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

SOP21-1.2 Administrative Segregation

Effective Date: October 19, 2020

(Signature on File)

Bill Stange, Warden

(Signature on File)

Jason Lewis, Deputy Division Director

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

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

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

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

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

II. DEFINITIONS:

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

SOP: Administrative segregation (ad-seg) will be divided into 3 phases and a mental health program. Phase 1 will be housed in housing unit #1 and phase 2 will be housed in housing unit #2, A, B & C wing (upper tier). Phase 3 will be housed in housing unit #2 C wing (lower tier). The mental health program will be housed in housing unit #1, A wing, cells 110-115. Phase transition may be determined by, but not be limited to: active participation in programs, ability to double cell, chronological entries, ICR entries (negative or positive), respectful interaction with staff, no disciplinary concerns, and documentation, such as conduct violations, by staff.

- 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.

SOP: Mental health staff shall also be present for hearings.

- C. Alternate Meals/Serving Methods 30 Day Time Frame:** The 30 day period will include an offender's continuous time spent in the segregation unit regardless of assignment between temporary administrative segregation confinement, disciplinary segregation or administrative segregation. The time frame will begin with the first incident and will extend 30 days after each subsequent incident until the offender has 30 days without an incident.
- D. Mandated Single Cell Assignment:** Assignment of an offender to a single cell within a administrative segregation unit for documented safety and security reasons, such as offenders who are considered an immediate or a long term danger to other offenders that would be celled with that offender, based on extremely violent, aggressive, threatening actions toward others, which may include murder/manslaughter, sexual assault/rape, assault with serious physical injury, sexually active HIV positive offender. This offender is not to be celled with other offenders.
- E. Program Plan:** A strategy designed to provide an offender with opportunities to modify unacceptable behavior patterns.

SOP: Program plans shall be developed in Phase 1 and shall be documented on the ad-seg hearing form.

- 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.

SOP: Security mattress will be purchased from a vendor. They will not be made by clothing issue.

- 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: J. Capped Sprinkler Head Status: A designation placed upon offenders who break the sprinkler head off in their assigned cell whereby the offender is placed in a cell with a capped sprinkler head.

SOP: K. Enhanced Needs Offenders: Offenders who require mental health interventions and are currently unable to cell with other offenders and may need frequent and specialized interactions with mental health staff.

SOP: L. Hazardous Projectile Status: A status given to offenders who have displayed a behavior of propelling objects or substances at staff.

SOP: M. Meaningful Hearings: Hearings in which all participants know why the hearing is being held, expectations of the hearing are explained, behavioral expectations for offenders are established and expectations for progress are established. Documentation should include program plans, program plan participation and progress, phase assignment, and progress toward eventual release.

SOP: N. Mental Health Program: SECC has 6 cells in housing unit #1, A wing that are designated as single cell mental health cells. Mental health utilizes these cells to assist offenders who have difficulty celling with others (due to their mental illness) in transitioning out of segregation. Mental health offers a weekly group for these offenders that addresses the concerns contributing to the person's difficulty transitioning through the phases. These offenders also meet with a mentor weekly which assists them in social skills. The goal is to shorten the length of time that offenders with mental illness spend in segregation. Offenders in the mental health program may have their tables for therapeutic gain if approved by the ad-seg committee.

SOP: O. Mentor: An offender who may share information about his path while incarcerated, as well as providing guidance, motivation, emotional support, and role modeling.

SOP: P. Padded Cell Status: Designated cell which has been padded throughout and equipped with a squat toilet and camera. No other items are allowed in this cell.

SOP: Q. Phase 1: Offenders assigned to Phase 1 may have special security orders in place or be a threat to the safety and security of the institution due to their conduct violations or actions such as assault on staff or another offender. Also, offenders assigned to this phase may be offenders who are single-cell mandated or assigned for investigations. Typically, offenders assigned to this phase have shown long-term behavioral problems. The offender behavior and/or other information will determine whether the offender may be moved to Phase 2 in housing unit #2. Behavior and pro-social behavior will be tracked and documented at the ad-seg hearings. Positive and pro-social behavior in face-to-face interactions with staff will be documented and considered as a basis for phase advancement.

SOP: R. Phase 2: Offenders will be assigned to housing unit #2 A, B & C wing (upper tier). Offenders in this phase will be offered programming opportunities with continued pro-social behaviors to assist them in transitioning to Phase 3 (lower tier of 2C). All offenders in this phase may not be required to complete

Phase 3; therefore, they may be released to general population (GP) from this phase if their behavior warrants it. Offenders may be allowed incentives within this phase such as telephone usage if 30 days conduct violation free. There may be other circumstances to disqualify an offender from the in-cell incentive. Behavior and pro-social behavior will be tracked and documented at ad-seg hearings. In addition, participation and progress toward program plan goals will be documented at ad-seg hearings.

SOP: S. Phase 3: Phase 2 offenders may be advanced and promoted to Phase 3. Phase 3 offenders will be housed in housing unit #2, C wing (lower tier). Offenders assigned to this phase have demonstrated improvement on their behavior but require programming in order to prepare them for release to GP while attempting to minimize the restrictive environment of ad-seg. Offenders will be afforded privileges and incentives such as 45-minute rotations (out of cell) every 3 days and possession of their television if behavior warrants it. Offenders may possess their television in this phase for program purposes if their behavior warrants it. Behaviors and pro-social behaviors, as well as program plan progress, will be tracked and documented at ad-seg hearings.

SOP: T. Property Removal Status: Placement in a room/cell consisting of a sink and toilet. All removable items may be taken from the offender's cell.

SOP: U. Segregation Shower Kit: A soft bristled brush head on a long threaded handle and a bottle of body wash that is utilized with a team to physically wash an offender as needed for medical/safety concerns. This will be in conjunction with response team tactics.

