Order.

*****SOP:** The Sergeant will notify the Shift Supervisor that he has placed an offender on the restraint bench to include the time he was placed on the restraint bench. The Sergeant will start a Restraint Bench Checklist for the offender and will update the Shift Supervisor of any changes. He/she will also contact medical informing them that there is an offender on the restraint bench and make arrangements to have the offender checked. The Shift Supervisor will track the time the offender was placed on the restraint bench and make the appropriate phone calls.

*****SOP:** When 5 ½ hours have elapsed, the Shift Supervisor will instruct the Housing Unit Sergeant to ask the offender if he is willing to sign an enemy waiver and go back to his assigned cell. If so, he will be placed back into his assigned cell after both offenders have signed the enemy waiver and the Housing Unit Sergeant will notify the Shift Supervisor. If the offender refuses to sign an enemy waiver, and there is another 2 man cell with only 1 offender available, he will be offered this cell, if they are compatible. If he again refuses, the Housing Unit Sergeant will notify the Shift Supervisor. The Shift Supervisor will make the determination if another conduct violation will be written based on the offender's history of this type of behavior.

*****SOP:** If there is a single man cell available, the shift supervisor will instruct the Housing Unit Sergeant to place the offender in this cell and notify control center of the move. If there is no single man cell available, the Shift Supervisor will contact the Restraint Bench Duty Officer and inform him/her that there is an offender on the restraint bench and what steps have been taken to place the offender in a cell. They will then make the determination if the offender is to remain on the restraint bench or be placed in the Protective Custody holding cell.

*****SOP:** If the offender is placed in the protective custody holding cell, the following procedures will be required:

- The offender will be offered a bathroom break/drinking water and a cell every 2 hours, which will be videotaped.
- Medical will check the offender every 4 hours.
- While in the Protective Custody Holding Cell, the offender will be fed on a Styrofoam tray.
- The offender will not receive any recreation, canteen, property to include bedding and reading material.
- The offender will not receive any mail except legal mail.
- The offender will not be allowed a phone call unless he is notified by the Chaplin of a death in the family.
- All checklists/chronological logs will be completed to document the placement and treatment of the offender while in the holding cell.

*****SOP:** If, after 24 hours from the time the offender was initially placed on the restraint bench, he still refuses to take a new cell mate, the Shift Supervisor will contact the Restraint Bench Duty Officer and inform him/her the offender of his refusal to take a cell mate. The Restraint Bench Duty Officer will make the appropriate notifications to the deputy division director for further directions.

E. ITEMS AFFORDED TO OFFENDERS IN ADMINISTRATIVE SEGREGATION:

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

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

1. Meals:

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

*****SOP III.E.1.a.** Food containing bones will not be served in the segregation unit. Such items on the menu will be substituted with a different item of equivalent nutritional value as determined by the food service manager. Plastic wrap and aluminum foil will be removed from all food service items prior to being issued to offenders.

*****SOP:** Offenders on suicide intervention/close observation status will not be allowed to retain any food item containers/carriers such as a brown bag or CRD containers unless documented in the ICR by a medical or mental health professional. The offender will be required to remove all food items from these containers while they remain in the control of staff serving the meal.

*****SOP:** Meals should be delivered by food service staff and their workers to the housing unit and served by housing unit staff who will wear the appropriate hats or hair nets, and gloves for serving food. The food port doors in the segregation units should not be left open unattended, and only one food port door will be open at a time. A minimum of two (2) staff members must be present at a cell door any time a food port is opened. When meals are served, the food port doors should be opened to allow the food trays, drinks, cups and utensils to be passed to the offender and then closed. After meals, the tray, bag, Styrofoam items, utensils, and all drinking vessels will be retrieved through the food port, accounted for, and then the port secured. Meals are to be consumed in the offender's cell.

*****SOP:** Offenders housed in segregation units may change their meal selection declaration by sending a written request to unit classification staff. The change to the offender's meal selection shall be noted in the offenders individual confinement record.

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:

- (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.

*****SOP III.E.1.a.(2) Showers will be conducted on second shift and conducted in accordance with the segregation unit operations schedule. Cell searches are to be conducted while offenders are in the showers. The offender will wear one pair of boxer shorts and one pair of shower shoes to and from the shower. No other item of clothing may be worn. The offender may carry with him a towel, a washcloth, body wash or a bar of state soap, and one clean pair of boxers into the shower. Offenders should be restrained when moved to and from their cell as outlined in section "L" of this procedure. The handcuffs should be removed once the offender is secured inside the shower. Fingernail/toenail clippers may be issued to an offender in the shower, upon request, during his shower times each week.**

*****SOP: When an offender refuses a shower for the second time, he will be removed from the cell and the cell will be searched in accordance with IS/SOP20-1.3 Searches. An offender may be given an order to shower due to sanitary concerns. A conduct violation may be issued for the refusal.**

*****SOP: When an offender has shown a pattern of not showering or upon episodes of unsanitary cell conditions, medical and mental health staff will be notified. Tuesdays and Fridays (or as needed) designated offenders considered to be unsanitary will be directed on video camera by the housing unit COII to submit to restraints to be escorted to the shower. The offender will be directed to appropriately shower himself. The offender will be continuously videotaped from his waist up to verify compliance or non-compliance. Once complete the COII will forward the video recording with an IOC to the Chief of Custody. A notation will be made in offender's ICR. Offenders who receive a shower outside of the routine/schedule should still be offered a shower as scheduled.**

