

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> Standard Operating Procedures		
<b>Functional Area:</b> Facility Operations	<b>Reference Number:</b> IIB09-0001	<b>Revises Previous Effective Date:</b>  5/01/05
<b>Subject:</b> Administrative Segregation		
<b>Authority:</b> Donald / DePetro	<b>Effective Date:</b> 6/01/08	Page 1 of  9

**I. POLICY:**

The Warden/ Superintendent or his/her designee may place an inmate/probationer in Administrative Segregation whenever the inmate/probationer:

- A. Is awaiting disciplinary hearing for a violation of Facility/Center rules.
- B. Is awaiting investigation of a serious violation of Facility/Center rules or regulations.
- C. Is awaiting investigation of trial for a criminal act.
- D. Requests admission to Administrative Segregation for protective custody or the staff determines that admission to or continuation in administrative segregation is necessary for the inmate's/probationer's own protection.
- E. Is pending a transfer or is holdover status during transfer.
- F. Is pending classification.

**II. APPLICABILITY:**

All incarcerate facilities housing GDC inmates or probationers.

**III. RELATED DIRECTIVES:**

- A. GDC Rules: 125-3-1-.03, 125-3-2-.10 (e), 125-3-5-.06 (1).
- B. GDC SOPS:
  - 1. Function Area I: IK01-0006.
  - 2. Function Area II: IIA06-0001, IIA07-0006, IIA07-0007, IIB01-0005, IIB01-0013, IIB01-0024, IIB02-0004, IIB02-0005, IIB04-0001, IIB05-0001, IIB06-0002, IIB08-0001, IIB08-0005, IIB12-0002, IIB15-0001.

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3. Function Area IV: I VL01-0011, I VP01-0002.

4. Function Area V: VA01-0011, VB01-0002, VE01-0012, VH01-0003, VH30-0008.

C. ACA Standards: 3-4237, 3-4238, 3-4241, 3-4242, 3-4239, 3-4249, 3-4253, 3-4250, 3-4251, 3-4254, 3-4255, 3-4259, 3-4256, 3-4257, 3-4258, 3-4261, 3-4248, 3-4246 and 3-4247.

**IV. DEFINITIONS:**

NONE.

**V. ATTACHMENTS:**

Attachment 1: Inmate/Probationer Assignment to Segregation.

Attachment 2: Segregation Hearing Report.

Attachment 3: Segregation/Isolation Checklist.

**VI. PROCEDURE:**

**NOTE:** Use the "Assignment to Segregation" memo, Attachment 1, to document each inmate/probationer assignment to administrative segregation; that is, whether the assignment was voluntary, or involuntary, whether a hearing was held and the inmate's/probationer's rebuttal; if any. Use the "segregation hearing" form, Attachment 2, to record the events of the hearing.

**Note:** Upon placement of an inmate / probationer in administrative segregation for **any reason** (pending disciplinary hearing, protective custody, etc.), the correctional officer will notify a licensed health care provider as soon as possible. Refer to SOP VH30-0009 for specific guidelines to be followed by the licensed health care provider.

**A. Voluntary Assignment to Administrative Segregation:** An inmate/probationer may request placement in Administrative Segregation for protective custody.

1. The inmate/probationer should submit the request in writing. The request must explain why the inmate/probationer needs protective custody, and it should list who the inmate/probationer thinks might hurt him/her, if known.

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2. The Warden/ Superintendent or his/her designee will review the request. If the request has merit, the inmate/probationer will be placed in administrative segregation/protective custody.
3. The investigation will include an interview with the inmate/probationer. The notes of the interview will be retained in a secure area apart from the inmate's/probationer's Facility/Center file.
4. If the Warden/ Superintendent / designee determines that the result of the investigation do not justify protective custody, the inmate/probationer may be returned to the general population.
5. The Warden/ Superintendent or designee will attempt to institute alternative means of control to resolve the problem presented by the inmate/probationer.
6. Double bunking of offenders in protective custody status shall occur only in emergency situations and only with the recommendation of the facility Classification Committee. This recommendation shall be approved by the facility Warden. This approval shall not exceed 72 hours. Offenders housed in this manner beyond the 72-hour time limit shall be approved in writing by the Director of Facilities Operations.

**B. Involuntary Assignment to Administrative Segregation:**  
Subsequent to an involuntary assignment of an inmate/probationer to Administrative Segregation, the warden/ Superintendent shall ensure the Classification Committee holds a formal hearing within ninety-six (96) hours after the inmate/probationer is placed in Administrative Segregation.