SOP: V. Slider Status: Special security orders in which cell windows will be covered with a metal device hinged adjacent to the window on the cell door that can be secured in an open/closed position to be utilized to cover the window in order to minimize offender disruption when conducting activities such as, but not limited to, uses of force, classification actions, medical assessments, etc. Sliders may be utilized by any staff member as deemed necessary. As soon as the activity is completed or behavior is modified, the slider must be opened with the exception of a special security order approved by administrative staff up to 10 days. The use of slider status for punitive and/or retaliatory purposes is strictly prohibited.

SOP: W. Special Security Orders (SSO): An order completed by a lieutenant or higher ranking authority documenting and authorizing multiple behavioral tools to be utilized on a specific offender for the safety and security of the institution, staff, and other offenders.

SOP: X. Spit Net Status: A status given to offenders in order to control a behavior of spitting or biting in accordance with institutional services procedures regarding mechanical restraints.

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: A packet containing information regarding segregation housing will be given to each offender upon their arrival in their respective segregation housing unit.

Enhanced Needs Offenders: Offenders who require regular mental health interventions and are currently unable to cell with other offenders may be celled in housing unit 1A (cells 110-115) to allow for frequent and specialized interactions with mental health staff outside of the cell and peer-to-peer mentors. This placement will be recommended by the ad-seg committee to include at least one mental health staff member. Offenders on this status may be taken to a program area specifically designed with their needs and safety in mind. Offenders in this program will not be identified with a specific phase while assigned to these cells. Offenders may be removed from this status utilizing the team approach as well and may be placed in a suitable phase once they are ready for release from this status. Mental health staff, with the ad-seg committee input, will develop treatment goals giving realistic expectations and ideal outcomes. These goals and expectations will be documented on the ad-seg hearing form.

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: If the offender is being placed in a two-man cell where another offender is already residing, the current resident of the cell will be restrained and removed from the cell so that a room inspection and cell search can be completed. The room inspection and cell search must be completed prior to the room inspection checklist form being completed.

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

SOP: GP offenders entering the ad-seg housing units, to include law library assistants, barbers, peer mentors, and maintenance workers, must be strip searched prior to/directly following their time spent in the unit. GP offenders will be escorted by staff at all times to ensure no contact is made with ad-seg offenders.

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.

SOP: Case management staff will complete the referral and screening note – mental health services form as outlined in this procedure.

- (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: The completed documentation will be forwarded to the ad-seg functional unit manager (FUM) via the warden or designee. If modification or disapproval has been indicated by the deputy division director, the FUM will 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.
 - 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 hour 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.

SOP: The ad-seg committee will hold a meaningful hearing at the initial hearing. The chairperson will document all relevant information. Relevant information includes pro-social behavior in face-to-face

interactions with staff, phase progress, and progress toward programming goals. Offenders shall be seen again by the team at a minimum of every 90 days, but may be called up sooner with advance notice.

- 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.

SOP: The QMHP will provide a copy to the medical unit and appropriate FUM for filing.

- c. This information should be available for the next scheduled administrative segregation committee hearing.
4. The offender shall be present during administrative segregation committee hearings, unless excluded from parts of the hearing by the committee chairperson for purposes of institutional security, or if the offender is absent from the institution.
 - a. The offender will be allowed to make a statement on ¹his behalf and present documentary evidence.
 - (1) The oral statement will be documented on the Classification Hearing form with documentary evidence attached.

SOP: If the offender chooses to make a statement, such will be noted on the classification hearing form.

- b. If the offender refuses to be present, the hearing will be held without the offender and the reason will be documented on the Classification Hearing form.
- c. If the offender's behavior is such at the time of the hearing that he is determined a security risk, if at all possible the hearing will be held outside of the offender's segregation cell in the presence of the offender.
 - (1) If this process becomes disruptive to the segregation area, the hearing will be held without the offender being present and the reason will be documented on the Classification Hearing form.

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.

- d. Those offenders who are absent from the institution during administration segregation hearings will be afforded a formal hearing within 5 working days of their return.
 - (1) The reason for the delay will be documented.
5. Unit staff will present available information relative to the reason for the hearing.
 - a. The caseworker presenting the facts shall complete the top portion of the Classification Hearing form indicating the reason for the hearing.
 - b. The remainder of the form will be completed during the course of the hearing.
6. The administrative segregation committee will review all oral statements, submitted documentary evidence and facts surrounding the case and determine a recommendation for:

SOP: The ad-seg committee will also review the offender's behavior in face-to-face interactions with staff and disciplinary concerns, as well as program assignments and progress.

- a. continued assignment to administrative segregation,
 - b. release with no restrictions,
 - c. release with restrictions, or
 - d. release on a program plan.
7. Offenders may be credited with time served in temporary administrative segregation confinement against any administrative segregation time.
 8. At the end of the hearing, the Classification Hearing form will be completed with the offender's documented oral statements and any attached submitted documentary evidence and committee recommendations with justification for each decision.
 - a. The form will also include the date of the next scheduled hearing.
 - (1) If a hearing is conducted prior to the date on the Classification Hearing form, the offender must be advised and a 24-hour waiver of hearing notification completed prior to the hearing.
 - (A) If the offender does not sign the waiver, the hearing will not be held until the 24-hour period has passed.
 - (3) A copy of the written notice will be forwarded to the classification file.
 - b. All members of the committee and the offender will sign the form.
 - c. If the offender refuses to sign, staff will note refusal on the form and initial.

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

SOP: The classification hearing form will be submitted to the warden or designee for approval, disapproval, or modification.

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

C. MANDATED SINGLE CELL CONFINEMENT:

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

SOP: Single cell confinement must be evaluated every 6 months.

