
**MISSOURI DEPARTMENT OF CORRECTIONS
WESTERN MISSOURI CORRECTIONAL CENTER
STANDARD OPERATING PROCEDURES**

SOP IS21-1.2 Administrative Segregation

IS Effective Date: February 27, 2011
SOP Effective Date: August 18, 2019

Signature on File

Signature on File

Sherie Korneman, Warden

Ryan Crews, Deputy Division Director

GENERAL INFORMATION: The standard operating procedure (SOP) is printed below IS procedure sections of this document as deemed appropriate and is clearly marked, i.e. "***SOP". Capital letters and bold print distinguish procedures. Exceptions to the IS procedure and justification for deviation are clearly noted within the bolded SOP text, rather than outlined in the "GENERAL INFORMATION" section. This standard operating procedure is in compliance with IS21-1.2 Administrative Segregation except when noted as described above.

- I. PURPOSE:** This procedure establishes guidelines for the routine operation of the administrative segregation unit. Also included are guidelines for providing offenders assigned to administrative segregation with the option of participating in program planning with the overall goal being to change unacceptable behavior patterns. Participation in program planning should be entered into at the most appropriate time during the offender's stay in administrative segregation in an effort to maximize the offender's success in the program.
- A. AUTHORITY:** Sections 217.175, 217.335, 217.375 RSMo, 93-4571-CV-C-9
- B. APPLICABILITY:** Each warden of any facility housing offenders under the jurisdiction of the division of adult institutions and division of offender rehabilitative services will develop standard operating procedures based on the guidelines established herein.
- C. SCOPE:** Nothing in this procedure is intended to give a protected liberty interest to any offender. This procedure is intended to guide staff actions.

II. DEFINITIONS:

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

*****SOP:**

- **WMCC has designated housing unit one for administrative 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.

*****SOP EXCEPTION:**

- **If unavailable a Corrections Officer II may sit as a member of the Administrative Segregation Committee; with the authorization of the DWOM/designee.**
- 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. Handcuff Retainer Strap:** A device attached to wrist restraints and secured to a security ring or other restraining device.
- K. Security Bench:** A seating area where offenders are secured temporarily while cell space is being made available.
- L. Security Ring:** A device attached to the cell door above the food ports. This facilitates the use of the hand cuff retainer strap as a control device to prevent the offender from pulling the mechanical wrist restraints into the cell.
- M. Property Removal:** A process by which an offender property may be removed and be given back in accordance with established procedures. An offender's normally assigned cell may be used when a designated property removal cell is not available. All removable items may be taken from the offender's cell.

- N. **Capped Sprinkler Head Status:** A designation placed upon offenders who break off the sprinkler heads off in their assigned cells, resulting in the offender being placed in a cell with a ‘capped’ sprinkler head.
- O. **Qualified Legal Claim:** Any legal action challenging an offender’s conviction or sentence, or challenging the conditions of an offender’s confinement. This includes direct appeals of conviction, federal and state habeas corpus actions, and civil rights complaints pertaining to conditions of confinement.
- P. **Security Order:** Documentation approved by shift supervisor and/or FUM outlining behavior modification. Documentation will outline specific behavior of the offender and the steps taken to correct the behavior.
- Q. **Dry Cell Status:** Placement in a room/cell without running water for the purpose of recovering drugs, contraband or other unauthorized items that may be hidden in a body cavity or ingested as covered in institutional services procedures regarding searches. Offender is placed in full restraints to include handcuffs, handcuff cover (blackbox/retaining clip), waist chain and leg irons.
- R. **Window Covering:** 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.
- S. **Full Suicide Watch:** Specialized procedures whereby potentially suicidal offenders are placed in a segregated housing unit observed by staff and provided ongoing assessment and treatment by a QMHP.
- T. **Modified Suicide Watch:** An individualized plan which may result in less restrictive actions than the full suicide watch as determined by a QMHP.
- U. **Security Stick Deodorant:** Clear stick deodorant in a clear case. Deodorant advances by pushing it up from the bottom.
- V. **Hazardous Projectile Serving Cart/Shield:** A safety device utilized to transfer food or other items to an offender on hazardous projectile status to prevent staff from potential harm.
- W. **Sexually Aggressive:** An offender who is determined by staff to be a habitual offender of Rules #7.3, #15.2, #15.3 and #15.4 Sexual Misconduct will be labeled as “sexually aggressive”. Requires a special security order to be will be issued for the offender and notation made in the offender’s Individual Confinement Record (ICR), page 1.
- X. **Special Security Cell:** A cell with a reinforced door which reduces the occurrence of this behavior and the damage resulting from it.

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. Upon arriving in the administrative segregation unit, the offender will be strip searched in a designated area. The offender will remain restrained until secured in the strip search area. The offender will then be searched in accordance with strip search procedures, issued allowable clothing and placed back in wrist restraints for escort to his cell.