*****SOP: If an offender is non compliant in submitting to restraints for a shower, the shift commander will be notified and steps will be followed in accordance with the use of force continuum as outlined in use of force procedures. Upon written directive from medical and/or mental health staff that the offender is unsanitary indicating the need for a shower and/or cell cleaning, actions will be taken along the use of force continuum utilizing the response team tactics (movement team). All articles of clothing will be removed from the offender and he will be placed in restraints and a paper gown prior to exiting the cell. The offender will then be escorted to an available shower. The gown will be removed in the shower and the water will be turned on. The offender will be washed utilizing the designated segregation shower kit by a member of the escorting staff, in the presence of medical and/or mental health staff. While in the shower the offender will only be videotaped from his waist up. Once the offender has been showered a clean paper gown will be placed on him. The offender will be escorted back to his cell (once cell cleaning is complete if necessary) and the restraints and paper gown will be removed. The response team will then exit the cell.**

*****SOP:** If an offender is compliant with placement into a shower but is non compliant in appropriately showering himself once he is in the shower the Shift Supervisor will be notified and steps will be followed in accordance with the use of force continuum as outlined in use of force procedures. Upon written directive from medical and/or mental health staff that the offender is unsanitary indicating the need for a shower and/or cell cleaning, actions will be taken along the use of force continuum utilizing the response team tactics (movement team). The offender will remain in the shower and video recording by housing unit staff will begin. A response team will be assembled and utilized as outlined above. While in the shower the offender will only be video recorded from his waist up. Once the offender has been showered a clean paper gown will be placed on him. The offender will be escorted back to his cell (once cell cleaning is complete if necessary) and the restraints and paper gown will be removed. The response team will then exit the cell.

*****SOP:** Once the offender is returned to his cell and if his clothing and/or linens are deemed unsanitary, housing unit staff will send them to laundry and the offender will be given a security smock and mat until his clothing is laundered. A notation will be made in the offender's ICR.

*****SOP:** Shaves will be offered once a month during the offender's regularly scheduled monthly haircut. Shaves will be performed by the offender barber utilizing standard equipment and will consist of clean shaving all facial hair (beard and mustache). No special trims allowed.

*****SOP:** Offenders scheduled for court appearances will be offered an opportunity to shave himself with trimmers maintained in the AdSeg units. The shave should be offered by shift personnel when the offender is notified of the outcount. Acceptance or refusal of the shave will be annotated on page two of the ICR. These shaves should take place in a holding cage in the unit. The trimmers shall be cleaned with disinfectant spray after each use.

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.F.3.a.** Any administrative segregation inmate that is participating in an activity that requires removal from his cell will be required to properly wear his state issued gray shirt and long pants. If the inmate refuses to wear the required clothing this will be viewed as a refusal to participate in the activity. This requirement is not mandatory of inmates requesting protective custody and already established policy guidelines must be followed.

*****SOP:** Offender workers in the segregation units will be thoroughly pat searched both prior to and after completion of their duties in the segregation unit as set forth in the procedures regarding searches.

*****SOP:** With the exception of assigned E-27 porters, no inmate should be bringing documents or leaving with any item of property or documentation. The assigned E-27 porters are allowed to bring a maximum of three (3) pre-rolled cigarettes, one (1) lighter, two (2) food items and two (2) drink items. With the exception of the lighter all items must be consumed and disposed of prior to leaving the unit unless extenuating circumstances exist and then it will be addressed on a case by case basis.

*****SOP: Refer to SCCC Segregation Inventory List for allowable items.**

*****SOP: Offenders should be provided laundry services. Laundry should be sent out on the regularly scheduled laundry days. All assigned AdSeg staff will be responsible for maintaining laundry bags. Offenders will not be in possession of laundry bags in their cells.**

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. Each cell in housing units 1 and 2 is equipped with an emergency button which is to be utilized by the offender only for notifying the housing unit control room of a medical emergency, as outlined in emergency health services procedures. When a segregation offender is assigned to the medical unit, his individual confinement record will accompany him and will be maintained by the Transitional Care Unit (TCU) officer.**

The RN supervisor/designee should ensure the Medical Services Request form 931-1319 is submitted from offenders in accordance with contracted medical provider procedures. The SCCC Segregation Unit Medical Schedule and the SCCC Segregation Weekly Operations Schedule will be followed.

In the event of an apparent medical emergency of an unresponsive: administrative segregation offender, the following procedure should be followed if time and circumstance does not allow for a response team:

- A Code 16 should be announced over the radio announcing the housing unit, wing, and cell number.
- Whenever possible, responding staff should obtain a capture shield and video recorder when proceeding to the cell.
- The finding officer shall wait for one custody staff,
- If it is a two person cell, upon arrival of a second officer, the responsive offender may be restrained as per standard operating procedure in preparation for his removal from the cell.
- If it is a two person cell, upon arrival of the third officer, the restrained offender shall be removed from the cell and taken to a restraint bench or secure area. Checking on the welfare of the unresponsive offender may be briefly delayed for safety and security reasons to assemble the minimum three staff and to secure responsive offenders in the cell.
- With three officers participating, enter the cell to check on the unresponsive offender. If so equipped, the first officer should possess the shield, the second should have pepper spray out and ready while the third operates the video camera.

Watch Take Medication

- When an offender assigned in either Housing Unit 1 or 2 who is issued watch take medication, and prevents medical staff from determining if he did take his medications by either turning away or covering his window the escorting officer will immediately notify the Housing Unit Sergeant, who will notify the shift supervisor.
- The shift supervisor will authorize the Housing Unit Sergeant to place the offender on Special Security Orders for violation of rule #19 Creating a Disturbance, and a conduct violation will be written.
- If during the search of the offender or his property and the medication is found staff will secure the medication then notify medical staff. Upon their arrival staff will turn the medication over to them and they will reissue the medication to the offender while he is out of his cell.
- If the offender refuses to submit to hand restraints the shift supervisor will be contacted.
- If the offender continues to prevent medical staff from determining if he did take his medications by either turning away or covering his window the shift supervisor will advise the Major's Office of this in writing providing information to justify issuance of security orders for the offender.
- If an offender's refusal to remove an any object that obstructs the view of himself, the view of the cell, or behaves in a threatening manner it will be considered a serious security breach and neither the door nor the food service slot will be opened and medical staff will consider this as a refusal. If the medication is involuntary the shift supervisor will be notified and the appropriate steps taken.

