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

SOP/IS 21-1.2 Administrative Segregation

**IS Effective: February 27, 2011
SOP Effective: November 6, 2020**

SIGNATURE ON FILE

Brock Van Loo, Warden

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.

Only necessary processes which must be performed at the worksite will be included. The titles of all forms and/or reference documents used in the process will be included.

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.

*****SOP: GENERAL INFORMATION The Tipton Correctional Center is in compliance with IS21-1.2 Administrative Segregation.**

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

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

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

II. DEFINITIONS:

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

*****SOP: Housing Unit 19 is designated for segregation assignments.**

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

C. Alternate Meals/Serving Methods 30 Day Time Frame: The 30 day period will include an offender's continuous time spent in the segregation unit regardless of assignment between temporary administrative segregation

confinement, disciplinary segregation or administrative segregation. The time frame will begin with the first incident and will extend 30 days after each subsequent incident until the offender has 30 days without an incident.

- D. Mandated Single Cell Assignment:** Assignment of an offender to a single cell within a administrative segregation unit for documented safety and security reasons, such as offenders who are considered an immediate or a long term danger to other offenders that would be celled with that offender, based on extremely violent, aggressive, threatening actions toward others, which may include murder/manslaughter, sexual assault/rape, assault with serious physical injury, sexually active HIV positive offender. This offender is not to be celled with other offenders.
- E. Program Plan:** A strategy designed to provide an offender with opportunities to modify unacceptable behavior patterns.
- F. Qualified Mental Health Professional (QMHP):** Includes psychiatrists, physicians, psychologists, associate psychologists, psychiatric R.N., licensed clinical social workers and licensed professional counselors.
- G. Segregation:** The act of separating an offender from access to other offenders and/or specified offenders.
- H. Security Mattress:** A mattress comprised of three state blankets layered together, folded in half lengthwise, stitched around the edges, and stitched crosswise from corner to corner.
- I. Staff:** Any person who is:
 - 1. Employed by the department on a classified or unclassified basis (permanent, temporary, part-time, hourly, per diem) and are paid by the State of Missouri's payroll system;
 - 2. contracted to perform services within a department facility (i.e., medical services, mental health services, education services, vocational services, substance abuse services, etc.) and has been issued a permanent department identification card;
 - 3. a volunteer in corrections;
 - 4. a student intern; or
 - 5. issued a permanent department identification card or special access in accordance with department procedure regarding staff identification.

***SOP:

- J. Close Observation Status:** Offenders may be placed on close observation status for security, safety, medical or mental health reasons. Under this status, the offender will be temporarily housed in a cell without other occupants. The offender will be closely monitored by both direct observation and remote surveillance methods. The offender's property, recreation and other non-essential privileges may be limited for purposes of safety and security. Close observation status may be initiated by the Functional Unit Manager of the unit, shift supervisor, chief of mental health or higher authority.
- K. Suicide Watch:** Specialized procedures whereby a potentially suicidal offender is isolated and observed, including assessment by appropriate mental healthcare staff. Placement on suicide watch status should be at the direction of the medical or mental healthcare staff, Functional Unit Manager of the unit, Shift Supervisor, or higher authority.
- L. Modified Suicide Watch:** An individualized plan which may result in less intensive observation measures and more privileges for the offender than full suicide watch as determined by the Institutional Chief of Mental Health Services.
- M. Dry Cell:** A cell or room without running water, for the purpose of recovering contraband or other unauthorized items that may be hidden in a body cavity or ingested.

- N. **Camera Cell:** Cell utilized to continuously monitor occupants through use of a video camera. When occupied, lights to this cell will remain on twenty-four (24) hours a day.
- O. **Strip Search Cell:** A cell in the administrative segregation unit for the purpose of conducting strip searches of offenders.
- P. **Security Restraint Bench:** A reinforced bench secured to the floor of an Administrative Segregation Unit, in full view of staff, used to temporarily secure an offender.
- Q. **Docket:** A departmental form utilized to document the action requested/approved on a Disciplinary or Classification Hearing.
- R. **Food Port Security Box:** A safety device utilized to transfer food or other items to an offender on hazardous projectile status to prevent staff from potential harm.
- S. **Hazardous Projectile Status:** A status given to offenders who have displayed a behavior of propelling objects or substances at staff which is intended to alert staff members to the heightened security risk posed by the offender and to any special security measures to be used with the offender.
- T. **Crisis Intervention Team: (CIT):** Specially trained staff members and mental health practitioners and advocates who provide training and oversight in the deployment of crisis de-escalation techniques.

