KANSAS DEPARTMENT OF CORRECTIONS

A Safer Kansas through Effective Correctional Services



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Policy Memorandum¹

This Policy	y Memorandum Issuance # _	07-10-010	
Effective D	Date Upon Issuance	Expiration Date	Upon Reissuance of IMPP ²
	dresses subject matter for with the IMPP manual.	hich an IMPP will be fo	orthcoming and assigned to Chapter(s)
XAm	nends or modifies existing IM	PP(s) <u># 20-105</u>	_
Ela	aborates on the contents of IM	/IPP(s) <u>#</u>	
	Is for Staff Only <u>X</u> Is	for Both Staff and In	mates.
in KARs. He	memorandum is being issued ence, the following revision to ipline while in administrative	the Procedures secti	nto conformance with recent changes on is accomplished:
A.			the disciplinary procedure set forth shoused in a segregation unit."
and your from	See a		
	Secretary of Corrections		Date: 10-12-07
	DECIDIALY OF CORRECTIONS		

Note: To keep your IMPP Manual current, please place this Policy Memorandum in your manual at the appropriate location. If the memorandum addresses subject matter for which an IMPP will be forthcoming, place this issuance before the first IMPP in the Chapter indicated. If the memorandum addresses an existing IMPP, the issuance should be placed in front of the existing policy, just after any relevant statement(s) of annual review. If this memorandum is for both staff and inmates, it shall be immediately posted.

Unless another Policy Memorandum or IMPP on this subject is issued, the requirements contained herein have no force and effect after the indicated expiration date.

KANSAS DEPARTMENT OF CORRECTIONS

INTERNAL	SECTION NUMBER	PAGE NUMBER	
MANAGEMENT	20-105 1 of 3		
POLICY AND	SUBJECT:		
PROCEDURE	SEGREGATION: Basic Operations of Administrative Segregation		
	Original Date Issued:	02-15-02	
	Current Amendment Eff	ective: 12-29-06	
tary of Corrections	Replaces Amendment Is	ssued: 08-21-04	
	MANAGEMENT POLICY AND PROCEDURE	MANAGEMENT POLICY AND PROCEDURE SEGREGATION: Basic Segregation Original Date Issued: Current Amendment Eff Replaces Amendment Is	

POLICY

All basic operations of an administrative segregation unit, including the placement of inmates, filing of reports, notification of inmates, enforcement of inmate privileges and rights, transfer to more restricted areas, and administration of discipline shall be carried out in concert with the provisions of this IMPP.

DEFINITIONS

None.

PROCEDURES

I. Placement Within Administrative Segregation; Notification Requirements; Hearing

- A. In all cases in which inmates are placed in administrative segregation, a shift supervisor or the segregation unit manager shall approve the placement.
 - 1. The shift supervisor shall forward a written report to the warden before the end of that particular shift.
 - 2. No inmate shall be placed in administrative segregation without receiving a medical/ mental health evaluation by qualified medical/mental health staff as soon as possible after placement.
 - a. In addition to the health services segregation screening evaluation, a checklist of possible self-harm indicators (Attachment A) shall be completed for each inmate placed in a KDOC administrative segregation housing unit.
 - (1) This checklist shall be completed by either the segregation unit OIC, unit team counselor, or shift supervisor.
 - (2) The checklist must be completed immediately upon placement in segregation, and must be as a result of direct contact between the affected inmate and the segregation unit OIC, unit team counselor, or shift supervisor.

- (3) Subsequent to the completion of the checklist, appropriate referrals shall be made as indicated internally on the checklist form (Attachment A).
- (4) Inmates placed on administrative segregation status, but actually housed in county jails, shall be exempt from the completion of the checklist, and shall be subject to the jail's admissions policies and practices.
- B. Except as provided in procedure I.C., inmates placed in segregation shall be provided with a hearing prior to placement in order to provide them with an opportunity to present objections, explanations or reasons as to why such a placement should not be effected.
 - 1. This hearing shall be held by the Warden's designee.
- C. A hearing prior to placement shall not be required if an emergency situation exists.
 - 1. The shift supervisor or segregation unit manager may order immediate placement in administrative segregation when necessary:
 - a. To protect the inmate or others;
 - b. To prevent escape; or,
 - c. To maintain control of the correctional facility.
 - 2. This action shall be reviewed by the warden or designee within 72 hours.