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.a. One pillowcase, two sheets and one blanket will be brought from offender's personal property while assigned to administrative segregation. Mattress and pillows will be assigned to the cell. Laundry should be sent out weekly on the regularly scheduled laundry days. Blankets will be exchanged every two months as outlined by the laundry schedule.**

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. Offender barbers should be provided on an as-needed basis, not to exceed once per calendar month as scheduled. A barber will be provided on Saturdays when needed. Offender barbers should be allowed contact with segregation offenders only while cutting the offender's hair and facial hair. This should require direct staff supervision as the segregation offender should remain in restraints. Offender barbers should be strip searched per IS/SOP20-1.3 Searches both prior to and after completion of their duties in each segregation unit. The only haircuts offered will be a #1 or #2 blade utilized over the entire scalp area. No special haircuts will be allowed.**

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

*****SOP III.E.7. Property will be allowed as set out in the SCCC Segregation Inventory List and the SCCC Administrative Segregation – Canteen Purchase List.**

8. State Issued/Personal Property:

*****SOP III.E.8. Segregation offenders may be permitted to possess shampoo in their cell. If shampoo is medically prescribed, the shampoo should be maintained in the housing unit control room. The offender should be issued enough for one application when he takes a shower.**

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

*****SOP III.E.8.g. Security pens or flex pencils will be utilized at SCCC.**

- h. writing paper and envelopes,
- i. address book,
- j. stamps,
- k. 1 deodorant - clear,
- l. 1 current subscription newspaper and magazine,

*****SOP III.E.8.l. Offenders may order newspapers and magazines and may receive newspapers and/or magazines of the same subscription in multiple editions in one delivery (i.e. after a two or three day weekend). However, it will be the offender's responsibility to reduce any excess of newspaper or magazine during cell searches staff will remove excessive newspapers/magazines and turn into the property room.**

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

*****SOP III.E.8.m. One (1) religious book and one religious correspondence course (approved through the chaplain).**

- n. medically related items such as eyeglasses/contact lenses, contact lens solution, artificial limbs, dentures, hearing aids and other necessary items as determined by the physician and deputy warden.

*****SOP III.E.8.n. If an offender requests to purchase contact lens solution or retrieve the solution from his personal property, the officer will first verify with a cell search that the offender has contact lenses and no solution. The offender will then be allowed to acquire**

contact lens solution from his personal property or purchase solution from the canteen, even if it requires a special spend.

*****SOP: Offenders with a current prescription for nitroglycerin will be allowed to keep his bottle of nitroglycerin on his person. For identification purposes this bottle must be kept in the original plastic bag in which it was issued. All other prescribed medications and one inhaler may be retained in the offender's cell. Medical staff will distribute psychotropic and controlled medications dose by dose. These medications will not be kept in the cell. All medications will be labeled with the offender's name, doc number, and expiration date.**

*****SOP: Any expired medications shall be returned to the medical department. All medications and all creams shall be packaged in a clear plastic bag. Only one original tube of ointment will be allowed in an offender's cell at one time. No bottles or containers, other than the tube of ointment, will be allowed in the segregation unit.**

- 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 III.E.8.o. When an offender arrives in the segregation unit, custody staff will complete SCCC Segregation Inventory List noting the issue of those items listed above. The offender will be required to purchase any additional hygiene items at the next scheduled canteen spend, unless he has been declared indigent.**

*****SOP: Basic hygiene items is in compliance with the established authorized items listed in the SCCC Segregation Inventory List and the SCCC Administrative Segregation – Canteen Purchase List.**

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

*****SOP III.E.8.p. Accordion folders should be permitted in the offender's possession for proper storage of approved legal material and soft back dictionary.**

9. Correspondence:

*****SOP III.E.9. Mail service should be provided in accordance with institutional and standard operating procedures regarding offender mail services. Only ten personal letters and ten personal photographs may be retained in the cell when mailed in from an outside source while the offender is assigned to the segregation unit. With the exception of newspapers and magazines, excess mail will be retained in the offender's personal property until his release from segregation. The Offender Property Removal form 931-0097 will be completed upon offender's request.**

- 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:

*****SOP III F.10. The standard operating procedure for offender visitors shall also be followed.**

*****SOP: Offenders should be permitted attorney visits in accordance with institutional and standard operating procedures regarding access to attorneys and courts. .**

*****SOP: In addition, volunteers for religious/spiritual programming in corrections will be allowed to visit with offenders in the administrative segregation units at the cell door.**

- 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.