-
- b. An ICR will be initiated indicating:
- (1) Cell inspection
 - (2) all retained property;
 - (3) classification score;
 - (4) no contacts from temporary administrative segregation confinement (TASC) and enemy listing;
 - (5) adult internal risk assessment score;
 - (6) medical information;
 - (7) dietary preferences;
 - (8) reason for placement;
 - (9) escorting officer;
 - (10) sending housing unit;
 - (11) date and time received;
 - (12) cell placement;
 - (13) state issued offender identification cards will be maintained in the housing unit control module; and
 - (14) PREA Reporting and Advocacy Flyer.
- c. Procedure for packing property for offender being placed in administrative segregation:
- (1) Print MOCIS property sheet,
 - (2) Pack and complete a separate property pick-up\ inventory form (SOP reference) for allowable TASC property,
 - (3) Pack and complete a property pick-up\inventory form for all non-allowable administrative segregation property, and
 - (4) Complete an unauthorized property notice form for any unauthorized or altered property.
- d. Procedure for taking the property to warehouse and administrative segregation unit:
- (1) Property, along with all copies of the property pick-up/inventory form and chain of custody form is to be taken to the administrative segregation unit for all allowable administrative segregation property.
 - (2) The property pick-up/inventory from and chain of custody form are to be signed by the administrative segregation unit staff.
 - (3) Property is taken to the back office to be searched.

- (4) Allowable items are given to the offender.
- (5) Non-allowable items will be taken and stored in the warehouse along with the original property pick-up/inventory and chain of custody forms.
- (6) A copy of the inventory and chain of custody forms should be returned to the sending housing unit for placement in the offender's housing unit file.

e. Procedure for property upon release from administrative segregation unit:

- (1) The offender is called to the property room.
- (2) The offender will inventory property.
 - (a) If discrepancy is found the property officer will cross check.
- (3) Original property pick-up/inventory form will be signed by the offender and the property officer.
- (4) Original property pick-up/inventory and chain of custody forms will be kept in the property file.
- (5) All property issued within in administrative segregation. i.e, coat, shoes will be returned.

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:

- (1) This room inspection checklist will be maintained in the offender's ICR in the housing unit.
- (2) In addition, staff members shall ensure that the sink\water fountains in cells are working and document on the room/inspection checklist form.
- (3) The call light shall be checked and documented on the room/inspection checklist.

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: Exceptions include: law library assistants, barbers, maintenance workers and counsel substitutes.

- a. General population offenders entering the segregation unit, including law library assistants, barbers, counsel substitutes and maintenance workers, must be strip searched prior to entering and exiting the unit. They will be escorted by staff at all times.

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:

(1) **Upon arrival, offenders arriving to the institution on enemy status may be seen by the Protective Custody committee for a hearing.**

- d. A Temporary Administrative Segregation Confinement form (Attachment D) will be completed in accordance with institutional services procedures regarding temporary administrative segregation confinement.
- e. Administrative segregation hearings held without 24 hours notice will require a Waiver of Hearing Notification form (Attachment E) to be signed by the offender.

B. ADMINISTRATIVE SEGREGATION COMMITTEE HEARINGS:

1. For the initial hearing, the offender must be notified at least 24 hours prior to the hearing.
 - a. If the hearing is held before the 24 hour period, the Waiver of Hearing Notification will be completed.
 - b. If the offender does not sign the waiver, the hearing will not be held until the 24 hour period has passed.

***SOP:

(1) **Once assignment to administrative segregation has been determined then the following information will be placed in the offender ICR:**

(A) **date offender assigned to administrative segregation;**

(B) **time of administrative segregation hearing;**

(C) **reason for assignment;**

(D) **cell assignment; and**

(E) **next review date.**

2. The administrative segregation committee should hold a formal hearing within 30 calendar days after the initial assignment and every 90 calendar days thereafter.
 - a. Hearings may be held at other times as determined necessary by the administrative segregation committee.

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

***SOP:

 - **WMCC utilizes the electronic form available on the department computer system.**
 - 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,

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.

- 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.
 - (2) 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:

- d. If the committee recommends release of an offender to general population, an enemy listing will be attached and the offender will sign protective custody needs assessment/waiver.**
9. The warden/designee will review the Classification Hearing form with any attachments and approve/disapprove the recommendation.
- a. A written justification will be submitted based on all reasons submitted, including any modifications to the recommendation.
10. The original Classification Hearing form will be sent to the classification office for placement in the classification file, with a copy of the Classification Hearing form to the offender.
- a. A copy of the written notice will be forwarded to the classification file.
11. All pertinent forms, according to specific procedures, will be appropriately filled out and disseminated.

C. MANDATED SINGLE CELL CONFINEMENT:

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

- a. Offenders who have been approved for a mandated single cell assignment will require approval from the deputy division director prior to removal from this status.
4. Offenders assigned to a mandated single cell assignment will be managed in accordance with this procedure.