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

D. DOUBLE CELL ASSIGNMENT:

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

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: If an offender is taken to a cell and the offender in the cell refuses to allow this offender to cell, then that offender should be asked to sign an enemy listing/protective custody declaration form and the enemy list will be updated. If the offender signs the enemy listing/protective custody declaration form, the process will begin again with the offender who refuses a cellmate. The security bench may be utilized while determining compatible cell options.

E. ITEMS AFFORDED TO OFFENDERS IN ADMINISTRATIVE SEGREGATION:

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

SOP: Trays, along with utensils, will be delivered to the segregation housing units from food service. Offenders will not be utilized for the serving of meals and/or drinks as well as the recovery of trays in the segregation units. Offender porters will be utilized to carry trays, however will not be actively serving meals. All persons handling food trays will be required to wear head covers and gloves. A beard guard must be worn to cover beards as well as mustaches that extend over the upper lip or corners of the mouth in accordance with institutional services procedures regarding food service staff appearance and offender food service workers.

Upon placement in a segregation housing unit, offenders are given the opportunity to declare a meal preference, i.e., non-pork, vegetarian, etc. Once the offender has been assigned to the segregation housing unit for a period of 6 months, he may request, in writing to the FUM or designee, to change his meal preference. Once a change in meal preference has been made, the offender may not request to change it again for another period of 6 months.

Upon the food's arrival to the unit, custody staff shall count all trays and utensils and deliver a tray to each offender through the food port door. The food port door will not be left open unattended and only one food port door will be open at a time. When delivering trays, 2 officers are required to be at the food port when it is open. Upon completion of the meal, custody staff shall retrieve all items, to include trays, utensils, cups, paper cartons, liners, and sacks, then recount to ensure proper return. Food service shall be notified

to pick up trays and utensils from the segregation housing units. Tray counts in and out of the segregation housing units will be documented on the housing unit chronological log.

Collection of empty food containers will also be conducted by two custody officers. The offender will be directed to place the empty food container on the food port and return to the rear of the cell. Once the offender has complied, the empty container will be collected by the officer and the food port will be secured. If the offender fails to comply with these directives, the housing unit COII should be advised for further instructions.

Offenders housing in the segregation housing units who have been approved to receive a certified religious diet (CRD) will receive the same meal as offenders housed in GP that are receiving CRD as outlined in institutional services procedures regarding menu planning, however deviations may be made due to safety and security concerns outlined in this procedure. CRD meals for segregation housing offenders will be served in brown bags. Prior to the handling of a CRD meal, the custody officer will remove the food handling gloves used while serving other trays in the unit and will double-glove hands with 2 pairs of unused food handling gloves. Offenders may refuse a CRD meal, however it may not be substituted with a standard meal. This will be documented in the offender's ICR.

2. Showers and Shaves:

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

SOP: Offenders will be offered a 10-minute shower every 3 days during 3rd shift hours. The offender will wear boxer shorts and shower shoes to and from the shower. Offenders verified as transgender will be allowed to wear a t-shirt, boxer shorts, and shower shoes to and from the shower. Offenders will be restrained when moved to and from the cell as outlined in this procedure. The restraints will be removed once the offender is secured inside the shower. Documentation will be made in the offender's ICR indicating the acceptance or refusal of a shower.

Offenders on Phase 3 will be allowed 1 set of 45-minute rotations and will be allowed to shower during this time. The 45-minute rotation (i.e., out of cell time to allow for showers, phone time, etc.) will take place during 3rd shift only per the shift schedule.

When a segregation offender is removed from the cell for mandatory shower (after 5 documented refusals), the cell will be searched in accordance with institutional services procedures regarding searches. An offender may be given an order to shower due to sanitary concerns. A conduct violation may be issued for the refusal. Any time staff become aware of sanitary issues with an offender, the following procedures will go into effect.

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. 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 the offender's ICR.

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 institutional services procedures regarding use of force guidelines and reports. 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.

The offender will be clothed in boxers and shower shoes and he will be placed in restraints prior to exiting the cell. The offender will then be escorted to an available shower. The offender will remove his clothing in the shower and the water will be turned on. The offender will be washed, utilizing the 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 be videotaped only from the waist up. Once the offender has been showered, clean boxers and a t-shirt will be placed on him. The offender will be escorted back to his cell (once cell cleaning is completed, if necessary) and the restraints will be removed. The response team will then exit the cell.

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 commander will be notified and steps will be taken as deemed appropriate by the shift commander.

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 clean clothing. The mattress will be cleaned with disinfectant. A notation will be made in the offender's ICR.

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

SOP: Beard trims will be provided in conjunction with haircuts as outlined in this procedure and upon written request to custody staff. Offenders going to court outcount or having media contact shall be offered a shave and provided a razor with prior approval from the housing unit FUM or designee. Only standard beard trims with one blade length will be permitted. Beard trims will be conducted in a uniform manner with no special designs or goatees allowed. Beard trims and shaves will be allowed every 30 days during haircuts.

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

3. Clothing:

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

SOP: Offenders in ad-seg will be issued 3 sets of state issued clothing (gray pants, gray shirts, t-shirt, boxer shorts, socks) and 1 pair of shower shoes. Laundry will be sent out weekly on the regularly scheduled laundry days. Special laundry scheduling (i.e., holidays, security, etc.) will be established by the laundry supervisor. Acceptance or refusal of such shall be documented in the offender's ICR.

4. Medical Services:

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

SOP: An offender requesting medical services should obtain a health services request (HSR) from custody staff. Nursing staff should make a.m. and p.m. sick call rounds in housing unit #2 to distribute the prescribed medications and pick up HSR forms. The HSR form should be returned to medical for review. Medical staff will provide medical services in room 2A-101 which is designated as the medical room. This room will be equipped with the proper exam items as determined by the medical department. If deemed necessary, the offender will be escorted to the medical department for further assessment. Housing unit #1 offenders will be provided medical services in room 1A-116 which is designated as the medical room. Acceptance or refusal of such shall be documented in the offender's ICR.