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. Administrative segregation offenders shall receive one (1) telephone call, not to exceed 15 minutes, once every 30 days after being 90 days violation free. If an offender does not wish to participate in making a call during time allocated by the unit schedule, he will forfeit that call and it will be noted as a refusal on the Individual Confinement Record form 931-3549 on pages 2 and 3. The opportunity will not be afforded again until the following month for administrative segregation offenders. When an offender is taken to the telephone for his monthly call, he will be allowed a maximum of ten minutes in which to establish contact with an outside party. His monthly personal telephone call shall be a maximum of 15 minutes. Should he fail to establish contact within the allotted time, he will be returned to his cell and this will be considered his monthly opportunity to make a personal telephone call. This information will be documented as "failed to make contact" on page 3 of the Individual Confinement Record form 931-3549.**

*****SOP: All segregation offenders should be allowed unmonitored legal telephone calls upon request in writing by the offender's attorney or when requested in writing by the offender in accordance with department, institutional and standard procedures related to access to attorneys and courts. The offender's request must include proof of court imposed deadline or legal emergency/necessity. The offender will make the call collect or at his expense. No call will be made at the department's expense. Any other telephone calls will be approved only by the Functional Unit Manager or higher authority. The unit staff will first make contact with the attorney, utilizing the segregation offender's pin number. The segregation offender should be restrained when moved to and from his cell as outlined in this document. The handcuffs should remain in place during the telephone call, unless the telephone is inside a security booth. The handcuffs should then be removed once the offender is secured inside the booth and the segregation offender allowed to continue the call.**

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 III.E.12.a. One crossword/puzzle book from subscription or canteen purchase, one dictionary, one G.E.D. book, and one correspondence course.**

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

*****SOP III.E.12.a.(1) One library book. The segregation staff will obtain an adequate supply of paperback books marked "AdSeg" from the librarian as set out IN IS/SOP15-**

1.1 General Library Services. The supply of library books will be searched by the wing officer(s) prior to being placed in the units. The third shift custody staff will distribute the books from cell to cell via the food port door. Books should not be exchanged directly wing to wing. The books will be exchanged with the segregation offender a minimum of two times per week. Days and times will be at the unit staff's discretion.

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.

*****SOP III.E.14.a. In addition, volunteers for religious/spiritual programming in corrections will be allowed to visit with offenders in the administrative segregation units at the cell door**

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. Offenders will be required to provide evidence of a legal deadline in order to remove legal materials from their secured personal property while on administration segregation status. Copies of the litigation or correspondence from the court/attorney will be accepted. Approved legal material which the offender may keep in his room shall not exceed one (1) cubic foot.**

*****SOP: Legal materials include but are not limited to the offender's pleadings and documents that have been filed in court or with another judicial body, photocopies of legal reference materials, and legal reference materials which are not available in the institution's law library.**

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. Offender law library access shall be provided for in accordance with standard operating procedures regarding access to law library materials and access to offender counsel substitutes. Offenders must show proof they are working on a qualified legal claim and classification staff will verify this utilizing the Qualified Legal Claim Verification (QLC) form 931-4602.**

*****SOP: Classification staff will provide a Special Unit Legal Request form (931-4606) to offenders needing legal materials or assistance from a law library staff member.**

*****SOP:** Special Unit Legal Request forms will be distributed and picked up by the CCA during daily rounds in the housing unit wings. If a QLC is not required the classification staff will submit the Special Unit Legal Request for through institutional mail to the library. If a QLC is required, both the QLC form and the Special Unit Legal Request will be submitted to the library through the institutional mail. Classification staff should track the receipt of such requests, as well as the verification process on the Special Unit Legal Request Log.

*****SOP:** Legal materials may be checked out for two (2) weeks. Library law clerks will be permitted in the administrative segregation unit as legal counsel substitutes only, or as instructed by the Functional Unit Manager or central office.

*****SOP:** When an offender requires copies, he will make such a request to the caseworker/designee assigned to his unit. The caseworker/designee will provide the offender with a Request for Withdrawal of Offender's Personal Funds (931-1413). The offender will fill out the form, including his written signature. The withdrawal form will be made payable to General Revenue at 10 cents per copy. The offender must have sufficient funds in his account prior to copies being made by the caseworker/designee. The limit is five (5) sets of copies per week. The limit will be ten (10) if the offender has a verified court date.

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 III.E.17.c.** Segregation offenders may purchase authorized canteen items in accordance with those department, institutional, and standard operating procedures regarding offender canteen. Segregation offenders may spend one time per calendar month. The SCCC Administrative Segregation – Canteen Purchase List will be distributed by the housing unit staff per the canteen schedule to those offenders who request to purchase items from canteen. Canteen staff will keep classification staff informed of noted changes to the list.

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).

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.** Offenders should be provided the opportunity for recreation three (3) hours per week in the recreation enclosures of the segregation unit. Cellmates may be placed in the same recreation enclosure at the same time. Offenders should be restrained when moved to and from their cells as outlined in section L of this document. Handcuffs should be removed

once the offender is secured inside the individual recreational enclosures. Custody staff will monitor an offender anytime he is inside a recreation enclosure.

*****SOP: Offenders will be allowed to wear only those items to recreation authorized by seasonal memo, or medical lay-in.**

*****SOP: Offenders attempting to bring additional clothing or items to recreation will forfeit that recreation period. A CDV will be issued and documentation will be made on page two and page three of the offender's ICR detailing the circumstances of this forfeiture.**

*****SOP: Offenders serving disciplinary segregation in conjunction with administrative segregation will receive outside recreation as outlined in those procedures regarding disciplinary segregation. Offenders assigned one day of TASC between disciplinary segregation assignments will receive one period of recreation. Offenders assigned three days of TASC between disciplinary segregation assignments will receive three periods of recreation as outlined above. Offenders assigned five days of TASC between disciplinary segregation assignments will receive three periods of recreation as outlined above.**

F. ALTERNATE MEALS:

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

*****SOP III.F.2. If an offender who has been approved for a meal loaf is on special feeding orders, staff will unwrap the meal loaf, place it in a paper bag then follow the special feeding orders to deliver the meal.**

- a. Alternate meals will be requested on an individual basis.
- b. Food service will be notified of any decisions.
- c. The Alternate Meals/Serving Methods Request form will be placed in the individual confinement record folder in accordance with institutional services procedures regarding offender individual confinement records.