III. PROCEDURES:

A. ASSIGNMENT TO ADMINISTRATIVE SEGREGATION:

1. Assignment to administrative segregation is based on safety and security needs of the institution, and the risk each offender represents to the institution, staff and other offenders.
 2. Prior to offender placement in a cell/room and after the offender is released or is changed to another cell; unit staff will complete a Room Inspection Checklist form (Attachment A).
 - a. The Room/Inspection Checklist form will be retained in a cell/room file, in the segregation unit, in numeric order by cell/room number.
- ***SOP: The Cell Inspection form shall be maintained in the offender's confinement record.**
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.
 4. The warden/designee can approve continued assignment to administrative segregation for periods of 12 months or less.
 5. Assignments to administrative segregation beyond one year will require approval from the deputy division director.
 6. If the administrative segregation committee has recommended an extension resulting in consecutive confinement of 12 months or more, the warden/designee will review and note such on the Classification Hearing form (Attachment B), and submit an Administrative Segregation Committee - Extension Request form (Attachment C) to the deputy division director.
 - a. The request will include:

- (1) circumstances of the present incident,
 - (2) history of conduct prior to administrative segregation assignment including conduct violations, work assignment, program participation, and patterns of assaultive/aggressive behavior,
 - (3) conduct since administrative segregation assignment,
 - (4) parole or current release date,
 - (5) educational/vocational needs, and
 - (6) mental health, medical, substance abuse treatment needs.
 - (A) A current psychological assessment shall be conducted with recommendations to be included with the Administrative Segregation Committee - Extension Request form.
 - (7) Justification should be included for the decision to extend and all reasons and facts relied on for the decision and the length of the extension.
- b. The deputy division director will approve, disapprove or modify the extension requested by completing the appropriate sections of the Administrative Segregation Committee - Extension Request form, and will date and sign it.
 - c. Extensions may be approved up to 1 year.
7. If an extension is approved, the offender may remain in administrative segregation for an additional 12 months, at which time the administrative segregation committee should release the offender or request an additional extension.
8. There is no limit on the number of extensions an offender may receive.
 - a. Such should be based upon prior history, the magnitude of the present incident and the offender's conduct since placement in administrative segregation.
 - b. Transfer of long-term administrative segregation offenders may be initiated by the administrative segregation committee.
 - c. Offenders assigned to long-term administrative segregation at the present institution may be considered for transfer for the following reasons:
 - (1) staff morale/animosity issues;
 - (2) medical/mental health needs; or
 - (3) to induce behavior modification.

9. An extension will not be needed to maintain offenders in administrative segregation pending transfer.
 - a. These offenders will receive an administrative segregation hearing every 6 months and transfer status will be documented on the Classification Hearing form.

10. Once transferred, the administrative segregation assignment will be reviewed.
 - a. Upon arrival at the receiving institution the offender may be placed in temporary administrative segregation confinement until the administrative segregation committee hearing.

- b. During the administrative segregation committee hearing, the committee should consider the offender's assignment and violations prior to transfer.
- c. If the offender was transferred because of a decrease in their custody level (promotional transfer), the committee should consider the type of housing unit the offender was assigned to during their period of good adjustment (such as administrative segregation, protective custody, general population, etc.).

*****SOP: Administration hearing shall be held upon arrival of offender in Administrative Segregation, Disciplinary Segregation, or Protective Custody Status.**

- d. A Temporary Administrative Segregation Confinement form (Attachment D) will be completed in accordance with institutional services procedures regarding temporary administrative segregation confinement.

*****SOP: Refer to SOP 21-11 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.

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.