5. Bedding:

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

SOP: Offenders in segregation will utilize mattress and pillow assigned to the cell. Blankets allowed in segregation housing are state issued only. Laundry will be sent out weekly on the regularly scheduled laundry day. Blankets will be sent to the laundry every 60 days. The laundry supervisor will schedule the date for laundering of blankets and inform the housing unit staff. Offenders will be allowed to utilize their state issued sheets (2) and pillowcase (1). Acceptance or refusal of such shall be documented in the offender's ICR.

6. Hair Care Services:

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

SOP: The COII will ensure all offenders are afforded the opportunity to receive a haircut and beard trim every 30 days. Offenders in housing unit #2 will remain in wrist restraints throughout the entire hair services process. Offenders in housing unit #1 will remain in leg and wrist restraints throughout the entire hair services process.

Offenders placed on hazardous material projectile status will not be allowed hair care services due to security concerns. Hair care services will also not be afforded to offenders on property removal status or suicide watch. Special considerations are given to offenders with an upcoming documented court appearance or due to hygiene issues. Acceptance or refusal of hair care services shall be documented in the offender's ICR.

Assigned barbers will be screened for enemies prior to being admitted to the segregation housing units. Assigned barbers will submit to a strip search upon entering and exiting the unit. Custody staff will document the strip search on the housing unit chronological log as well as the strip search log.

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

SOP: Personal property will be afforded in accordance with the SECC TASC/Segregation Housing Unit property lists. Offenders on Phase 1 and 2 will not be afforded personal property. Offenders on Phase 3 will be afforded personal property (i.e., allowed electronics for purpose of assisting in therapeutic gain).

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

SOP: 1-5" comb only.

- 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: Security pens only.

- h. writing paper and envelopes,

SOP: Offenders may be in possession of a maximum of 200 sheets of loose leaf paper, 25 legal envelopes, and 5 manila envelopes (9x12). Permitted items can be purchased from the canteen on regular spend days and additional items may not be retrieved from offender's property. Offenders with a qualified legal claim may receive legal supplies as needed.

- i. address book,
- j. stamps,

SOP: Offenders may be in possession of a maximum of 20 stamps, not to exceed a value of \$10.00. Stamps may be purchased from the canteen on regular spend days and additional stamps may not be retrieved from offender's property.

- k. 1 deodorant - clear,
- l. 1 current subscription newspaper and magazine,

SOP: Housing unit #1 offenders will not be allowed to have magazines with staples. Magazines will be stored in the offender's property in the property room until their release from housing unit #1.

Newspaper and magazine subscriptions may be renewed by the offender or outside source while the offender is in segregation. Newspapers and magazines are to be exchanged one for one by 3rd shift custody staff when delivering mail. The offender must dispose of or request placement in their personal property. The offender will have the opportunity to send the newspaper or magazine out via mail at their expense or via visitor once they have reached the maximum allowable number of books in their property stored in the property room.

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

SOP: Segregation offenders may be in possession of 1 sacred writing-soft back.

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

SOP: Segregation offenders shall not be permitted to possess any shampoo in their cell. If shampoo is medically prescribed, the shampoo will be maintained in the housing unit control room. The offender will be issued enough for one application when they take a shower.

Prescription medications, 1 inhaler, and nitroglycerine may be retained in the offender's cell. An offender may have a current prescription for nitroglycerine and the bottle is to be kept in the original plastic bag in which it is issued. Prescription medications will be kept in the original packaging in which it is issued. All medications will be labeled and dated with the offender's name, DOC #, and expiration date. Any expired medications shall be returned to the medical department. Psychotropic and controlled medications will be distributed dose-by-dose. Housing unit #1 offenders will be given controlled or psychotropic medications in a crushed or liquid form only.

- 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: Offenders may be in possession of 2 rolls toilet tissue, 1 security toothbrush, 1 large tube or 3 small tubes of toothpaste, and Phase 3 offenders may possess 1-8 oz. clear shower gel. When an offender arrives in the segregation unit, he will receive 1 roll toilet tissue and a bar of soap on a weekly basis until the offender has ordered basic hygiene items from the canteen. Permitted items may be purchased from the canteen and additional items will not be retrieved from the offender's property.

A minimal amount of all-in-one (toothpaste, security toothbrush, and flex pen) will be kept in control of the housing unit FUM. If needed, offender will request, in writing, basic hygiene items from the housing unit FUM. Only the FUM can approve the issuance of basic hygiene items to be provided by the housing unit. Once the offender is able to purchase his own basic hygiene items, the housing unit will no longer provide these items to the offender until his release from segregation. If case management staff become aware, and can confirm, that an offender is unable to afford basic hygiene items, the FUM will approve the dissemination of basic hygiene items to the offender until his release from segregation or he is able to purchase basic

hygiene items from the canteen in accordance with institutional services procedures regarding access to basic hygiene items.

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

SOP: Offenders may be permitted the following additional items while on segregation status. Offenders will be provided a state issued coat only for the purpose of outside recreation and movement outside the unit during inclement weather.

- 1 laundry bag
- 1 expanding file folder (no clasp, band, or tape) for retention of legal material only.
- Contact lens supplies
- Phase 3 offenders may be permitted to have a television or radio (not both) if approved by the ad-seg committee. Offenders on mental health status may be permitted to have a tablet only for therapeutic gain if approved by the ad-seg committee. Phase 3 offenders may also be permitted to have their offender tablet.

9. Correspondence:

- a. Offenders are prohibited from corresponding with other offenders who are housed at the same facility, except for verifiable legal/active court cases.