***SOP:

- a. **Due to safety and security concerns, offenders can temporarily be assigned to single cell status by the shift supervisor/FUM pending final approval from the warden/designee.**

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:

- a. **Offenders who are victims and/or perpetrators in an alleged prison rape elimination act (PREA) event will be kept out of sight and sound from each other and be placed in separate wings.**
- b. **The offender's custody level will also be reviewed. Offenders housed in segregation will only be celled with offenders with compatible custody levels and adult internal risk assessment score.**

Example:

- C-5 with C-5 or C-2
- C-2 with C-5, C-2, or C-1
- C-1 with C-2 or C-1
- X with X or Y
- Y with X, Y or Z
- Z with Y or Z

3. No more than 2 offenders should be assigned to a cell unless the cell/room is configured for multiple occupancy.

***SOP:

- a. **Offenders assigned to Ad/Seg from the protective custody unit can only cell with other offenders from the PC unit.**
- b. **A review of the offender's current sentencing will be performed when assigning an offender to a cell. Offenders with non-violent sentences should not be celled with offenders with violent sentences. A list of applicable offenses will be provided by the WMCC records office to the unit.**
- c. **Any further concerns not listed above should be reviewed with the FUM or shift supervisor during non-business hours.**
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:

- (1) **There will be no unrestrained offenders in the wing while offenders are on the security bench.**

- c. **During meal service times, offenders will be offered a cell assignment where a meal will be afforded. A refusal of a cell at that time will be considered a refusal of that meal. This will be documented in the ICR/chronological log as a refusal to accept a food tray.**

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:

- (1) **An offender self-declared hunger strike will be reported to the FUM and will receive care as outlined in the hunger strike procedure.**
- (2) **Meal trays, along with utensils, will be delivered to administrative segregation from food service. Offenders will not be utilized for the serving/collection of trays and/or drinks through the food port opening. However, approved housing unit workers will be utilized to carry the trays and cambro's up/down the stairs.**
- (3) **Upon placement in administrative segregation, offenders are given the opportunity to declare a meal preference i.e. non-pork, vegetarian, etc. Administrative segregation staff will confirm with medical services any allergies or special dietary needs. This information will be communicated with food services at each meal and documented in the ICR.**
- (4) **Refusal of certified religious diet will be handled in accordance to policy regarding menu planning.**
- (5) **Meal counts in and out as well as the time received in the segregation unit will be documented on the housing unit chronological log. The food ports should not be left unattended while open and only one food port door will be open at a time. Upon completion of the meal, staff should retrieve all items. Food service should be notified to pick up trays and accessories from the administrative segregation unit.**
- (6) **Meals refused or alternate meals served will be documented in the offender's ICR.**
- (7) **Offenders who have a visitor arrive during meal service will be asked if they want to eat the meal prior to the visit. If they choose to eat the meal, they will remain in the housing unit until the meal is served and the offender has consumed the meal. Offenders who are already at visit during meal service or have a visitor arrive during meal service and choose to go to their visit prior to a tray/sack being served to them will a meal (tray/sack) offered to them upon their return from visit.**
- (8) **If an offender is on full suicide or modified suicide watch, staff will take items out of the meal sack, unwrap them and present the meal to the offender. Only consumable items will be given to the offenders. If there is a concern the offender on hunger strike is not drinking, a supervisor and medical staff will be notified. The supervisor will then notate**

and initiate observation of the offender drinking during particular intervals determined by the medical staff.

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:

- Showers will be no longer than ten minutes in duration.
- Acceptance or refusal of a shower shall be documented in the offender's ICR. After three refusals, the staff will warn the offender that another refusal to shower will result in a conduct violation.
- If offender has a verified court date, arrangements will be made to ensure offender receives a shower prior to out count.
- Offenders on full suicide watch, close observation or modified suicide watch may receive showers as noted by the QMHP in the ICR. Showers will be conducted using the bottom walk showers only. Offenders will be escorted by two staff members at all times.

- (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:

- a. Beard trims will be provided in conjunction with haircuts as outlined in this procedure and upon written request to custody staff. Offenders going on court outcount or having media contact shall be offered a shave and provided a razor.
- b. 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.
- c. Offenders placed on hazardous projectile status, property removal, or suicide watch (unless notated by mental health) will not be allowed beard trims due to security concerns. Special consideration will be given to offenders with an upcoming documented court appearance or due to hygiene issues, with prior approval from the housing unit FUM/designee.

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

*** SOP:

- (3) **Nail Clippers:** Segregation unit offenders may request to utilize nail clippers during shower periods. The nail clippers should be inspected by the custody staff. The clippers will be retained in the control module and placed in a sanitizing solution after each use. It will be noted on the shower log.

- a. Offenders on suicide watch will not be allowed to use nail clippers unless deemed a necessity by medical or QMHP.