- b. If the offender refuses to be present, the hearing will be held without the offender and the reason will be documented on the Classification Hearing form.
 - c. If the offender's behavior is such at the time of the hearing that he is determined a security risk, if at all possible the hearing will be held outside of the offender's segregation cell in the presence of the offender.
 - (1) If this process becomes disruptive to the segregation area, the hearing will be held without the offender being present and the reason will be documented on the Classification Hearing form.
 - d. Those offenders who are absent from the institution during administration segregation hearings will be afforded a formal hearing within 5 working days of their return.
 - (1) The reason for the delay will be documented.
5. Unit staff will present available information relative to the reason for the hearing.
- a. The caseworker presenting the facts shall complete the top portion of the Classification Hearing form indicating the reason for the hearing.
 - b. The remainder of the form will be completed during the course of the hearing.
6. The administrative segregation committee will review all oral statements, submitted documentary evidence and facts surrounding the case and determine a recommendation for:
- a. continued assignment to administrative segregation,
 - b. release with no restrictions,
 - c. release with restrictions, or
 - d. release on a program plan.
7. Offenders may be credited with time served in temporary administrative segregation confinement against any administrative segregation time.
8. At the end of the hearing, the Classification Hearing form will be completed with the offender's documented oral statements and any attached submitted documentary evidence and committee recommendations with justification for each decision.
- a. The form will also include the date of the next scheduled hearing.
 - (1) If a hearing is conducted prior to the date on the Classification Hearing form, the offender must be advised and a 24-hour waiver of hearing notification completed prior to the hearing.
 - (A) If the offender does not sign the waiver, the hearing will not be held until the 24-hour period has passed.
 - (3) A copy of the written notice will be forwarded to the classification file.
 - b. All members of the committee and the offender will sign the form.
 - c. If the offender refuses to sign, staff will note refusal on the form and initial.
 - (1) The original and all copies will be forwarded to the warden/designee immediately after the hearing.

9. The warden/designee will review the Classification Hearing form with any attachments and approve/disapprove the recommendation.

A written justification will be submitted based on all reasons submitted, including any modifications to the recommendation.

10. The original Classification Hearing form will be sent to the classification office for placement in the classification file, with a copy of the Classification Hearing form to the offender.

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

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

C. MANDATED SINGLE CELL CONFINEMENT:

1. The administrative segregation committee will evaluate offenders for single cell confinement at the time of the hearing.
2. All offenders who are considered an immediate/long-term danger to harm a cellmate as explained in this procedure should be assigned to a single cell in administrative segregation.
3. Offenders who have recently assaulted/harmed a cell mate, or other offenders who staff believe are a continuous threat to other offenders if housed in a cell with them, should be submitted to the deputy division director, who, in consultation with the division director, will approve/disapprove these actions.

- a. Offenders who have been approved for a mandated single will require approval from the deputy division director prior to removal from this status.

4. Offenders assigned to a mandated single cell assignment will be managed in accordance with this procedure.

D. DOUBLE CELL ASSIGNMENT:

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

*****SOP: Refer SOP 5-3.1 Offender Housing Assignments.**

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: Refer to SOP 20-2.3 Mechanical Restraints**

E. ITEMS AFFORDED TO OFFENDERS IN ADMINISTRATIVE SEGREGATION:

1. Meals:

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

*****SOP: An offender self-declared hunger-strike, or their discontinued hunger strike, or their discontinued hunger strike will be reported by the Adseg COII using the hunger strike notification form, using the email distribution list. Offenders on hunger strike will receive attention and medical care as outlined in IS/SOP11-41.2 Hunger Strike.**

*****SOP: Holding Food Port: In the event an offender refuses to remove his hand, arm or body part from the food port or if the offender is kicking the door, the offender will be directed to remove the body part or to quit kicking the door. If the offender does not comply, staff will call or radio the immediate supervisor for activation of a CIT staff member. A refusal to comply represents a security issue and the custody staff will remain on scene until the Crisis Intervention Team can be utilized. If CIT's attempts fail or CIT is not available it is considered a Planned Use of Force and a hand-held camera will be used to record the incident. During this if at any time jeopardy becomes present (the offender offering violence to a staff member or doing self-harm) force may be used to control the offender.**

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: The segregation unit staff will establish a schedule ensuring each offender is provided the opportunity to shower a minimum of three times per week. OFFENDERS ON SUICIDE WATCH SHALL NOT BE PROVIDED A RAZOR.**

*****SOP: The disposable razors shall be used one time and discarded.**

- (1) Razors will not be permitted in level 5 facilities' segregation units. Standard operating procedures will address the process to be utilized in level 5 facilities' segregation units regarding shaves authorized for visits, court appearances, etc.
- (2) Razor usage for offenders on dry cell status shall be in accordance with this procedure.