*****SOP III.F.2.c. A copy of the Special Feeding Orders 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 III.G.1. An offender's refusal to remove an object that obstructs the view of himself, the view of the cell, or behaves in a threatening manner will be considered a serious security breach and neither the door nor the food service slot will be opened for meals/showers/recreation, etc. until security breach has been addressed and/or removed. The functional unit manager/shift commander will be notified by the unit custody supervisor, and the appropriate steps taken to remove the obstruction to include the use of force if necessary..**

*****SOP: Classification staff will identify offenders who are known to propel hazardous objects and substances from their cells. An offender placed on propellant status will be served meals or issued medications utilizing the propellant serving cart. The food/items will be placed in the cart. The offender may be directed to remain seated on his bunk until the food port is accessed. The food port door will then be accessed allowing the offender to retrieve the food/items from the cart. The food/items will be collected from the offender as he places the items back in the propellant serving cart. The propellant cart will then be secured and the items will be retrieved from the cart. Failure of the offender to comply with any directives given during the serving of meals/medications will be considered refusal. The housing unit sergeant must be consulted for further instructions. Serving cart must be cleaned at the end of each meal period.**

- ***SOP:** Offenders will be placed on propellant status for 48 hours. At the end of which time their adjustment will be reviewed. If there have been no occurrences within the last 72 hours offender may be removed from the propellant status. The segregation staff will prepare a Propellant Status letter to the offender indicating the terms of his status. A copy of this letter will be sent to the deputy warden of inmate management, functional unit manager, and the offender. Additional copies will be placed in the offender's individual confinement record and classification file.
- ***SOP:** Offenders may be restricted from hot beverages for up to 60 days by the functional unit manager/shift supervisor due to the offender's tendency to throw items. Documentation will be made in the Propellant Status Letter to Offender and noted in the offender's ICR.
- ***SOP:** Offenders who have attempted to spit on staff or other offenders may be required to wear a spit mask while outside of their cell as a condition of their hazardous propellant status. This requirement will remain in effect for up to a period of 60 days in accordance with those procedures regarding mechanical restraints and will be stated in the letter to the offender if applicable.
- ***SOP:** Each offender required to wear a spit mask will don the mask any time the food port is to be opened and before being removed from his cell for any reason. The mask should only be removed for a haircut, shower, or medical need. Refusal to don the mask will be deemed as his refusal to participate in the activity or service and a conduct violation will be issued. If he refuses to replace the mask after having participated in an activity or service before being returned to his cell. A conduct violation will be issued. If the offender destroys his spit mask, he will be issued a conduct violation for destroying property and he will be issued another mask
- ***SOP:** Protective shields will be worn by staff members in housing unit 1 and 2 when they are likely to have any interaction with an offender on propellant status. The protective shield will be worn down in the following circumstances: direct contact with an offender on propellant status, while offenders are in showers, strip search areas, on security benches or whenever the food port is to be opened.
- ***SOP:** The shift supervisor/functional unit manager will be notified of disruptive offender behavior and may implement special security orders as deemed appropriate. These orders shall then be forwarded to the chief of custody and deputy warden of inmate management for review and approval.
- ***SOP:** Use of the spit net should be discontinued at the earliest possible time after the offender discontinues his/her spitting or biting behavior.
2. If the offender exhibits disruptive behavior, he will be referred to a QMHP by the segregation unit functional unit manager/shift supervisor.
- ***SOP III.G.2.** Based on an offenders actions of creating a health hazard for staff (i.e. urinating or spreading feces anywhere in his cell, etc.) pepper spray may be utilized to stop an offender from these actions. If an offender is engaged in a possible breach of security (i.e. kicking on door, tampering with a locking device) staff will give the offender an order to stop these actions, if possible on camera. If the offender refuses to stop staff will consider this a spontaneous use of force and take the required steps. If the offender stops then later starts kicking on the door staff will consider this a planned use of force and take the required steps. Prior to this the Housing Unit Sergeant will contact medical to determine if pepper spray can be used, if it can't the Sergeant will contact the Shift Supervisor for future instructions. / If within an hour of being given the order to stop kicking the offender starts kicking the cell door again, staff will consider

this a planned use of force and take the required steps. If after an hour of being given the first order to stop kicking the offender starts kicking the door, staff will on camera order the offender to stop kicking, if he stops a video camera will be set up to record any future incidents. If the offender refuses to stop staff will consider this a spontaneous use of force and take the required steps. If during the same shift the offender starts these actions back up staff will consider it a plan use of force and pepper spray may be utilized to stop an offender from these actions.

***SOP: Special security orders will be approved by the chief of custody/designee. If unavailable, the shift supervisor may approve temporary special security orders. Offenders on special security order status should be, at the first opportunity, considered for transfer to housing unit 1. If possible an offender placed on special security orders should not be celled with another offender.

***SOP: Offenders may be placed on Special Security Orders for any threatening action, staff or offender assault, or reasonable documented cause to believe the Offender will harm staff if given the opportunity. Or the offender's actions show he is out of control which resulted in staff taking the appropriate actions to gain his compliance. Property Items may be removed from the Offender to ensure the safety and security of the Unit and Staff.