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:

- (1) **Offenders assigned to the administrative segregation unit will be allowed to retain the following state issued items in his cell:**

- (a) three boxer shorts;
 - (b) three pairs of socks;
 - (c) three t-shirts;
 - (d) three pairs of gray pants;
 - (e) one pair of shower shoes; and
 - (f) stocking hats, seasonal as noted in this procedure.
- (2) Offenders will not be allowed to wear personal clothing items except for personal stocking hats.
- (3) Offenders will be provided with weekly laundry and bedding service. It is mandatory that the offender turns clothing in to be laundered during the approved laundry day as specified in the daily operations schedule (SOP reference C).

4. Medical Services:

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

***SOP:

- (1) An offender requesting medical services may obtain a health services request (HSR) form from medical staff during their rounds.
- b. Medical staff will make daily scheduled medication passes and sick call appointments. HSR's are distributed and picked up once a day by the medical staff. Medical staff will be escorted by custody staff when making rounds. The HSR forms will be returned to medical for review.
- c. A weekly movement to medical will occur. Medical staff will provide a list of offenders for this movement. The offenders will be escorted to medical.
- d. Medical may also utilize the medical cell in C-wing.
- e. Offenders may be escorted to medical as needed.
- f. Medication distribution procedure –
- (1) Upon the nurse reporting to the unit, the escorting officer will retrieve the offender ID binder from the module.
- (2) The escorting officer and nurse will establish positive ID of each offender by comparing offender with ID card prior to issuing medication.
- (3) The officer and nurse are to verify the offender swallowed medication. If the offender refuses to verify medication has been swallowed, custody staff will maintain visual of offender and contact supervisor before proceeding with pill line.

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:

- (1) **Additional numbers of these items may be permitted based upon a directed medical need or due to an inclement weather determination by the Warden/designee.**

6. Hair Care Services:

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

***SOP:

- (1) **An offender may request a haircut by submitting a letter to custody staff after being assigned for thirty days.**
- (2) **The housing unit sergeant will schedule an appointment for the offender. All haircuts will be performed in the sally port under the supervision of custody staff. Offender barbers will be available as scheduled by custody staff.**
- (3) **If the offender has a verified court date, arrangements will be made to ensure offender receives a haircut prior to out count.**
- (4) **Barber supplies are secured in a lockbox in the back office area. An inventory of items contained in the box is affixed to the inside cover of the box. Staff will inventory the box prior to giving it to the barber. When the barber has completed haircuts, the box will be inventoried prior to his exiting the unit. These inspections will be documented on an inventory sheet in the chronological log.**
- (5) **Only standard haircuts with one blade length will be permitted. Offenders will receive no special trims, designs, etc. All haircuts will be logged in the ICR.**
- (6) **Offenders receiving a haircut will be restrained in wrist and leg restraints at all times during the process.**
- (7) **Offenders placed on hazardous projectile status, property removal, or suicide watch (unless notated by mental health) will not be allowed haircuts due to security concerns. Special consideration will be given to offenders with an upcoming documented court appearance or due to hygiene issues, with prior approval from the housing unit FUM/designee.**

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

***SOP:

- a. **Segregation offenders are not allowed to purchase/retain items from vendors which are not permitted in the segregation units. Canteen purchases may only be made in accordance with this procedure. An offender's request for inventories of their property during segregation confinement will be at the discretion of property staff.**

8. State Issued/Personal Property:

***SOP:

- **Any specified limits or deviations can be found in Ad Seg Allowable Property list (SOP reference B).**
- a. 1 comb or brush or security hair pick,
 - b. 1 towel,

- c. 1 washcloth,
- d. 3 pair socks,
- e. 3 sets undergarments,

***SOP:

(1) PREA guidelines will be outline any variations/additions

- f. 1 pair shower shoes,
- g. 2 pencils/security pens,
- h. writing paper and envelopes,
- i. address book,
- j. stamps,
- 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:

(1) Medications may be retained by the offender with authorization from medical.

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

***SOP:

- (1) Offenders are allowed one copy card which will be retained by the administrative segregation case manager and returned to the offender upon release from the unit.**
- (2) Upon release to general population, offenders will be issued an administrative segregation coat and/or shoes in accordance with weather conditions until they have received their personal property. Once they have received their personal property, offenders will return these items to property officer.**

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:

(1) Offenders may submit correspondence to the warden/designee to obtain permission to correspond with other offenders who are immediate family only.

- b. **Any excess of administrative segregation allowable property will be retained in the offender's property that is stored in the property room or may be sent out with a visitor or**

by mail in accordance with standard operating procedure regarding offender property and control.

- c. **Outgoing mail will be placed in the door for collection by first shift.**
- d. **Incoming mail should be distributed to offenders by third shift custody staff. Mail for offenders on out count should be held in the mailroom and forwarded to the offender upon their return. Mail for offenders on property removal and suicide watch will be held in the mailroom until removed from status.**

10. Visiting Privileges:

- a. Offenders will be afforded non-contact visits of 2 hour duration, not to exceed the monthly allotment of visits in accordance with institutional services procedures regarding offender visitors/visiting restrictions.
 - (1) Standard operating procedures may permit additional visiting privileges.