SOP: Mail services will be provided in accordance with institutional services procedures regarding offender mail procedures. 10 personal letters and 10 personal photographs, mailed in from an outside source, may be permitted in the cell. Excess mail will be permitted in the offender's personal property until his release from segregation.

10. Visiting Privileges:

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

SOP: Visits will occur in the non-contact area of the visiting room and offenders shall be escorted to visiting. Offenders will remain in restraints while in the non-contact area. Segregation offenders will wear housing unit clothing to the visiting room. Offenders will be strip searched prior to departure from the housing unit and upon return to the unit following the visit.

- (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: Phase 1 and 2 offenders may be permitted emergency or necessary legal calls only. As an incentive, Phase 2 offenders may be permitted 1 telephone call every 30 days. All calls must be pre-approved by the FUM or designee. Calls will be limited to 10 minutes in length. Phase 3 offenders will be permitted telephone calls during 45-minute rotations.

12. Reading Material:

- a. Reading material should be permitted in reasonable amounts as determined by standard operating procedures; to include 1 current subscription magazine and newspaper, no hardback books.
 - (1) Library reading materials should be provided in the unit in accordance with standard operating procedures.

SOP: The segregation housing unit case management staff shall attain an adequate supply of paperback books marked "AD-SEG" from the librarian each month. The books will be searched by the wing officer prior to being placed in the unit. Housing unit custody staff will distribute the books from cell to cell via the food port door. Books will not be exchanged directly wing to wing. This material should not be returned to the offender library, but disposed of once it becomes too damaged to circulate.

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.

SOP: Offenders may request to meet with the chaplain by submitting a written request to the chaplain. The chaplain shall make an appointment in a timely manner to meet with the offender and will document the visit on the offender's ICR. The chaplain shall conduct monthly rounds in the segregation units in accordance with institutional services procedures regarding religious/spiritual programming.

- (1) Request for religious items in the unit will be sent to the chaplain and be considered on a case-by-case basis after consultation with the warden/designee.

14. Clergy Person/Spiritual Advisor Visits:

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

15. Legal Materials:

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

SOP: Offenders shall be permitted to retain approved pending legal materials. Approved pending legal materials will be stored in a legal size accordion folder in an organized manner and will not exceed an amount which would fit in a legal size accordion folder. All excess legal materials shall remain in the offender's

property in the property room and will be organized in accordance with institutional services procedure regarding offender property and control procedures. If the offender should need to retrieve legal materials stored in the property room, case management staff will retrieve the legal material from the property room and review with the offender to verify pending cases.

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: Reference requests, such as requests for legal addresses, zip codes, and approved policies will be filled. Offenders must show proof they are working on a qualified legal claim (QLC). Case management staff will verify this by utilizing the QLC form. Library staff shall fill legal requests for the duration of the QLC.

Requests must be submitted on a special unit legal request form which will be distributed and picked up by case management staff during daily rounds in the housing unit wings. Once the special unit legal request form has been returned to case management staff, they will complete the form by checking the appropriate box in the upper left hand corner and initial. The form will then be forwarded to the library by case management staff.

A response to the offender's request for legal materials or assistance shall be made and delivered within 7 working days. Case managers will deliver the response to the offender. All items brought into or out of the segregation units will be thoroughly searched.

Materials may be loaned to offenders for review. The number of items that may be loaned to an offender during any given period shall be 5 items or less per request and no more than 100 pages. Items can be loaned for 2 weeks. Law library assistants will pick up items on their regularly scheduled bi-weekly housing unit rounds.

Offenders wanting legal copies should specify what they want copied on the special unit legal request form and return it to case management staff. The case management staff will then forward the request to the library. Once the library receives the request, a law library assistant will collect the materials needing copied, along with a request for withdrawal of offender's personal funds form made payable to "Offender Canteen" at 10 cents per page. Material will be picked up and delivered on the law library assistant's bi-weekly rounds. All withdrawals should be made for the exact amount. After completing the copy request, the library will initial and forward the request for withdrawal of offender's personal funds form to the business office.

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: The offender must fill out and submit a canteen purchase list specifying the authorized item(s) from the SECC segregation unit authorized canteen list. Canteen purchase lists will be distributed by housing unit staff per the canteen schedule to those offenders who request to purchase items from the canteen. Case managers will pick up the completed lists and deliver to canteen. The canteen orders will be filled by canteen staff and delivered to the appropriate housing unit on the scheduled spend day. Offenders will not be allowed to place package orders from outside vendors while assigned to the segregation units.

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: Offenders assigned to the same cell may be placed in the same recreation cage. Offenders will be restrained when moved to and from the cell in accordance with this procedure. Restraints will be removed once the offender is secured inside the recreation cage unless an SSO prohibits. Phase 3 offenders will be permitted out of cell wing rotations daily in addition to outside recreation in the secured recreation cages. Offenders assigned to the mental health program may participate in out of cell programming on a weekly basis in addition to out of cell recreation in the secured recreation cages.

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: The designee will be the shift commander after normal work hours. An IOC will be written to the FUM outlining what incident occurred and will be attached to the alternate meals/serving methods request form. The FUM will forward the IOC and alternate meals/serving methods request form to the warden or designee. An SSO will be completed and a copy of the conduct violation will be attached.

- a. Alternate meals will be requested on an individual basis.

SOP: Alternate meals should start the following meal after the incident occurred. A copy of the alternate meals/serving methods request form should be attached to the conduct violation and should be noted on the violation that an alternate meals/serving methods request form has been submitted.

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

SOP: The housing unit control room officer shall contact food service staff, as soon as the decision is made, to advise them of the offender's current tray restriction status. While on alternate meals, offenders will not receive hot beverages or be allowed the use of food service beverage containers (i.e., cup, glassware, etc.). Offenders will be allowed water as the beverage.