***SOP: The special security order format will be used. If the offender displays negative or threatening behavior, any or all items may be removed from him to ensure the safety and security of the unit and staff. The following procedures will be followed:

1. The offender is to be initially placed on property removal status. However, this status should be discontinued immediately when behavior improves enough to warrant the return of any property removed. When placed on property removal status, the offender will retain his underwear, which consists of a t-shirt, boxer shorts and socks, as well as legal materials. Prior to the end of the shift if the offender behavior has improved he will be provided with a mattress pad. Property will be returned throughout the special security order period as soon as behavior permits the return of such property. The offender's mail is to be returned as soon as possible. Until the 2nd shift zone lieutenant has determined the offender is not a threat or has regained control of himself the offender will not receive an institutional mattress back.
2. If available a food delivery system/box will be used, if one is not available staff will first look into the cell ensuring the offender does not have anything in his hand to throw on staff or has anything which would be considered a weapon. If the offender has anything in his hand to throw on staff or has anything which would be considered a weapon, staff will immediately notify a supervisor, and appropriate steps will be taken. Additionally it will be considered as a refusal and entered in both the housing unit and offender chronological log. Also there will be 2 officers present to feed an offender on SSO, if a food delivery system/box is not available.
3. Any time an S.S.O. Offender's door is opened a supervisor will be present.
4. Offenders placed on S.S.O. will be restrained with leg and hand restraints each time they exit their cell. Hand restraints will be placed on first, behind the offender's back. The offender will then be ordered to kneel down on both knees with their back to the door. Once the offender has complied, the officer and supervisor will have the door opened and leg restraints will be applied while the offender is kneeling. The offender will then be allowed to stand and exit the cell. When placing the offender back into his cell the order will be reversed. If the offender refuses to comply with these

directives he will not exit the cell, and a conduct violation will be written and documented in the individual confinement record.

5. While an Offender is on S.S.O., staff will maintain a chronological log. The chronological log will contain a detailed description of the offender's conduct, actions and behavior as well as events in the offender's daily schedule.
 6. The Special Security Order Return Checklist" will be used to document any property returned to the Offender.
 7. Either a mattress pad or an institutional mattress should be the first item returned as soon as compliant behavior is demonstrated. Other Property should be given back in the order it appears on the S.S.O Return Checklist
 8. The Unit FUM/2nd shift Zone Lieutenant may approve the return of property while the Offender is on S.S.O. Status.
 9. If the Offender is a continued threat to the safety of staff, the Chief of Custody will be consulted for approval to extend this status beyond 14 days (two weeks).
 10. The C.A.O will be consulted for Special Security Orders that extend longer than 30 days.
 11. Special security orders may only be lifted by The 2nd Shift Commander/Unit FUM or higher authority.
 12. After discontinuation of the Special Security Orders, the Special Security Order, chronological log, and the property return checklist will become part of the offender's individual confinement record as well as all memorandums on continuing or removing Special Security Orders.
- 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;

*****SOP III.H.2.b. In addition, when offenders are placed on suicide watch or close observation, a contraband deterrent device will be placed in front of the cell door.**

*****SOP: Offender's property removed due to suicide interventions or mental health close observation will be secured as follows: HU#1 – in the store room. HU #2 - secured in the locked cabinet in C wing. Property will be returned to the offender as directed by a mental health professional.**

*****SOP: An offender who has been removed from suicide intervention and has received a conduct violation 17.1 Self-Harm (specifically cutting, stabbing or inflicting injury by a**

sharp object) are only authorized flex pencils. Custody staff will remove all ink pens and hard pencils from the offender's TASC property and issue a flex pencil to the subject offender.

*****SOP:** When necessary, staff will sharpen the flex pencil for the offender. When the offender needs to replace the flex pencil the offender will purchase them from canteen and will be allowed to have a total of two (2) flex pencils in his cell at any given time. Classification staff will provide canteen staff with an up-to-date list of offenders who cannot purchase Ad-Seg pens and custody staff will inspect all canteen delivered to those offenders to insure they do not purchase an Ad-Seg pen.

*****SOP:** If/when the offender needs to use an ink pen to sign a document, the offender will be moved to a holding cell, once in the holding cell the offender will be cuffed in the front with a tether attached to the cuff. He will then be given an Ad-Seg ink pen to sign the document, once the offender has signed the document; the offender is to return the Ad-Seg ink pen back to staff. If the offender fails to return the Ad-Seg ink pen staff will immediately take the appropriate steps to retrieve the Ad-Seg ink pen.

- c. dry cell status in accordance with institutional services procedures regarding searches; and
- d. when an offender is out of control (i.e., endangering herself/himself or others, destroying state property, etc.).

- (1) The functional unit manager, shift supervisor or higher ranking staff member must approve placing the offender on property removal status or removal from property removal status.

*****SOP III.H.2.d.(1) A Limited Property Report will be generated detailing the incident. Documentation will be made on page 3 of the Chronological Data Sheet (931-0229) of the offender's Individual Confinement Record and a copy of the report will be placed in the offender's ICR. A copy of this report will be forwarded to the deputy warden of inmate management upon placement and subsequent removal from limited property status. The original report is to remain in the ICR as a permanent part of this record.**

- (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.(2) When an offender is placed on limited property status, all articles in the cell may be removed, including mattress, sheets, blankets, pillow, pillow cases, clothing, and any other item(s) which may be a potential hazard to the offender or others. The offender will be permitted to retain one set of underclothing(boxer shorts, t shirt, and socks) or be provided with a security smock. The offender will also be allowed to retain one blanket or will be provided with a security mat.**

- (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) Documentation will be made on page 3 of the offender's Individual Confinement Record and the Limited Property Report.**

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

*****SOP III.H.2.d.(4) The Day Watch Zone Lieutenant will review the offender's status and annotate on the Limited Property Report which items, if any, were returned to the offender.**

(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 III.L.1. A copy should also be submitted to the deputy warden of inmate management, assistant warden, chief of custody and functional unit manager. The report should include the authorized activity being deprived and the length of the restriction.**