***SOP:

(A) Offenders assigned to administrative segregation should be allowed one no-contact visit after 30 days and one no-contact every 30 days thereafter, if not otherwise restricted.

11. Telephone Privileges:

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

***SOP:

- a. **An offender must be assigned to the unit at least 30 days before is permitted a phone call and they will be permitted one every 30 days thereafter. Phone calls will be 10 minutes in duration. Written requests will be submitted to classification staff, who will schedule the call. Third shift custody staff will be the primary shift to ensure calls are made. If alternate times are necessary to facilitate the phone call the responsibility will defer to the appropriate shift.**
- b. **If unable to make contact, the offender should be given other opportunities to place the phone call.**
- c. **Each attempt will be documented on the ICR, sections two and three. The chronological data sheet in section three should also be updated to note whether contact was made or not and name/number of staff member who witnessed the call.**
- d. **Calls to attorneys must be approved by the assistant warden.**
- e. **The FUM/shift commander may approve additional phone calls.**

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 will be authorized one newspaper and one magazine if they have an active subscription. They may possess only one of each at any given time and must relinquish any previous issues before receiving new ones.**
- **Reading material is limited to four soft-back books in their possession. This will include up to two leisure library books and any combination of sacred writings, high school equivalency material, a soft-bound dictionary, and library reading material.**

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

***SOP:

- (A) **The librarian/designee determines which reading materials are sent to administrative segregation. Books will be supplied to the segregation unit for offender use as they become available.**

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:

- (1) **Offenders may request to meet with a chaplain other than during these rounds by submitting a written request to classification staff who will forward the request to the chaplain. The chaplain/volunteer will document the visit in the offender's ICR.**
- (2) **Upon initiating a wing tour, the chaplain/designee will advise the housing unit control module officer to have the tour documented on the housing unit chronological log. The module officer should note the time initiated and person(s) completing the tour.**

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

***SOP:

- (A) **The chaplain shall consult with the FUM prior to permitting an offender to receive religious items in order to verify property limitations.**

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:

- (1) **Offenders are permitted to retain verified, active case legal material with an approved qualified legal claim. Offenders must submit a qualified legal claim form to classification staff for any legal materials. No hardback books are allowed.**
- (2) **Any exception to administrative segregation allowable property list limits shall be reviewed/approved on a case-by-case basis by the assistant warden/designee.**

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:

- (1) **Law library access shall be provided in accordance with standard operating procedure regarding access to law library.**

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:

(1) Segregation offenders will not be allowed to retain or purchase food items.

- 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:

(1) Offenders will only be allowed to purchase items listed on the administration segregation allowable canteen list (SOP reference). Prices are subject to change without notice.

(2) Offenders will be afforded canteen access once per month and may spend a total of \$22.00.

(3) Canteen purchase lists must be filled out completely and legibly, putting the most important items first. Sizes are required. No substitutions will be given unless "Sub" is noted on the list. All sales are final. No refunds or exchanges allowed.

(4) Once purchased items are delivered to the segregation unit, offenders must provide their name, DOC number and a signature to receive the items. If the offender is unavailable to accept purchases, items will be returned to the canteen and delivered at a later date.

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:

b. Offenders will not be allowed to communicate with general population offenders. Offenders who attempt to communicate with general population offenders will be given a verbal warning to cease communication. If the behavior continues, the offender's recreation period will be terminated at the direction of a COII/higher authority and a conduct violation will be issued.

c. Offenders will be afforded recreation three times per week at times specified in the administration segregation daily operations schedule. These times may be altered for safety and security concerns.

d. Offenders will be restrained and moved as outlined in this policy. No more than six offenders at a time will be escorted to and from the recreation enclosures until all enclosures are occupied.

e. Offenders will not have contact with declared enemies or offenders who are currently named in their active investigations. Offenders who are double-celled will be placed in a recreation exercise enclosure together. Two officers will escort the offenders.

f. Offenders will be pat searched when going to and returning from recreation.

- g. **During inclement weather, offenders may wear a stocking hat and an issued coat from administrative segregation.**
 - h. **Recreation areas will be searched prior to the beginning of each recreation period and at the completion of each recreation period. Offender recreation periods will be actively monitored by staff at all times.**
 - i. **The date and time of recreation will be logged in each offender's ICR by the custody officer providing the recreation. All refusals will be documented in the ICR.**
 - j. **Offenders who are on disciplinary segregation, hunger strike, property removal, hazardous projectile status, and suicide watch will not be afforded out of cell recreational privileges.**
- 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:**

- **Approval for alternate meals after hours is to be verbally approved by the warden/designee and the paperwork forwarded to the wardens office for signature.**
 - **Extensions will be submitted to the warden/designee for approval. After business hours, approval may be given by warden via telephone. A copy of the current conduct violation will be attached to the alternate meals/serving methods request form.**
 - **When completing the alternate meal form for a meal loaf, whether for an initial assignment or an extension request, medical will be contacted to verify if the offender has a medical condition that would prevent serving of the meal loaf. The request form will be submitted to the warden/designee with all three copies intact for the initial assignment and extensions for signature. Once warden/designee approves, the form will be forwarded to the FUM for distribution of copies.**
- a. Alternate meals will be requested on an individual basis.
 - b. Food service will be notified of any decisions.