3. Clothing:

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

*****SOP: All offenders being placed in the administrative segregation unit shall be required to retain their shower shoes and three sets of department issued uniform shirts and trousers, underwear (T-shirt, boxers and socks). All segregation offenders shall be provided with weekly laundry services.**

4. Medical Services:

*****SOP: All offenders placed in Administration Segregation Unit shall be assessed by medical staff. Offenders with any past documented suicide ideations or attempts will be identified by medical staff. Medical staff shall notify custody staff of such and will set up an appointment with the Institutional Chief of Mental Health Services via Referral and Screening Note-Mental Health Medical Services (Reference).**

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

*****SOP:**

- a. **Medical unit nursing staff will report to the segregation unit daily to conduct sick call on all offenders who have submitted a medical services request and to make rounds within the unit offering health services request forms to all offenders.**
- b. **Medication will be distributed to offenders in the segregation unit by nursing staff along with a custody escort. The offender will be observed through the cell window to verify that he has ingested the medication.**
- c. **Injectables: Offenders receiving injections will be placed in wrist restraints with their hands behind their backs prior to being removed from the cell. If an offender must be restrained in front due to medical/physical needs, a waist chain will be utilized. If the offender refuses to be restrained and/or exit the cell, the nurse and the escorting officer will sign a refusal form indicating that the offender has refused his medication. The Refusal of Medical/Dental Care form (Reference) will then be placed in the offender's medical file.**

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: All Offender's being placed in the Administrative Segregation Unit will be required to retain two sheets, one or two blankets and one pillow case from their state issued property. The Administrative Segregation Unit will provide one mattress and one pillow. The Administrative Segregation Unit will not issue any bedding to offenders unless extenuating circumstances exist. No personal blankets allowed in Administrative Segregation. All bedding with the exception of blankets will be laundered weekly with offender clothing according to the established schedule.**

*****SOP: A request for a second blanket shall be approved by the Functional Unit Manager.**

6. Hair Care Services:

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

*****SOP: Hair care services shall be requested by an offender and approved by the Functional Unit Manager**

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

*****SOP: All state and personal property will be stored in the property room with the exception of those items listed on the Segregation Unit Personal Property List.**

8. State Issued/Personal Property:

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

*****SOP: Pocket comb 5 inches .**

- b. 1 towel,

*****SOP: State issue two towels**

- c. 1 washcloth,
- d. 3 pair socks,
- e. 3 sets undergarments,
- f. 1 pair shower shoes,
- g. 2 pencils/security pens,

*****SOP: Offenders may only possess and receive security pencils.**

*****SOP: Pens shall be provided upon request to classification staff for legal purposes and shall be returned upon completion of paperwork.**

- h. writing paper and envelopes,

*****SOP: Limit 20 envelopes.**

- i. address book,
- j. stamps,

*****SOP: Offenders may possess 20 pre-paid post cards. Individual stamps shall not exceed a Maximum of 20 total quantities.**

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

*****SOP: Medical aids as authorized by medical personnel and approved by Deputy Warden/Offender Management/designee.**

- 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: All labels shall be removed from all personal basic hygiene products brought to Segregation by the offender.**

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

*****SOP: Offenders are not allowed to possess photograph(s) while in the Segregation Unit.**

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:**

- a. All out going offender mail should be collected from the offenders, placed in a bag provided by the mailroom, and delivered to the airlock by a designated segregation unit officer.
- b. Incoming offender mail for the unit will be brought to the unit by staff Monday through Friday in the afternoons. Holidays excluded.
- c. Segregation unit staff should deliver the mail to the offenders in their cells after 4:30 pm count.

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: Refer to SOP 13-3.1 Offender Visitation.**

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

11. Telephone Privileges:

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

*****SOP: Offenders on Administrative Segregation status will receive telephone privileges every 30 days.**

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: Offenders are allowed 2 books and one periodical per person per cell.**

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

*****SOP: A book cart shall remain in the Segregation Housing Unit and maintained by the Librarian.**

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:

*****SOP: Refer to 5-3.5 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 may retain legal paper in order to meet a court deadline upon showing written documentation that one exists. If legal material is stored, the Administrative Segregation classification staff should notify the property room of legal deadline as outlined in IS/SOP22-1.2 Offender Property Control Procedures, ensuring material is delivered.**

16. Law Library:

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

*****SOP: Offenders may request legal materials from the library in accordance with IS/SOP 8 – 1.4 Access to Law Library Materials. Assistance by a library offender law clerk will be in accordance with SOP 8-1.3 Offender Council Substitute.**

17. Canteen Privileges:

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

*****SOP: Offenders shall be allowed access to the canteen once per week and may only purchase approved items in authorized limits**

- b. No glass or metal containers.