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

J. REPORTS/LOGS:

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

*****SOP III.J.1. The control room officer will be responsible for opening and maintaining each assigned offender's ICR, documenting all routine segregation entries (i.e. meals, recreation, showers, etc.).**

*****SOP: The FUM/designee should ensure an ICR is prepared for each offender received into the segregation unit. If the offender has never been in segregation at SCCC, a new ICR will be started. If he has been in segregation at SCCC, the previous ICR will be retrieved from the "non-working files" and re-opened with new pages 1, 2, and 3.**

*****SOP: Each ICR should be maintained in the segregation unit or TCU the offender is physically housed in. The ICRs will be maintained in the administrative segregation control rooms or in the officers desk if assigned to the TCU.**

*****SOP: The control room officer is responsible for ensuring all ICRs are accounted for. When a non-custody staff member needs to make documentation into an ICR, he or she will check out the ICR from the control room officer. The classification area or the control room (if overcrowding will not occur) will be utilized for documentation.**

- ***SOP: The ICR must be returned back to the control room officer. Only assigned unit staff should retrieve and return ICRs from the designated filing cabinets in order to prevent lost or misplaced ICRs.**
- ***SOP: When an offender is released from a segregation unit or TCU to a general population unit at SCCC his ICR will be reviewed by classification staff and then sent to the "non-working files" cabinet. All "non-working files" will be maintained in a centralized location.**
- ***SOP: When an offender is released from SCCC or transferred to another institution directly from the segregation unit/TCU, the ICR should be given to the FUM/designee for final review and then placed in the "dead files" cabinet. When offenders are transferred or released from a general population unit, classification staff will move the offender's "non-working file" to the "dead files" cabinet. All "dead files" will be maintained in one centralized location at SCCC for a period of one year and then moved for archival in a Conex box.**
2. Special security orders and special needs should be noted in the individual confinement record in accordance with institutional services procedures regarding offender individual confinement records.
- a. All staff in the unit should know and follow all special orders.
- ***SOP III.J.2.a. Special Orders generated by the Chief of Custody will expire after 90 days unless extended. Under NO circumstances will any offender on special orders be celled with another offender.**
3. Staff in the unit shall maintain a daily Chronological Log (Attachment K) noting all events which take place, including unusual behavior, additional information and/or observations by staff.
4. Persons entering the unit, except for staff assigned, should sign the Sign-In log (Attachment L).
- ***SOP III.J.4. The assigned housing unit COH on each shift should ensure the Daily Administrative Segregation Status Report is properly maintained. The Daily Administrative Segregation Status Report is to be updated by each shift in the control room. The caseworker should ensure a copy of the Daily Administrative Segregation Status Report remains in the control room as a reference for the oncoming shift. The segregation Functional Unit Manager will retain the original Daily Administrative Segregation Status Report on file.**

K. HOUSING UNIT TOURS:

1. Tours of the unit should be made by:
- a. the chief of custody/designee (designee as specified in standard operating procedures) on a daily basis, and
- ***SOP III.K.1.a. The designee will be the shift commander or administrative segregation lieutenant**
- 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 III.L.1. Segregation unit wing workers must have direct staff supervision while in the segregation unit. Segregation workers will not have contact with segregation offenders who are not cleared as workers. Staff will remain in the wing whenever a worker is there. The segregation unit worker(s) will be thoroughly pat searched both prior to and after completion of their duties in the segregation unit as set out in those procedures regarding searches. During extreme emergencies, e.g. Code 70, 10-5, 10-49, or 10-50, the offender workers will be moved from the wing and placed in a secured area.**
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. Daily operations should be in accordance with the SCCC Segregation Unit Operations Schedule and the SCCC Segregation Weekly Operations Schedule. A functional unit manager/designee should oversee this unit. The assigned housing unit COII should ensure compliance with all special security/control measures and procedures established in reference post orders. Segregation offenders assigned to administrative segregation will not be utilized as segregation unit wing workers when any of the following criteria applies: medical separation, pending investigation, current protective custody needs if he has an unwaived enemy at SCCC who is also a designated worker, or custody level of C-2 or lower.**
- 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. A segregation offender's ICR should be checked for any existing special orders or conditions prior to offender movement. Offenders should not be escorted in close proximity to each other unless going to the same location. The offender worker will not remain unsecured in the wing during a restraint move. No offender assigned to segregation should be removed from his cell or moved from one institutional location to another unless he is securely handcuffed behind his back, using the following procedure: a minimum of two staff members shall be present at the cell door anytime a food port is opened. One-on-one escorts may be utilized when staff shortages occur, with approval of the Shift Supervisor or designee. This approval will be documented on the unit chronological log. If the offender is not restrained in his cell, a radio transmission will be called for assistance and the door of the cell will not be opened until adequate staff is present. The offender should be required to back up to the cell door and place his hands completely through the food port door opening. The handcuffs should then be placed securely around the offender's wrists and deadlocked. Due to the physical constraints of the food ports the handcuffs should be applied with the keyholes facing towards the offenders fingertips. Tethers should be utilized for this procedure. The offender should then remove his hands from the food port opening and remain standing with his back to the cell door. When two offenders are assigned to the same cell, two staff members will be present. Both offenders will be handcuffed before the door is opened, including the assigned wing worker. After the cell door is fully open, the escorting staff member will take hold of the upper arm or tether as determined necessary by the escorting staff member and remove the offender from his cell. After the cell door has been secured, the offender remaining in the cell may have his handcuffs removed by the remaining staff member.**
- ***SOP: A minimum of two staff members will escort the offender from the housing unit to another institutional location. Due to staff shortage, one-on one escorts may be utilized as noted above. The offender will be placed in black box and waist chain prior to leaving the**

unit. The escorting officer should maintain control of the offender at all times, escorting the offender by the arm.