*****SOP:**

- (1) **The housing unit sergeant will be responsible for notifying food service when a meal loaf is approved. This will be done via telephone with a copy of the original alternate meals/serving methods request form sent to food service as a follow-up. The sergeant will ensure that the offender's ICR is notated and security order is completed to reflect status.**

- 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.

*****SOP:**

- e. **Upon placing an offender on alternate meals, the offender will be assigned to a cell with another offender of the same status, if available, for the duration of those meals. If a cell with another offender of the same status is not available, the offender on alternate meals will be removed from the cell and put on security bench until the cellmate has consumed his meal. Once the meal is consumed, the cell is searched by staff. The offender on alternate meal status is then placed back in his cell to eat his meal loaf.**
- f. **An offender who is receiving a certified religious diet and is placed on meal loaf will be provided a vegan meal loaf. Custody staff will utilize two new pairs of gloves when serving the vegan meal loaf. The custody staff will not remove the butcher paper prior to serving the meal loaf to the offender.**

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:**

- **The meal loaf shall be served with one Styrofoam cup to hold drinking water. Should the offender not consume the meal loaf within two hours, the meal loaf will be removed from the cell.**
- 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:**

- a. **Staff attending to offenders designated under this section should wear appropriate protective gear, consisting of eye protection/face shield and rubber gloves.**

- (A) **The offender's property will be inventoried and an offender property removal/return form will be completed. The removed property will be stored in a designated area and documented in the ICR. The offender will be placed in a designated cell. An offender's normally assigned cell may be used when a designated property removal cell is not available.**
 - (B) **While the offender is on property removal status, recreation opportunities and telephone privileges (other than emergency or legal calls) will not be afforded.**
 - (C) **The shift supervisor should ensure property in the offender's possession is adequate for current weather conditions. If the offender's behavior warrants, the FUM/shift supervisor will authorize at the minimum a blanket. Shoes and clothing can be considered as well at the discretion of the shift supervisor.**
 - (1) **If the offender's behavior does not warrant the return of property, a CIT member may be utilized to curb the behavior. If unsuccessful, a corrections officer III, FUM, or shift supervisor will speak with the offender to discuss options to have property returned to him. The discussion will be documented in the chronological log and in the offender's ICR.**
 - (D) **During normal rounds, all offenders will be checked for any signs of medical distress.**
- (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.
 - (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:**

- A. The shift supervisor, along with the FUM when available, will review the offender's behavior. The shift supervisor will document in the ICR the offender's current behavior along with any property returned, justification for not returning any property or termination of property removal status.**
 - (1) **The administrative segregation sergeant will document the returned property on the offender property removal/return form.**
 - B. The mailroom will be notified once the offender is removed from property removal status.**
 - C. Should an offender who has been on property removal status and has received an item or items of property begins to demonstrate behavior which would again warrant removal of his property a new property removal form will be initiated. The previous property removal form will be placed in the offender's ICR.**
- (5) If the regularly issued mattress is damaged it shall be removed and a security mattress shall be issued.

*****SOP:**

- (A) Issuance of a security mattress will be in accordance with standard operating procedure regarding offender property and control.**
- 3. Personal property may be removed from the offender's possession if determined to be a fire hazard or due to security needs.
 - a. Such should be documented on the Offender Property Removal form (Attachment J), processed in accordance with institutional services procedures regarding offender property control procedures

and documented in the offender's individual confinement record in accordance with institutional services procedures regarding offender individual confinement records.

***SOP:

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

- (1) **Capped Sprinkler Head Cell: Specific cells where the sprinkler heads have been "capped". These cells are for use when an offender has broken a sprinkler head in his normally assigned cell. Upon placement in a "capped" cell, the offender will only be allowed 1 pair of pants, 1 pillow, 1 mattress, hygiene items and legal material for the first 24 hours unless additional restrictions exist as imposed by placement on property removal status. After 24 hours and not on property removal status, the offender shall be allowed the following additional property items: 1 pair of pants, 1 pair of boxers, 1 t-shirt, 1 blanket, 1 pillow with pillowcase, 2 sheets, 1 mattress, hygiene items and legal material. Every thirty (30) days, an offender in a "capped" cell will be reviewed to be moved to an "uncapped" cell or his cell's sprinkler head reinstalled. Documentation in the offender's ICR shall be made during all phases while on this status.**

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:

- a. **Ten weekly file audits will be conducted by the lieutenants and 15 weekly audits will be completed by the sergeants assigned to the administrative segregation unit. Each week, reports will be submitted to the FUM noting any errors or corrections made. In addition, the administrative segregation FUM will conduct ten weekly file audits and the report will be submitted to the assistant warden.**
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.