1. The inmate/probationer will be provided a copy of Administrative Segregation Assignment Memo (attachment 1) stating the reason (s) why he/she is being placed in Administrative Segregation at the time of placement in Administrative Segregation.
2. For the initial Administrative Segregation hearing the inmate/probationer may request that an employee who is on duty and willing to represent the inmate/probationer by being the inmate's/probationer's advocate at this initial Administrative Segregation hearing. The inmate/probationer may also request that witnesses be called on his (her) behalf and the Classification

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Committee will have the discretion to call these witnesses.

- C. **Assignment By Supervisor:** In the absence of the Warden/Superintendent, the senior officer present, with the notification and approval of the facility/center duty officer, may place an inmate/probationer in Administrative Segregation for a period not to exceed seventy-two (72) hours. The Warden/Superintendent shall be notified of this action as soon as he/she returns to the Facility/Center.
- D. **Reasons for Placement in Administrative Segregation:** The following conditions must be met prior to an inmate/probationer being placed in Administrative Segregation for any of the reasons set forth in Section I (POLICY) of this SOP:
1. An inmate/probationer may be assigned for an indefinite period when so authorized in writing by the Warden/Superintendent. Such assignment shall be fully documented as to necessity. The documentation shall also identify the date on which the initial Administrative Segregation hearing occurred, and shall identify the facts offered in rebuttal at the hearing by the inmate/probationer.
  2. The inmate/probationer may submit reasons, in writing, to the Classification Committee at the time of such hearings regarding the inmate's/probationer's continued assignment to Administrative Segregation. A record of each hearing shall be maintained by the Classification Committee.
- E. **Conditions of Administrative Segregation:** The basic level of conditions described below applies to the Administrative Segregation Unit:
1. Cells shall be well ventilated, adequately lighted, appropriately heated and maintained in a sanitary condition at all times. All cells shall be equipped with beds which may be securely fastened to the wall or floor.
  2. Cell occupancy, except in emergency, shall not exceed design capacity. When an emergency requires excess occupancy, a report shall be prepared immediately and delivered to the Warden/Superintendent for review and corrective action.

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3. Cells in Administrative Segregation shall be equipped and furnished in a manner similar to cells in the general population.
  4. Each inmate/probationer shall be provided the same opportunities for personal hygiene available to the general population, except that an inmate/probationer may be limited to showering and shaving three (3) times per week.
  5. Visiting and correspondence privileges accorded the general population shall be allowed to inmates/probationers in Administrative Segregation (see SOP IIB01-0005). No restrictions shall be placed upon an inmate's/probationer's contact with courts or legal counsel.
  6. Food provided inmates in Administrative Segregation shall be the same quality and quantity as that provided in the general population.
  7. Inmates/Probationers shall be provided the same bedding supplies as are provided persons in the general population.
  8. An inmate/probationer shall normally be assigned all of his or her personal property consistent with the length of assignment and security needs of the unit.
  9. Inmates/Probationers shall continue to receive the services of a counselor. Inmates/Probationers may participate in such educational, vocational and/or rehabilitative programs as can be provided within the confines of the Administrative Segregation unit, consistent with the security needs of the unit.
  10. Inmates/Probationers may order items from the commissary. Items from the commissary may be withheld if determined by the Correctional Supervisor to be a threat to the security of the Administrative Segregation unit.
    - a. Inmates/Probationers will be limited to the equivalent of \$60.00 of Commissary items.
- F. **Exercise:** exercise periods shall be available for a minimum of five (5) hours per week, with at least one (1) hour per day on five days. This exercise shall be outside the cells, unless security or safety considerations dictate otherwise. (See SOP VE01-0004).

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G. **Unit Inspection:** Monitoring of the unit shall be conducted on a regular basis. This monitoring enables responsible officials to observe and evaluate conditions of confinement and discuss with confined inmates. These monitoring visits shall be conducted in accordance with the following schedule:

1. Correctional shift supervisor in charge shall visit once each shift.
2. Health Care officials – An initial medical round or visit will be made within the first 24 hours after placement, and then at a minimum of three times a week excluding weekends and holidays at state facilities/centers; and at least once every 72 hours at county correctional facilities/centers.
3. Psychologist or Psychiatrist shall visit as requested by staff, when the inmate is a Mental Health inmate.
4. Chief of Security – Daily/excluding weekends and holidays.
5. Counselor – one time per week.
6. Deputy Warden/Assistant Superintendent – At least one Deputy Warden/Assistant Superintendent each day, excluding weekends/holidays.
7. Warden – At least twice per week.
8. Institutional Duty officer – daily.
9. Documentation of rounds - It shall be the responsibility of each individual to document in the appropriate colored ink so as to provide a clear record of whom has visited the segregation unit. Wardens and Supervisors shall document in red ink. Health Care staff shall document in green ink. Counselors shall document in blue ink and Officers shall document in black ink. This documentation is for the sign in log and all the Administrative Segregation flow sheets.