- c. The Alternate Meals/Serving Methods Request form will be placed in the individual confinement record folder in accordance with institutional services procedures regarding offender individual confinement records.
 - d. Alternate meals should be documented on the Individual Confinement Record form (Attachment I) under special instructions showing:
 - (1) when the offender was placed on alternate meals,
 - (2) date, and
 - (3) who placed the offender on alternate meals.
3. Any time an offender commits an action as outlined in this procedure, the offender will be served a meal loaf for 9 meals.

SOP: Staff should utilize the security box to serve offenders meal loaf when serving cells that are security box compatible.

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

- a. After the 9th meal, regular meals will be served and behavior will be monitored.

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

The following methods will be applied when an offender has displayed behavior noted in this section and has been placed on hazardous projectile status. Documentation by housing unit staff will be made in the offender's ICR each time they are placed on this status.

For those offenders who have displayed a behavior of propelling objects and substances: the offender will be placed on alternate meals for the time frames specified in this procedure.

For those offenders who have displayed a behavior of spitting or biting: the offender will be placed on alternative meals for the time frames specified in this procedure and no hot beverages will be served. The offender will be required to wear a spit net in accordance with institutional services procedures regarding mechanical restraints.

Offenders will remain on hazardous projectile status, except for the time frames specified in alternate meals and spit net in accordance with institutional services procedures regarding mechanical restraints. The offender will be reviewed at 60 days for possible removal from this status. If the offender has continued to display aggressive, assaultive, or threatening behavior, this status will be extended in 90-day increments with the approval of the warden or designee.

2. If the offender exhibits disruptive behavior, he will be referred to a QMHP by the segregation unit functional unit manager/shift supervisor.

SOP: The offender will be issued a conduct violation and an SSO memo will be completed.

- 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:

SOP: An offender placed on property removal status will be placed in their assigned cell. When an offender is placed on this status, all removable items may be taken from the offender's cell. Documentation in the offender's ICR shall be made by the housing unit staff placing an offender on property removal status. The offender's property will be inventoried and a property removal form will be completed. The removed property will be stored in the housing unit in a designated location until returned to the offender. A property removal tracking IOC will be utilized to document the re-issuance of the offender's property. The property removal tracking IOC will be maintained in the offender's ICR.

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

SOP: When placed on property removal status, offenders will be allowed property items as defined on the property removal tracking IOC.

- (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: Housing unit staff will be responsible for documenting in the offender's ICR when an offender is taken off property removal status.

- (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 EXCEPTION: The FUM of the segregation unit or the shift commander of the shift which initiated the property removal status will determine if the offender's property items should be returned and the status should be ended. Should an offender who has been on property removal status begin to demonstrate behavior which would again warrant removal of his property, the shift removing the property would become the "initiating shift". A new property removal form will be initiated and the previous removal form will be placed in the offender's ICR. Documentation will be completed on the property removal tracking IOC. When property is returned to an offender, all property will be returned at one time.

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

SOP: A security mattress will be issued upon the approval of the FUM or designee or the shift commander with notification forwarded to the warden, deputy warden of offender management (DWOM), assistant warden (AW), and chief of custody. The FUM or designee shall document on the offender's ICR the date the offender received the security mattress and the proposed date he may be returned to the standard mattress status. This time frame may not exceed 14 days per event without written authorization from the warden. A conduct violation will be issued and an SSO memo completed.

3. Personal property may be removed from the offender's possession if determined to be a fire hazard or due to security needs.

SOP: Opened perishable food items in the property of offenders assigned to ad-seg or who are given more than 10 days in disciplinary segregation will be disposed of after 10 days in accordance with standard operating procedures regarding offender property and control procedures.

- a. Such should be documented on the Offender Property Removal form (Attachment J), processed in accordance with institutional services procedures regarding offender property control procedures and documented in the offender's individual confinement record in accordance with institutional services procedures regarding offender individual confinement records.

SOP: b. Additional various methods of controlling an offender's behavior shall be utilized according to their assigned status and documented by the shift commander on the shift event sheet. These methods are:

- **Padded Cell** – designated cell which has been padded throughout and equipped with a toilet and camera. No other items will be allowed in this cell. This is used for suicidal offenders or offenders trying to injure themselves. Custody staff shall conduct visual checks at unpredictable, staggered intervals not to exceed every 15 minutes (such as 5, 10, 7 minutes) at least 5 times or more per hour. A close observation log will be utilized for each 24 hour day.
- **Capped Sprinkler Head Cell** – specific cells where the sprinkler heads have been capped. These cells are used when an offender has broken a sprinkler head in his normally assigned cell. Offenders will be moved to a cell with a capped sprinkler head based on cell availability and placed on property removal status. A conduct violation will be issued and an SSO memo will be completed.