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

*****SOP: All labels shall be removed from all items, with the exception of medication before they are delivered to the housing units.**

*****SOP: The Administrative Segregation unit staff will pass out Canteen Purchase Lists the day prior to the housing unit's canteen spend day. The offender must complete the Canteen Purchase List in order to purchase canteen items. The Administrative Segregation unit staff member will collect the Canteen Purchase Lists and forward them to the canteen storekeeper for processing.**

- a. Purchased canteen orders will be taken to the segregation unit by a canteen staff member. The Administrative Segregation unit staff will pass out the items to the purchasing offenders and have them sign a receipt showing they received purchased items. The original copy of the receipt will be returned to the canteen storekeeper and the offender may keep their copy.

18. Education:

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

*****SOP: Refer to SOP 18-3.11 Correspondence Courses.**

19. Recreation:

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

*****SOP: Recreation shall be terminated in the event of severe weather.**

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 Alternate Meals/Serving Methods Request form shall be submitted to the shift supervisor for provisional approval. The form shall then be forwarded to the Warden/designee for final approval the next business day.**

*****SOP: When an offender has been approved to be served alternative meals, the offender shall be placed in a single occupancy cell if available.**

- a. Alternate meals will be requested on an individual basis.
 - c. Food service will be notified of any decisions.
 - d. The Alternate Meals/Serving Methods Request form will be placed in the individual confinement record folder in accordance with institutional services procedures regarding offender individual confinement records.
 - d. Alternate meals should be documented on the Individual Confinement Record form (Attachment I) under special instructions showing:
 - (1) when the offender was placed on alternate meals,
 - (2) date, and
 - (3) who placed the offender on alternate meals.
-
3. Any time an offender commits an action as outlined in this procedure, the offender will be served a meal loaf for 9 meals.
 - a. After the 9th meal, regular meals will be served and behavior will be monitored.
 - b. If the offender again commits any of the actions as outlined in this procedure, the offender will receive 18 meals of individual meal loaves.
 - c. After the 18th meal, with no further actions as outlined in this procedure, the offender will be served regular meals and behavior will be monitored.
 - d. If the offender, during the 30 day period commits another action as outlined in this procedure, the segregation unit functional unit manager/shift supervisor will submit the Alternate Meals/Serving Methods Request to the warden/designee who may place the offender on an additional 18 meals of meal loaf.

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

G. OFFENDER DISRUPTIVE BEHAVIOR:

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

H. REMOVAL OF PROPERTY:

1. Removal of offender property will be in accordance with institutional services procedures regarding offender property control procedures.
2. An offender's authorized items may be removed from his cell, when necessary, due to the offender's current behavior, with documentation on the Offender's Individual Confinement Record form (attachment I), such as, but not limited to:
 - a. offender suicide intervention in accordance with institutional services procedures regarding suicide intervention procedures;
*****SOP: Refer to SOP 12-4.1 Suicide Intervention**
 - b. close observation in accordance with institutional services procedures regarding mental health close observation;
*****SOP: Refer to SOP 12-4.3 Mental Health Close Observation.**
 - c. dry cell status in accordance with institutional services procedures regarding searches; and
 - d. when an offender is out of control (i.e., endangering herself/himself or others, destroying state property, etc.).

*****SOP: The Shift Supervisor may approve Special Security Orders (S.S.O.) for offenders who; assault staff, are verbally abusive and/or out of control (irate, hostile, 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: A property removal form (Reference MO931-0097) shall be completed and property stored in the Administrative Segregation Unit Property room B-137.**

(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: Items shall be returned to the offender upon approval by the Functional Unit Manager or higher ranking staff.**

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

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

*****SOP: If an offender is guilty of a violation involving mattress misuse or damage, a violation shall be issued and documented in the individual confinement record.**

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

*****SOP: Determination should be made by the segregation unit custody supervisor or Functional Unit Manager, with a copy of documentation sent to the Fire and Safety Supervisor, and copies to the Chief of Custody, the Deputy Warden/Offender Management, and unit staff.**

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.

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: Refer to SOP 7-1.10 Offender Individual Confinement Records.**

*****SOP: Individual Confinement Records shall be maintained by the Segregation Sergeant and reviewed by the Functional Unit Manager.**

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: Segregation Sergeant shall notify all staff of any special security orders placed on an 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.