H. **Warden's/ Superintendent's Review of Administrative Segregation:** During the first two months the inmate/probationer is assigned to Administrative Segregation, the inmate's/probationer's counselor shall review the inmate/probationer well being and mental status every seven (7) days and report his/her findings

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to the Warden/Superintendent. The counselor need not convene a formal hearing for this review and report since this constitutes a review of the inmate's/probationer's status for the Warden/Superintendent only.

**I. Classification Committee's Review of Administrative Segregation:**

1. The Classification Committee shall review the status of all inmates/probationers in Administrative Segregation and protective custody once every thirty (30) days.
2. If the review committee determines the inmate/probationer should remain in Administrative Segregation, the inmate/probationer may appeal that decision to the Warden/Superintendent.
3. Classification Committee reviews shall consider the original reason for segregating an individual and his/her behavior during segregation. This shall include reports from unit staff.
4. Each review shall include an evaluation of the inmate's/probationer's administrative file.

**J. Staff Assignments:** The staff of the unit shall be selected carefully and regularly evaluated by the supervisory personnel. The Warden/Superintendent shall ensure staff are provided a special orientation and training as to the function of the unit, rules governing its operation and the needs and problems typical of inmates in the unit. The orientation and training must be documented. Specialized departmental training will be developed to support this.

**K. Permanent Logs:** Permanent logs shall be maintained by the Correctional Officer on duty. The record shall include:

1. A record of all admissions and releases including:
  - a. Date of action.
  - b. Time of action.
  - c. Reason for admission or release.
  - d. Authorizing official or committee.

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1. A record of visitors including all official visits from staff, and time, date, and signature of visitor.
2. Notations of observations of unusual occurrences or behavior.
3. Site medical observations/visits and the medical officer conducting the visit.

**I. Accountability Log:** The dorm or housing unit officer will maintain an accountability log accurate to the minute, making it possible to give an accounting of the whereabouts of each inmate assigned to the dorm/housing unit. This log shall include cell/room number, bed number, inmate name, inmate number, race, in or out time, assignment of inmate and destination of inmate.

1. The accountability logs shall be printed daily after 1800hrs once all daily scheduled inmate moves have been completed in both SCRIBE and the offender-housing unit. All unscheduled inmate movement will be hand written by the assigned dorm officer on the accountability log with all information recorded as is on the printed log to include the cell/room number, bed number, race, in or out time, assignment of the inmate, and destination of the inmate. Accountability logs will be distributed daily by the third shift supervisor/designee.

**M Individual Records:** Individual records shall be maintained for each inmate/probationer in Administrative Segregation to provide a document listing daily activities. Use the "Segregation/Isolation Checklist" (Attachment 3) of this SOP. This record shall:

1. Be completed daily with 30 minute documented checks. The 30 minute checks should be documented when they occur, not at the end of the shift (**"gang" entries shall never be permitted on any of the Segregation/Isolation forms**).
2. Contain a record of all activity such as bathing, exercise, medical visits, program participation, and religious visits.
3. Be signed by the officer in charge of each shift.
4. Cite medical observations/visits.
5. Include comments of unusual occurrences or behavior.



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6. Be filed in accordance with GDC Rule 125-3-1-.10 (e).

**N Release:** Release from Administrative Segregation or protective custody may be authorized by the Warden or Superintendent or his or her designee. Document the return to general population, date and time in the log book. If the inmate/probationer requests return to general population from voluntary segregation (protective custody), put the inmate's/probationer's request in the same file with the request for protective custody.

**VII. RETENTION SCHEDULE:**

- A. Attachment 1 – Inmate/Probationer Assignment to Segregation form Attachment 1 of this SOP will become part of the inmate's/probationer's case history file and will be retained according to the official records retention schedule of that file.
- B. Attachment 2 – Segregation Hearing Report: Attachment 2 of this SOP will become part of the inmate's/probationer's case history file and will be retained according to the official records retention schedule of that file.
- C. Attachment 3 – Attachment 3 of this SOP will become part of the inmate's/probationer's case history file and will be retained according to the official records retention schedule of that file.