- **Water in the cell may be temporarily shut off as a means of controlling behavior, i.e., flooding cells. The housing unit COII shall make a written recommendation for approval/denial to the shift commander. A conduct violation will be issued and an SSO memo completed.**
- **Slider Status – sliders may be utilized to cover the window in order to minimize offender disruption when conducting activities such as, but not limited to, uses of force, classification actions, medical assessments, etc. Sliders may be utilized by any staff member as deemed necessary. As soon as the activity is completed or behavior modified, the slider must be opened. The use of slider status for punitive and/or retaliatory purposes is strictly prohibited. If an offender has been issued a conduct violation for rule 12, 15, 19, or 21, the slider should be closed. The 1st time an offender commits any of these acts, they will be put on slider status for 10 days. If the offender is again issued a conduct violation for committing any of these acts, within this time frame, they will receive an additional 10 days of slider status.**
- **Restricted Recreation Status – an SSO for initial entry into Phase 1 that would place the offender on no recreation status due to the offender representing a threat to the safety of others and pending the outcome of a major violation or the treatment team decision, whichever applies or occurs first.**
- **Special Security Orders – if an offender’s behavior results in the need for multiple behavioral tools to be implemented, special security orders will be placed on the offender. The FUM and/or 2nd shift segregation lieutenant will conduct weekly reviews and notify the chief of custody of any recommendations. This order may be recommended or removed as the offender’s behavior dictates and may not be lifted without the authorization of the chief of custody or designee.**
- **Sexually Aggressive – offenders will be identified as sexually aggressive once they have received the 2nd conduct violation for rule 7.2, 7.3, 15.2 or 15.3 Sexual Misconduct in a rolling 6-month period and will be applied for the following time periods: 1st occurrence-30 days; 2nd occurrence-60 days; 3rd occurrence- for the duration of the current segregation housing assignment. Special security orders will be issued for any offender identified as sexually aggressive which will include, but not be limited to, the offender will be fully clothed when speaking with a staff member; both hands will be visible by the staff member at all times; hands will be held at chest level and clearly visible through the window, etc. This designation will be indicated in the offender’s ICR as well as labeled on the offender’s cell door.**

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: If an offender is deprived of any usually authorized activity, the housing unit staff should submit a written report to the warden within 1 working day. A copy should also be submitted to the DWOM, AW, chief of custody, and the FUM. The report should include the authorized activity being deprived and the length of restrictions.

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: The custody supervisor shall ensure that an ICR folder is prepared for each offender in the segregation housing units and that the ICRs are properly maintained by the custody staff assigned to the housing unit. The assigned COII will conduct a mini audit of 20 files each week and report any discrepancies to the FUM. All positive and negative behavior of offenders in segregation will be documented on the confinement data record in the ICR. The ICR will be brought to ad-seg hearings.

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

SOP: 5. Offender behavior will be considered by the ad-seg committee when evaluating his status and goals. Correctional staff within the unit should document both positive and negative behaviors by the offender in the confinement data record in the ICR. The ad-seg committee will utilize these notations, along with other pertinent documents in a collective approach to address offender therapeutic gain or regression. When possible, the staff member(s) who observed the documented behavior may be a part of the ad-seg committee when they meet with the offender as determined appropriate by the FUM.

K. HOUSING UNIT TOURS:

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

SOP: The designee will be the shift commander who will tour the unit daily. The chief of custody will tour the unit on a weekly basis. Tours of the unit will be documented in the chronological log.

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

L. DAILY OPERATIONS, SECURITY MEASURES AND OFFENDER MOVEMENT:

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

SOP: Offender porters in each housing unit will be utilized to carry trays (not deliver trays), mop, sweep, and perform general duties under the direct supervision of staff.

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

SOP: The assigned housing unit custody supervisor shall direct and control the operations of the unit to ensure compliance with all special orders, control measures, and procedures established in post orders. Housing unit #1 offenders will be strip searched utilizing the double restraint method.

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

SOP: An offender's ICR will be checked for any existing special orders or conditions prior to offender movement. No offender on ad-seg status will be moved from one institutional location to another unless he is securely restrained using the following procedures.

Two officers must be present prior to removing an offender from their cell in housing unit #2. If the Phase 3 offender who is being restrained has a cellmate, the cellmate must also be placed in handcuffs during the removal.

Three officers must be present prior to removing any offender from a cell in housing unit #1. Officers are to conduct hands on escorts, while a COII or higher provides guidance and supervision.

Upon removing the offender from the cell, staff must conduct a pat search of the offender in accordance with institutional services procedures regarding searches. A cell search should be conducted upon removal from the cell.

Housing unit #1 offenders will be removed from and returned to their cell as follows:

- Utilizing the handcuff retainer, secure one end of the retainer to the ring located on the chain portion of the housing unit wrist restraints.
- Secure the other end of the retainer to the anchor point or handle of the cell door.
- After observing the offender through the window located in the door (for safety), open the food port door and instruct the offender to back up to the door with his hands behind his back.
- Instruct the offender to place his hands completely out of the food port opening with his hands behind his back with the backs of his hands together (thumbs up).

- Handcuffs will then be applied and deadlocked, then checked to ensure they do not tighten or loosen.
- After the offender has been properly placed in handcuffs, the supervisor will notify the housing unit #1 control room officer to open the cell. (All restraints including the handcuff retainer will remain in place while the cell door is opening.)
- As the cell door opens, both officers will assume a soft empty hand escort position on both of the offender's upper arms.
- With the handcuff retainer still in place, the supervisor will direct the offender to kneel down onto the kneeling mat.
- The officer will maintain position as the offender kneels down.
- Leg restraints will then be applied by the supervisor and deadlocked then checked to ensure they do not tighten or loosen.
- The supervisor will then remove the handcuff retainer from both the handcuffs and anchor point on the cell door.
- The escorting officers will then assist the offender back to a standing position.
- Both officers will maintain a soft empty hand escort position on the offender's upper arm for the duration of the escort.
- Upon completion of the escort, the same procedures will be utilized in reverse order. The handcuff retainer must be reapplied to both the handcuffs and door anchor point prior to cycling the cell door to be secured.

