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ADMINISTRATIVE DIRECTIVE

SUBJECT: Administrative Segregation

NUMBER: 11-42

SUPERSEDES: 10-26

APPLICABILITY: Director, Deputy/Assistant Directors, Warden/Center Supervisors, employees involved in segregation, and inmates

REFERENCE: AR836 - Segregation

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APPROVED: Original signed by Ray Hobbs, Director **EFFECTIVE DATE:** 6/10/2011

I. POLICY:

It is the policy of the Department of Correction to provide secure, safe housing to inmates who require a higher degree of physical control or who staff otherwise find necessary to remove from the general population of the facility.

II. EXPLANATION:

The Institutional Classification Committee or, in an emergency, the Warden/Center Supervisor or designee may place an inmate in administrative segregation if his/her continued presence in the general population poses a serious threat to life, property, self, staff, or other inmates. Also, inmates who threaten the security or orderly running of the institution may be segregated.

III. PROCEDURES:

A. Institutional Classification Committee Procedures

1. The inmate will be given a hearing before the Classification Committee.

2. The inmate will receive written notification of the hearing not less than twenty-four (24) hours prior to the hearing.
3. The inmate will be allowed to appear before the committee, to make any statement desired, and to present documentary evidence including witness statements.
4. The determination as to whether an inmate will be placed in administrative segregation will be made by a majority vote of the committee.
5. The inmate will be advised of the reasons of his/her administrative segregation in writing and a copy of the reasons will be maintained in the inmate's institutional file. All decisions may be subject to review and approval or disapproval by the Warden or his/her designee.
6. Any inmate who is potentially dangerous to himself/herself or others shall immediately be placed in administrative segregation and evaluated by the Mental Health Staff. Any inmate who exhibits chronic recalcitrant behavior shall be evaluated by the Mental Health Staff upon request by the Warden or his/her designee. The results of the evaluation shall be considered by the Classification Committee in determining the administrative segregation status of the inmate.

B. Emergency Procedures

1. In an emergency situation, the Warden/Center Supervisor or highest ranking security officer on duty (shift supervisor) may transfer an inmate to administrative segregation.
2. Any inmate so transferred shall, within seventy-two (72) hours, have his/her status reviewed by the Assistant Warden/Chief Security Officer and a third party designated by the Warden or Assistant Warden. The reviewing body shall, after interviewing the inmate, either release him/her from the segregation area or retain him/her in the segregation area and refer the inmate to the next regularly scheduled meeting of the Classification Committee. The committee will then determine the segregation status of the inmate in accordance with the Classification Committee procedures listed above.

C. Controls and Privileges while in Administrative Segregation

1. Housing in a separate area of the institution determined by the Warden.
2. Work duties within the limits of the inmate's medical classification.

3. Regularly scheduled meals - may be served in cells.
4. Television and/or radio privileges may be denied following minor disciplinary procedures.
5. Institutional activities as approved by the Warden.
6. Regular mail privileges.
7. Chaplains will visit the administrative segregation area regularly and upon request.
8. Visits may be in a separate visiting room and will be conducted in the presence of an officer.
9. The opportunity to shave and shower a minimum of three times per week. Barbering and hair care services should be available on the same basis as general population. Exceptions are permitted when found necessary by the senior officer on duty. All exceptions will be recorded in the log and justified in writing.
10. Male inmates will have the opportunity to shave three (3) times per week. Female inmates will have the opportunity to shave one (1) time per week. Shaving may be denied and barber clippers used as determined necessary by the Warden or designee.
11. Referrals to medical, dental or mental health services through sick call or for medical emergencies.
12. Opportunity for exercise, a minimum of one hour of exercise per day five (5) days per week, unless security or safety dictates otherwise. Opportunities to exercise outdoors, weather permitting. Reasons for the imposition of any constraints should be documented. Inmates who have out-of-cell work assignments are not required to receive the one-hour exercise period.
13. Permitted commissary orders - which will be delivered to the segregation unit.
14. Appropriate clothing is to be issued.
15. A reasonable amount of reading material and educational material approved by the Educational Department.

16. Bedding is to be changed weekly and weekly laundry services are to be provided.
17. Access to law materials upon request and in accordance with unit policy.
18. Access to attorney of record via legal mail and telephone.
19. Inmates leaving or entering the segregation unit must be thoroughly searched. They shall be escorted by two officers and under normal circumstances will be in restraints to and from their destination.

D. Review of Administrative Segregation Status

1. The Classification Committee or authorized staff must review the status of every inmate assigned to administrative segregation classification every seven (7) days for the first two months, and every thirty (30) days thereafter to determine if the reason(s) for placement continue to exist. At every other, of these 30-day reviews, the inmate will be personally interviewed by the Classification Committee or authorized staff. All reviews will be documented utilizing the appropriate segregation form.
2. The Mental Health Staff must review the status of every inmate assigned to the segregation classification for more than thirty (30) days utilizing the Segregation Review form, which will be reviewed by the unit psychologist. If confinement continues for an extended period, the Segregation Review form from mental health will be completed and reviewed by the unit psychologist at least every three (3) months.
3. No inmate shall remain in a segregation classification for more than one year unless he has been personally interviewed by the Warden at the end of one year and such action is approved by him. At the end of the second and each additional year that an inmate remains in a segregation classification, he must be personally interviewed by both the Warden and the Deputy/Assistant Director, who will then determine whether or not continuation in that status is necessary and/or appropriate.
4. The calculation and scheduling of an inmate's administrative segregation hearing will not change if that inmate transfers to another unit and remains on administrative segregation status.
5. If the inmate refuses to appear before any of the above-scheduled hearings, documentation will be maintained stipulating his refusal to appear.