***SOP:

- a. **Special Security Orders: If an offender's behavior results in the need for multiple behavioral tools to be implemented, Special Security Orders (SOP reference D) will be placed on the offender. This order will be continued on the offender until he demonstrates improved behavior. The FUM and/or the second shift administrative segregation lieutenant will conduct weekly reviews and notify the chief of custody of any recommendations. This order may be recommended for extension or removal as the offender's behavior dictates and may not be lifted without the authorization of the chief of custody/designee.**

- (1) **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. Offenders will be identified as “sexually aggressive” once they have received the second conduct violation for Rule #7.3, #15.2, #15.3, or #15.4 Sexual Misconduct in a rolling 6-month period of time 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 assignment. This designation will be indicated in the offender’s ICR, page 1, as well as labeled on the offender’s cell door.

(2) Upon approval by the warden/designee, water will be intermittently turned off for a period of 24 hours. The shift turning the water off will be the shift to turn it back on. Water will be turned on for 10-minutes each hour during the 24-hour period. The offender does not have the right to decline or refuse the water being turned on for these 10-minute periods each hour.

a. Documentation will be made on the Water Shut Off IOC (SOP reference E) noting pertinent information; to include identifying each 10-minute time period the water was turned on and staff actions during this time. Legible initials and the employee ID number of staff completing documentation should be present. This log will be placed on the cell door of the offender. Upon completion of the log, the housing unit sergeant will ensure placement of the log in the offender’s ICR.

(3) **Window Covering:** Window covers 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. Utilization of the window covers must be approved by the shift supervisor or FUM. The use of window covering for punitive and/or retaliatory purposes is strictly prohibited.

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.

***SOP:

a. **The electronic roster will be maintained by the housing unit sergeant. At the completion of each shift a copy of the electronic roster will be signed and dated by the sergeant and forwarded to the FUM. The FUM will retain for 90 days.**

(1) **The electronic roster will include:**

(A) **all offenders housed in the unit; and**

(B) **offender’s status (assigned cell, offender’s name, DOC number, custody level AICS, administrative segregation confinement date, review date, administrative segregation confinement offense, previous housing unit, comments/special security orders).**

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

***SOP:

a. **A sign-in form will be available inside the A/B-sally port door for all visitors.**

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:

- (1) Designee is the shift supervisor.
 - (2) The chief of custody, DWOM and the warden will make monthly tours of the unit.
 - (3) The module officer shall be responsible for logging all wing tours conducted in the chronological log. A custody staff member must conduct a wing tour at least once per thirty minutes in accordance with post order 16.27.
 - (4) The shift supervisor will be responsible for making a tour of the administrative segregation unit on each shift. Beginning and ending times of the security check will be logged in the chronological log as well as on the event sheet.
 - (5) Assigned sergeants will conduct four wing tours of the unit in accordance with post order 16.10. The sergeant will notify the module officer when beginning wing tours.
 - (6) The shift change walk tour sheet will be completed by the off going sergeant/lieutenant and oncoming sergeant/lieutenant to ensure cleanliness of the housing unit. This signed form will be submitted to the FUM during each shift change.
 - (7) Assigned lieutenants will conduct at least two wing tours of the unit in accordance with post order 16.04. The lieutenant will notify the module officer when beginning wing tours. Counts, feeding/tray pick-up, as well as mail and laundry handout/pick-up will be considered wing tours.
- b. a member of the classification staff in charge of the segregation unit on a daily work day basis.

***SOP:

- (1) Classification staff will also visit administrative segregation offenders in the transitional care 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:

- (1) All daily activities in the segregation unit are conducted in accordance with the administrative segregation daily operations schedule and post orders.
 - (A) The FUM will oversee the operations of the unit.
 - (B) An assigned COIII/designee will supervise the segregation unit and ensure compliance with all special security/control measures, procedures and post orders of the unit.
- 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:

- (1) Unresponsive offenders – A minimum of three staff members to include one supervisor will enter the cell. If unresponsive offender has a cellmate, the responsive offender will be restrained as outlined in policy regarding mechanical restraints.

- (3) From the period of May 15th to September 15th or at times specified by the warden/designee for excessive heat each cell will be provided a bucket of ice twice daily. Specific times for distribution office will be in accordance with the administrative segregation daily operations schedule.