Housing unit #2 Phase 3 offenders will be removed from and returned to their cell as follows:

- Utilizing the handcuff retainer, secure one end of the retainer to the ring located on the chain portion of the housing unit wrist restraints.
- Secure the other end of the retainer to the anchor point or handle of the cell door.
- After observing the offender through the window located in the door (for safety), open the food port door and instruct the offender to back up to the door with his hands behind his back.
- Instruct the offender to place his hands completely out of the food port opening with his hands behind his back with the backs of his hands together (thumbs up).
- Handcuffs will then be applied and deadlocked then checked to ensure they do not tighten or loosen.
- After the occupant(s) of the cell have been properly placed in handcuffs, the officer will notify the housing unit #2 control room officer to open the cell. (All restraints including the handcuff retainer will remain in place while the cell door is opening.)
- As the cell door opens, staff will assume control of one of the offender's upper arms in a soft empty hand escort position.
- The officer will then remove the handcuff retainer from both the handcuffs and anchor point on the cell door.
- Upon completion of the escort, the same procedures will be utilized in reverse order. The handcuff retainer must be reapplied to both the handcuffs and door anchor point prior to cycling the cell door to be secured.

All segregation offenders will be placed in handcuffs and leg restraints while outside the housing unit. The handcuffs will first be applied as specified above and the door of the offender's cell opened. The leg restraints will then be applied as specified above. In the event need warrants for an offender to be restrained differently from the above procedures, the shift commander must be consulted for approval and any special instructions.

If an offender is on the movement summary to be released to GP, that offender may remain unrestrained to collect his property and be released. Housing unit #1 offenders will be escorted by staff until outside of the housing unit.

M. RELEASE TO AN ADMINISTRATIVE SEGREGATION PROGRAM PLAN:

1. If the administrative segregation committee determines that an offender should be released from administrative segregation on a program plan, the committee will determine the program to which the offender should be assigned. Such decisions should be based on the:
 - a. prior history,
 - b. magnitude of the present incident,
 - c. offender's current conduct,
 - d. offender's willingness to participate,
 - e. educational/vocational needs, and
 - f. offender's mental health status (offenders who meet criteria for placement in a mental health program should be referred for consideration).
2. The Administrative Segregation Program Plan format (Attachment M) should be completed, reviewed and agreed to by the administrative segregation committee and the offender.

SOP: The ad-seg committee should advise the offender that he is required to contact his case manager.

- 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: The program form should be sent to the offender's assigned case manager. Should the offender fail the program plan, the staff person in charge of reprogramming will inform the offender's assigned case manager through a conduct violation for rule #36.2 – Program Failure. The offender's case manager will use

the disciplinary hearing for the conduct violation as a means of counseling the offender on the importance of program participation and completion.

The following therapeutic programs/support groups are available at SECC and may be recommended if determined appropriate by the treatment team or by the case management staff member in charge of programming for offenders: Pathway to Change; Impact of Crime on Victims; Anger Management; Criminal Thinking; and Substance Abuse.

In addition, the following therapeutic fields of independent study are available at the SECC learning center for offenders: Educational Field; Vocational Field; Behavioral Modification Field; Substance Abuse Field.

3. The offender may be assigned to programs for a full day or may be assigned to a combination of programs and work assignments.

SOP: Offenders released on an administrative program plan may be mandated to participate and successfully complete any of the above programs by the ad-seg committee.

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.

SOP: Upon the offender's completion of the program, the treatment team shall forward written notification of release from the program plan to the housing unit to be filed in the offender's classification file.

8. Participation in the program may be terminated if the offender:
 - a. refuses to participate;
 - b. fails to progress; or
 - c. does not successfully complete the program.
9. If participation is terminated, the offender will be placed in temporary administrative segregation confinement until a hearing is held.

- a. The administrative segregation committee may again assign the offender to administrative segregation.

IV. ATTACHMENTS:

- A. 931-3241 Room Inspection Checklist
- B. 931-0408 Classification Hearing
- C. 931-4234 Administrative Segregation Committee - Extension Request
- D. 931-1431 Temporary Administrative Segregation Confinement
- E. 931-0775 Waiver of Hearing Notification
- F. 931-1572 Referral and Screening Note – Mental Health Services
- G. 931-0478 Enemy Waiver
- H. 931-4384 Alternate Meals/Serving Methods Request
- I. 931-3549 Individual Confinement Record
- J. 931-0097 Offender Property Removal
- K. 931-0953 Chronological Log
- L. 931-3695 Sign-In
- M. Administrative Segregation Program Plan (Format)
- N. 931-4233 Administrative Segregation Committee - Program Plan Progress Report

SOP:

- A. **Administrative Segregation Unit Rules and Regulations**
- B. **931-4442 Confinement Data Record**
- C. **931-2095 Docket**
- D. **931-1319 Health Services Request**
- E. **SECC TASC/Ad-Seg Property Lists**
- F. **SECC Administrative Segregation Unit Authorized Canteen Lists**
- G. **931-4602 Qualified Legal Claim**
- H. **931-4606 Special Unit Legal Request**
- I. **931-1413 Request for Withdrawal of Offender's Personal Funds**
- J. **Property Removal Tracking IOC**
- K. **Water Shut Off Log**
- L. **931-0813 Close Observation Log**
- M. **Administrative Segregation Units Operations Schedules**
- N. **931-4901 Special Security Orders**

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
- V. 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.

SOP: Not previously covered under SECC rules.

IS Procedure Effective Date:

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

SOP Effective Date:

- A. Original: July 2, 2003
- B. Revised: August 29, 2003
- C. Revised: December 9, 2003
- D. Revised: April 12, 2004
- E. Revised: June 21, 2004
- F. Revised: March 11, 2005
- G. Revised: June 10, 2005
- H. Revised: March 10, 2006
- I. Revised: November 26, 2007
- J. Revised: August 1, 2009
- K. Revised: May 16, 2010
- L. Revised: September 1, 2010
- M. Revised: April 28, 2011
- N. Revised: November 15, 2011
- O. Revised: June 18, 2012
- P. Revised: April 24, 2013
- Q. Revised: December 15, 2013
- R. Revised: April 1, 2015
- S. Revised: August 19, 2015
- T. Revised: October 19, 2020