*****SOP: Special security orders shall also be posted on the offender's cell door for quick reference by assigned staff. It is the responsibility of the housing unit sergeant on each shift to ensure the Special Security Orders are current and any changes updated in the confinement records and on the cell door.**

*****SOP: Tipton Correctional Center utilizes electronic chronological logs and they shall be submitted to the Chief of Custody at the end of each shift.**

4. Persons entering the unit, except for staff assigned, should sign the Sign-In log (Reference).

*****SOP: The Sign-In Log will be maintained in the segregation unit and submitted to the Chief of Custody at the beginning of each month.**

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

*****SOP: Security measures shall be carried out in accordance with guidelines in the Daily Operations Schedule. No more than four offenders shall be allowed outside of their cell at one time, except under the direction of the lieutenant or higher authority. This excludes emergency situations.**

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

*****SOP: An offender shall be utilized for work assignment upon approval from the Functional Unit Manager.**

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.

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

IS Effective Date: February 27, 2011

SOP Effective Date: November 6, 2020

- F. 931-1572 Referral and Screening Note – Mental Health Services
- G. 931-0478 Enemy Waiver
- H. 931-4384 Alternate Meals/Serving Methods Request
- I. 931-3549 Individual Confinement Record
- J. 931-0097 Offender Property Removal
- K. 931-0953 Chronological Log
- L. 931-3695 Sign-In
- M. Administrative Segregation Program Plan (Format)
- N. 931-4233 Administrative Segregation Committee - Program Plan Progress Report

*****SOP Attachments:**

O. 931-2095 Docket

P. 931-0013 Property Pick-Up/Inventory Form

Q. 931-1319 Medical Service Request

R. 931-3798 Rejection of Mail

S. 931-0751 Canteen Purchase List

T. 931-3567 Institutional Security Inspection 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 Reference:**

R. SOP7-1.10 Offender Individual Confinement Records

S. SOP8-1.3 Offender Counsel Substitute

T. SOP8-1.4 Access to Law Library Materials

U. SOP20-2.3 Mechanical Restraints

V. SOP20-3.2 Use of Force

W. SOP21-1.1 TASC

X. SOP22-1.2 Offender Property Control Procedures

Y. D3-5.11 Judgments against Offender Funds

Z. Canteen Segregation Limits

a. Special Security Orders

b. Water Shut-Off Log

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

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

SOP History:

This procedure was preceded by institutional rule 812.040

Administrative Segregation revised effective December 20, 1988.

- A. Original Effective Date: February 15, 1991
- B. Revised Effective Date: May 05, 1995
- C. Revised Effective Date: October 1, 1996
- D. Revised Effective Date: June 01, 1997
- E. Revised Effective Date: May 10, 1998
- F. Revised Effective Date: December 25, 1998
- G. Revised Effective Date: May 25, 1999
- H. Revised Effective Date April 10, 2003
- I. Revised Effective Date: August 11, 2003
- J. Revised Effective Date: July 12, 2004
- K. Revised Effective Date: December 29, 2004
- L. Revised Effective Date: January 31, 2005
- M. Revised Effective Date: April 04, 2005
- N. Revised Effective Date: July 19, 2006
- O. Revised Effective Date: October 25, 2006
- P. Revised Effective Date: September 02, 2007
- Q. Revised Effective Date: February 17, 2008
- R. Revised Effective Date: August 15, 2008
- S. Revised Effective Date: December 12, 2009
- T. Revised Effective Date: December 12, 2010
- U. Revised Effective Date: July 14, 2010
- V. Revised Effective Date: November 19, 2010
- W. Revised Effective Date: February 27, 2011
- X. Revised Effective Date: May 17, 2011
- Y. Revised Effective Date: July 13, 2011
- Z. Revised Effective Date: October 26, 2011
- AA. Revised Effective Date: November 18, 2011
- BB. Revised Effective Date: March 12, 2012
- CC. Revised Effective Date: March 27, 2012
- DD. Revised Effective Date: May 15, 2012
- EE. Revised Effective Date: January 18, 2013
- FF. Revised Effective Date: April 17, 2013
- GG. Revised Effective Date: March 25, 2014
- HH. Revised Effective Date: August 21, 2014
- II. Revised Effective Date: May 29, 2015
- JJ. Revised Effective Date: June 15, 2015
- KK. Revised Effective Date: September 10, 2015
- LL. Revised Effective Date: November 15, 2015
- MM. Revised Effective Date: May 01, 2017
- NN. Revised Effective Date: June 25, 2017
- OO. Revised Effective Date: March 01, 2018

PP. Revised Effective Date: June 29, 2018

QQ. Revised Effective Date: November 6, 2020