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

***SOP:

- (1) Offenders approved as administrative segregation workers will not be in restraints while working.
- (2) All offenders will be supervised and escorted at all times within the unit. During controlled movement within the housing unit and/or as safety and security concerns warrant, restrained offenders will be removed from the cell and escorted by custody staff utilizing a soft, empty hand escort.
- (3) The security ring will be used any time an offender is removed from their cell. One set of wrist restraints and a retainer strap will be needed when utilizing the security ring. When an offender is moved from the cell, the following steps will be taken:
 - (A) There must be two custody officers at the cell door.
 - (B) Snap one clasp to the chain between the wrist restraints and the other end to the designated area on the cell door.
 - (C) Open the food port door. Have the offender back up to the food port with his wrists behind his back and extend his wrists and hands through the food port door. Place the wrist restraints on the offender with the retainer strap in place.
 - (D) Remove the retainer strap from the restraints and then the cell door, securing the retainer strap in the custody staff's pocket, belt clip, etc.
 - (E) If the offender has a cellmate, ensure he is restrained in the same manner prior to accessing the cell door.
 - (F) When the offender is placed back in the cell, use the same procedure.
- (4) Minimum and medium level offenders shall be escorted by at least one staff member within the housing unit. Maximum level offenders will be escorted by at least two staff members within the housing unit.
- (5) All offenders should be placed in waist and leg restraints and accompanied by at least one staff member while outside the housing unit.
- (6) Offenders that have displayed assaultive behavior should be escorted by at least three custody staff when outside their assigned room.
- (7) When offenders on suicide watch are escorted outside of the administrative segregation unit, a handheld video camera will be utilized. Wing surveillance will be utilized with all escorts within the administrative segregation unit, with the exception of escort to room 126 (medical evaluation room) or back office area when a hand held video camera will be utilized. A sergeant or above will be present during escort procedure as well as two other custody staff members.
- (8) All offenders will be clothed when being escorted.

- (9) If offenders are awaiting movement within the administrative segregation unit and cell space is unavailable they may be secured temporarily to a security bench in accordance with policy regarding mechanical restraints.
- (10) Attorneys, media, etc., desiring the offender to be unrestrained during their visit must have approval from the warden or deputy warden. If approval is received to remove wrist restraints, the offender will remain in leg restraints. At no time will the offender be totally unrestrained.
- (11) When escorting offenders outside of the unit, the following ratio of staff to offenders will be followed.
- (A) 2 to 5 offenders – 2 staff members
 - (B) 6 to 10 offenders – 3 staff members
 - (C) 11 to 15 offenders – 4 staff members

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:

- **Offender is notified of program placement during administrative segregation committee.**
- 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:

- a. **The following therapeutic programs/support groups are available at this institution and may be recommended if determined appropriate by the Administrative Segregation Committee:**
 - (1) **Anger Management**

- (2) Pathways to Change;
- (3) Inside Out Dads;
- (4) Impact of Crime on Victims; and
- (5) Other programs as developed.

3. The offender may be assigned to programs for a full day or may be assigned to a combination of programs and work assignments.
4. The offender's assigned caseworker should monitor the progress of the offender and submit an Administrative Segregation Committee - Program Plan Progress Report (Attachment N) to the administrative segregation committee every 30 days or anytime the offender refuses to participate or appears to be having difficulty with the program plan.

***SOP:

- a. **The progress report should begin upon the offender's admission into a program. The administrative segregation committee shall send the original administrative segregation program plan (SOP reference F) to the appropriate program facilitator of the indicated program, with a copy forwarded to the FUM/designee. The caseworker will request a progress report from the program facilitator. The program facilitator will complete and return the progress report to the offender's caseworker as requested.**
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:

- a. **Upon the offender's completion of the program, the administrative segregation committee shall forward written notification of release from the program 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

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 REFERENCES:**

- A. 931-0013 Property Pick-Up / Inventory**
- B. Administrative Segregation Allowable Property List**
- C. Administrative Segregation Daily Operations Schedule**
- D. Special Security Orders**
- E. Water Shut Off IOC**
- F. Administrative Segregation Program Plan**

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: Original Effective Date: 9/27/91; Revised Effective Dates: 6/19/92; 3/29/93; 11/1/93; 12/28/95; 6/11/96; 8/5/98; 1/12/99; 8/26/99; 8/2/00; 9/1/01; 10/22/01; 5/28/02.**

- A. Revised Effective Date: October 27, 2005**
- B. Revised Effective Date: December 26, 2005**
- C. Revised Effective Date: September 1, 2006**
- D. Revised Effective Date: August 1, 2007**
- E. Revised Effective Date: June 15, 2008**
- F. Revised Effective Date: October 30, 2008**
- G. Revised Effective Date: February 11, 2010**
- H. Revised Effective Date: July 15, 2011**
- I. Revised Effective Date: April 1, 2013**
- J. Revised Effective Date: February 27, 2015**
- K. Revised Effective Date: March 15, 2017**
- L. Revised Effective Date: July 21, 2019**
- M. Revised Effective Date: August 18, 2019**