*****SOP: The shift commander may authorize group movements to/from other institutional locations with a ratio of two staff members escorting up to six offenders. This authorization, if given, will be annotated in the unit chronological log.**

*****SOP: When the offender is returned to his cell or is to be secured in another location, the above procedure should be completed in reverse order. For medical or security reasons, an offender may be placed in special restraints or special techniques may be utilized. Notation of this will be entered on page 1 special instructions in the offender's ICR.**

*****SOP: If medical staff determine that it is necessary for one or both of an offender's handcuffs to be removed during examination, a COII or above will be present and leg restraints and/or other alternate restraints such as side cuffs should be applied prior to removal of the handcuffs. The COII or above will determine if additional help is needed. The Shift Supervisor will be notified by the COII or above. If handcuffs must be completely removed, a video camera will be used to record the procedure and the medical examination.**

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 III.M.2.a.(3) Therapeutic programs assignment may include: employment, education, counseling, substance abuse programs, anger management, and other programs as developed.**

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:

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|-------------|---------------------------------------------------------------------|
| 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. REFERENCES:

- | | |
|-------------|-----------------------------------------|
| A. IS5-2.5 | Offender Transfers |
| B. IS7-1.10 | Offender Individual Confinement Records |
| C. IS8-1.3 | Access to Offender Counsel Substitutes |
| D. IS8-1.4 | Access to Law Library Materials |

E.	IS8-6.1	Access to Basic Hygiene Items
F.	IS10-1.9	Meal Service Operations
G.	IS12-4.1	Suicide Intervention Procedures
H.	IS12-4.3	Mental Health Close Observation
I.	IS13-3.1	Offender Visitors/Visiting Restrictions
J.	IS17-1.1	Religious Programs and Activities
K.	IS18-3.11	Correspondence Courses
L.	IS20-1.3	Searches
M.	IS20-2.3	Mechanical Restraints
N.	IS21-1.1	Temporary Administrative Segregation Confinement
O.	IS22-1.2	Offender Property Control Procedures
P.	D5-3.3	Clergy Person/Spiritual Advisor Visits
Q.	ACA Standards: 3-4223, 3-4237, 3-4238, 3-4245, 3-4246, 3-4247, 3-4248, 3-4249, 3-4250, 3-4251, 3-4252, 3-4253, 3-4254, 3-4255, 3-4256, 3-4257, 3-4258, 3-4259, 3-4261, 3-4264, 3-4289, 3-4440	

*****SOP V. REFERENCES:**

A.	931-0229	Chronological Data Sheet
B.	931-1319	Health Services Request
C.	931-1413	Request for Withdrawal of Offender's Personal Funds
D.	931-2095	Docket
E.	931-4602	Qualified Legal Claim Verification
F.	931-4606	Special Unit Legal Request
G.		Special Unit Legal Request Log
H.		Daily Administrative Segregation Status Report
I.		SCCC Segregation Unit Operations Schedule
J.		SCCC Segregation Unit Medical Schedule
K.		SCCC Segregation Inventory List
L.		PREA Brochure
M.		SCCC Transitional Integration Group
N.		Special Security Orders
O.		Special Orders
P.		Special Feeding Orders
Q.		Propellant Status
R.		SCCC Segregation Property Removal Return Checklist
S.		Protective Custody Holding Cell Procedures
T.		Intermittent Modified Behavior Intervention Procedures
U.		IOC format for Intermittent Modified Behavior Intervention Procedure
V.		Procedures for the Humane Restraint Extra Heavy Duty Leather Mitts
W.		IOC format for Extra Heavy Duty Leather Mitts
X.		Chronological Log - Security Bench example
Y.	SOP5-2.5	Offender Transfers
Z.	SOP7-1.10	Offender Individual Confinement Records
AA.	SOP8-1.3	Access to Offender Counsel Substitutes
BB.	SOP8-1.4	Access to Law Library Materials
CC.	SOP8-6.1	Access to Basic Hygiene Items
DD.	SOP10-1.9	Meal Service Operations
EE.	SOP11-41	Emergency Services
FF.	SOP12-4.1	Suicide Intervention Procedures
GG.	SOP12-4.3	Mental Health Close Observation
HH.	SOP13-3.1	Offender Visitors/Visiting Restrictions
II.	SOP17-1.1	Religious Programs and Activities
JJ.	SOP18-3.11	Correspondence Courses
KK.	SOP20-1.3	Searches

- LL. SOP20-2.3 Mechanical Restraints
- MM. SOP20-3.1 Use of Force Guidelines
- NN. SOP21-1.1 Temporary Administrative Segregation Confinement
- OO. SOP22-1.1 Offender Property and Control Procedures

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 VI. HISTORY: NEW INSTITUTION, NO PREVIOUS HISTORY

- A. Original Effective date: 06/05/00
- B. Revised Effective date: 08/08/00
- C. Revised Effective date: 07/06/01
- D. Revised Effective date: 07/31/01
- E. Revised Effective date: 10/31/01
- F. Revised Effective date: 08/08/02
- G. Revised Effective date: 08/31/03
- H. Revised Effective date: 03/15/04
- I. Revised Effective date: 03/07/05
- J. Revised Effective date: 11/26/05
- K. Revised Effective date: 01/13/06
- L. Revised Effective date: 06/28/07
- N. Revised Effective date: 03/01/08
- O. Revised Effective date: 10/22/08
- P. Revised Effective date: 09/09/11
- Q. Revised Effective date: 02/01/16