II. Administrative Segregation Report

- A. An administrative segregation report shall be completed in all cases of administrative segregation.
 - 1. The report shall indicate, specifically, the reason for placing the inmate in administrative segregation.
- B. The administrative segregation report may be used as the written report of the shift supervisor to the warden as required by procedure I.A.1. of this IMPP.
 - 1. A copy of the report may be used as the written notice to the inmate required by procedure III.A.1. of this IMPP.

III. Notice & Explanation to Inmate

- A. Written notice of the reasons for placement in administrative segregation, stated in sufficient detail to allow the inmate to understand the reasons and to make a response to them, shall be provided to the inmate before the inmate is placed in administrative segregation unless a serious emergency or major disturbance exists.
 - 1. If a serious emergency or major disturbance involves a substantial number of inmates, or a clear and present danger thereof, notice and explanation shall be given not more than three working days after placement in administrative segregation, or until the nature of the emergency has been resolved.
 - a. The serious emergency or major disturbance shall be described briefly, in writing, by the officer and made part of the record. In all cases, the notice shall be given to the inmate before the hearing so the inmate knows the reason for the placement.

IV. Privileges and rights in administrative segregation

- A. Each inmate in administrative segregation shall be treated as nearly as possible like any other inmate in the general population of the institution or facility.
- B. When possible, the inmate shall retain such privileges and property as are commensurate with the particular circumstances or condition for which the inmate was placed in administrative segregation.
- Administrative segregation shall not be used or considered as punishment.

V. Transfer to more restricted area in special cases

- A. A narrative shall be prepared to document any instance or incident leading to more restrictive confinement within the segregation unit.
- B. Transfers to more restrictive confinement shall be permitted only for administrative security and control, and shall not constitute or be used as punishment.
 - 1. Each such transfer to a more restrictive confinement shall be authorized and approved by the segregation unit team manager or designee, or in that person's absence, by the shift commander or designee.

VI. Discipline while in administrative segregation.

A. Inmates who commit offenses while in administrative segregation may be charged, given notice and brought before the disciplinary board for hearing.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities who are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to either employees, offenders, or third parties. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None

REFERENCES

KSA 75-5210, 75-5251, 75-5252 ACI 3-4223

ATTACHMENTS

Attachment A: Checklist Of Possible Self – Harm Indicators – 1 Page

Checklist Of Possible Self – Harm Indicators Administrative Segregation Admissions

Inmate Name:		DOC Number:	DOC Number:		
Repor	ting Office	r: Date: Time:			
YES	NO	 Escorting officer has information that inmate may be a suicide risk. Inmate is expressing suicidal thoughts/making threats to harm self. Inmate shows signs of depression (crying, withdrawn, passive). Inmate is acting/talking in a strange manner (hearing/seeing things that are not there, statements do not make sense). Inmate appears to be under the influence of drugs/alcohol. Inmate has had a recent family change (death/divorce). Inmate brought to segregation due to serious infraction that could lead to criminal charges (assault/battery, drugs/contraband). Inmate states he/she is taking psychotropic medication. Inmate is normally housed in the Mental Health Unit. Inmate has been assaulted (physically or sexually) by another inmate. Inmate shows anger, hostility, and makes threats. Inmate displays signs of self-neglect or abuse (poor hygiene, cuts, bruises). Inmate states this is his/her first placement in segregation. Inmate has recent legal status change (parole violation, new charges). 			
		TELEPHONE/CONTACT THE CHARGE NURSE, WHO SHALL NOTIFY A MENTAL HEALTH PROFESSIONAL.			
Notifica	ation to Mer	ntal Health by: Date/Time:			
Respo	nding MH s	taff Date/Time:			
segreg indicati need t uncoop inmate profess	ation. The on that he/o be awar perative. A's state of sional for re	The segregation OIC on shift shall ensure that this form is completed for all inmate escorting officer shall be asked why the inmate is being brought in, and whether the she might engage in self harm. The inmate shall be asked if there are any issues of e, and if he/she takes medications. The officer shall note whether or not the introduced provided in the inmate that appears to inform the inmate that appears to inform the inmate that appears to inform the inmate that appears to the medication.	here is any which staff nmate was ndicate the		

Clinic, Mental Health, Unit Team Manager

cc: