



State of Indiana
Indiana Department of Correction

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POLICY AND ADMINISTRATIVE PROCEDURES
Manual of Policies and Procedures

Title
THE USE AND OPERATION OF ADULT OFFENDER ADMINISTRATIVE SEGREGATION

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8-2-5(a)(8) IC 11-10-1-7 IC 11-11-6-1	00-02-102 02-01-102 01-01-101 02-01-103 01-02-101 02-01-104 01-03-105 02-01-105 01-04-101 02-01-108 02-01-101 02-04-101	ACA: ACI: 4-4249, 4-4250, 4-4253, 4-4254, 4-4256 thru 4-4271, 4-4273

I. PURPOSE:

The purpose of this policy and its administrative procedures is to establish the standards for the use and operation of adult offender administrative segregation units within the Department of Correction.

II. POLICY STATEMENT:

The Department of Correction shall operate adult offender administrative segregation units in a manner that ensures:

- A. A clean, healthy, safe and secure environment for offenders and staff;
- B. Availability of offender programs and services consistent with the safety and/or security of the facility, staff and offenders; and,
- C. Establishment of a system that identifies the review and release process from the unit.

Administrative segregation units may be operated on a facility level or may be operated on a Department-wide basis. The admittance of an offender to an adult administrative segregation unit shall be based on the:

- Threat an offender's continued presence in the general population poses to life, self, staff, other offenders or property;
- Threat posed by the offender to the orderly operation and security of the facility; and,
- Regulation of an offender's behavior which was not within acceptable limits while in the general offender population.

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The Department shall ensure that an offender's admittance to an administrative segregation unit is in accordance with Policy 01-04-101, "Adult Offender Classification."

III. DEFINITIONS:

For the purpose of these administrative procedures, the following definitions are presented:

- A. **ADMINISTRATIVE ORDER:** An authorization by the Facility Head or designee approving the emergency assignment of an offender to administrative segregation based upon the offender's actions which threaten the safety and/or security of the facility, staff, self or other offenders.
- B. **ADMINISTRATIVE SEGREGATION (AS):** An assignment designation pursuant to the administrative procedures for Policy 01-04-101, "Adult Offender Classification" which separates an offender who poses a threat to life, self, staff, other offenders, property or facility security.
- C. **SEGREGATION:** The separation of an offender from the general offender population in a unit designed to provide activities and functions in a controlled setting.
- D. **SERIOUSLY MENTALLY ILL:** Having an AXIS I diagnosis other than for Substance Abuse or dependence and having a GAF score of 40 or below.
- E. **UNIT:** A sub-section of a facility.

IV. ESTABLISHMENT OF AN ADMINISTRATIVE SEGREGATION UNIT:

Each Facility Head shall determine if the need exists for an administrative segregation unit at the facility. If the facility determines that an administrative segregation unit is appropriate for the operation of the facility, the facility shall contact the appropriate Regional Director/Operations for approval. The Facility Head shall submit to the Regional Director the following information:

- A. Location within the facility;
- B. Staffing;
- C. Recreation schedule and facilities;
- D. Manner in which Food Services will be provided;
- E. Programs and the manner in which they will be offered; and,

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F. Any proposed exceptions to these administrative procedures.

Upon receipt of the request, the Regional Director shall review the request and make a recommendation to the Deputy Commissioner/Operations. Any administrative segregation unit approved by the Deputy Commissioner shall operate in accordance with these administrative procedures, unless a “Request for Exemption from Policy” has been approved.

Additionally, the Department may establish one (1) or more Department-wide administrative segregation units in accordance with these administrative procedures. The Department-wide administrative segregation unit(s) shall provide a controlled setting for those offenders at a facility who have a history of battery on others or who, in the opinion of Department or facility staff, present an extraordinary threat to themselves or others or who present special safety and security concerns (e.g., seriously injuring staff or offenders, participating in a hostage situation, identified as a security threat group leader, heavily involved in trafficking or having a lengthy history of serious (Class A and/or Class B) disciplinary code violations). The Regional Directors/Operations in consultation with the Deputy Commissioner/Operations shall determine the need for such a unit(s) and make recommendations to the Commissioner for the establishment of a Department-wide administrative segregation unit.

V. STANDARDS FOR ADMITTANCE TO ADMINISTRATIVE SEGREGATION:

A. FACILITY ADMINISTRATIVE SEGREGATION

Offenders who have not been charged with a rule violation may be assigned to administrative segregation based upon an administrative order or a decision in accordance with Policy 01-04-101, “Adult Offender Classification.” Assignment of an offender to an administrative segregation unit shall be based upon the threat to self, others, property, the security and/or orderly operation of the facility presented by the offender's continued presence in the general offender population. Examples of the reasons that may result in an offender’s assignment to administrative segregation include, but are not limited to:

1. History of assaultive behavior;
2. Active member of a Security Threat Group who poses a threat to the safe and orderly operation of the facility;
3. A high escape risk;

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4. The facility’s need to contain, prevent or end a disturbance or other threat to the orderly operation of the facility;
5. Pending an investigation, disciplinary hearing or criminal trial;
6. Pending transfer to another facility;
7. A documented history of behavior that causes staff to believe that the offender’s continued presence in the offender general population would be detrimental to the security of the facility or the offender; or,
8. The offender is the subject of an on-going investigation and the segregation has been approved in accordance with the administrative procedures for Policy 02-04-101, “The Disciplinary Code for Adult Offenders.

Standards for the placement of offenders in an administrative segregation unit shall be in accordance with Policy 01-04-101, "Adult Offender Classification." However, the Facility Head or Shift Supervisor may order the immediate segregation of an offender when it is necessary to protect the offender or others.

When placed in administrative segregation under an administrative order, the transfer shall be reviewed within one (1) working day from the date of the placement. The review shall be in accordance with Policy 01-04-101, "Adult Offender Classification" and shall include a review of the offender’s Re-Entry Accountability Plan (RAP) and the offender’s needs and progress toward meeting identified needs.

B. DEPARTMENT-WIDE ADMINISTRATIVE SEGREGATION:

Offenders who, in the opinion of staff, present a special safety or security management concern may be recommended for placement in a Department-wide administrative segregation unit. Offenders considered for such a placement must meet the criteria for placement in a facility administrative segregation unit in accordance with these administrative procedures.

Offenders being considered for assignment to the Department-wide administrative segregation unit at the Secure Confinement Unit (SCU) at WVCF shall be free of an AXIS I diagnosis, not receiving treatment for

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such a disorder and the offender must not have been diagnosed with a mental disorder that is worsened by confinement in a SCU. The offender shall not have a Medical Code of H or K.

Offenders being considered for assignment to the Department-wide administrative segregation unit at the Westville Control Facility may have an AXIS I diagnosis but shall have a GAF score of more than 40 and may have Medical Codes of A, F, G, H, I or K and Disability Code of A or D.

Offenders being considered for assignment to Department-wide administrative segregation who have an AXIS I diagnosis and who have a GAF score of 40 or below and who have Medical Codes of A, F, G, H, I or K and Disability Code of A or D may be assigned to the Secure Mental Health Housing Unit at the New Castle Correctional Facility.

Any exceptions to the above Medical or Disability Codes shall be made on a case-by-case basis.

C. IN-CELL ADMINISTRATIVE SEGREGATION:

Offenders who need to be separated from the general offender population for the safety and security of the facility or the protection of staff, the public or offenders may be placed on In-Cell Administrative Segregation (“red-tag,” “key-lock,” etc.) for up to five (5) working days to determine whether they should be placed in an administrative segregation unit. This status may also be used in dormitory settings by using bed or unit restrictions.

The reasons for using In-Cell Administrative Segregation may be the same as indicated for Facility Administrative Segregation, as indicated in V. A. Additionally, offenders may be placed on In-Cell Administrative Segregation status when the facility’s Administrative Segregation Unit or Disciplinary Segregation Unit are at capacity and the offender needs to be separated from the general population until a bed becomes available in a Segregation Unit. Also, part of or an entire unit may be placed on In-Cell Administrative Segregation status during an emergency situation, such as a facility lockdown.

Assignment of offenders to In-Cell Administrative Segregation shall be a classification action and shall be done in accordance with the administrative procedures for Policy 01-04-101. The Facility Head or designee shall review any requests to place offenders on In-Cell Administrative Segregation and approve the change in status in writing.

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Following the assignment of an offender to In-Cell Administrative Segregation status, the offender shall be reviewed by the Unit Team Manager at least every 48 hours to ensure that the need for segregation continues to exist. The Unit Team Manager shall submit a report of the review to the Facility Head or designee for continued approval of In-Cell Administrative Segregation status.

The conditions of offenders placed in In-Cell Administrative Segregation status shall be the same as those offenders placed in Facility Administrative Segregation as indicated in Procedure IX.

Offenders shall be released from In-Cell Administrative Segregation as soon as possible, but in no case shall an offender be retained in In-Cell Administrative Segregation longer than five (5) working days, except in emergency situations, without the written authorization of the Facility Head. The Facility Head may extend the In-Cell Administrative Segregation status for two (2) additional periods of five (5) working days, for a total of 15 working days in this status. Offenders may be released back into the offender general population or moved to an Administrative or Disciplinary Segregation Unit, as appropriate.

VI. ADMISSION TO AN ADMINISTRATIVE SEGREGATION UNIT:

A. FACILITY ADMINISTRATIVE SEGREGATION

1. Admission of an offender to an Administrative Segregation Unit shall be documented in the unit log. The following information shall be recorded on the unit log:
 - a. Offender's name;
 - b. Identification number;
 - c. Date and time admitted;
 - d. Reason for admission;
 - e. Tentative release date, if such a date is given;
 - f. Special medical/psychiatric problems/needs; and,
 - g. Any other information pertinent to the admission.
2. State Form 39588, SEGREGATION/CONFINEMENT REPORT, shall be completed at the time of admission.
3. State Form 21255, OFFENDER SEGREGATION RECORD, shall be prepared for each offender. This record shall document all non-routine activities of the offender. State Form 21255 shall be

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maintained by staff assigned to the unit and secured in a controlled area of the administrative segregation unit. When an offender is released from the unit, this form(s) shall be filed in the offender's facility packet.

4. All routine unit activities in which an offender participates, such as the delivery of meals or showers, shall be recorded on the unit log. These routine activities shall not be recorded on State Form 21255. The unit logs shall be maintained in accordance with an approved records retention schedule.
5. Upon admission to an administrative segregation unit, the offender's property shall be inventoried. All items shall be listed and the disposition of the offender's property recorded on State Form 40093, SEGREGATION UNIT INVENTORY LIST - PERSONAL PROPERTY.
6. Immediately upon an offender's admission to administrative segregation, staff shall notify the facility's Health Care Services staff. Upon notification, a qualified health care professional shall review the offender's medical record to note any areas of concern.

B. DEPARTMENT-WIDE ADMINISTRATIVE SEGREGATION

1. Offenders considered for placement in a Department-wide administrative segregation unit shall be provided a classification hearing to determine the appropriateness of placement in a Department-wide administrative segregation unit. During the classification hearing, staff shall adhere to the criteria for placement in a Department-wide administrative segregation unit as found in APPENDIX XVI-C of the administrative procedures for Policy 01-04-101.
2. If the offender appears appropriate for transfer to a Department-wide administrative segregation unit, a qualified doctoral level mental health professional (i.e., licensed psychologist or psychiatrist) shall evaluate the offender prior to recommending the transfer to the Facility Head.
 - a. During this evaluation, the qualified doctoral level mental health professional shall determine whether the offender has a current diagnosis of being Seriously Mentally Ill or otherwise meets the conditions indicated in Procedure V. B

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- above and determine the offender's GAF score. The qualified doctoral level mental health professional shall use State Form 53491, "REQUEST FOR MENTAL STATUS REPORT FOR OFFENDER RECOMMENDED FOR PLACEMENT IN A SECURE CONFINEMENT UNIT, to record the findings of this evaluation.
- b. The qualified doctoral level mental health professional shall determine whether there are any other mental health conditions that may be negatively impacted by the offender's assignment to Department-wide administrative segregation.
 - c. The qualified doctoral level mental health professional shall prepare a written evaluation of the offender using State Form 53491 and, if the offender is approved for transfer to the Secure Confinement Unit (SCU) at the Wabash Valley Correctional Facility (WVCF), the Westville Control Unit, or the New Castle Secure Mental Health Housing Unit shall send a copy to the receiving segregation unit.
3. If the results of the evaluation indicate that the offender is Seriously Mentally Ill, consideration shall be given to transferring the offender to the Crisis Stabilization Unit (CSU) at the New Castle Correctional Facility or another suitable facility where the offender can receive needed mental health treatment. Offenders who have a current AXIS I diagnosis shall not be transferred to the SCU at WVCF and offenders with an AXIS I diagnosis AND a GAF score of 40 or below shall not be transferred to the Westville Control Unit. Offenders with an AXIS I diagnosis and a GAF score of 40 or below may be considered for transfer to the New Castle Secure Mental Health Housing Unit if placement in the Crisis Stabilization Unit does not appear appropriate. If the results of the evaluation indicate that the offender is acutely mentally ill, the offender may be transferred to the CSU at the New Castle Correctional Facility. If the offender does not meet the criteria for transfer to the CSU, consideration shall be given to transferring the offender to the Secure Mental Health Housing Unit at the New Castle Correctional Facility or another suitable facility where the offender can receive the necessary mental health treatment.
4. Offenders identified by qualified doctoral level mental health professionals as needing other levels of mental health treatment shall not be placed in facilities that:

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- a. Will exacerbate their serious mental illness; or,
- b. Cannot meet their mental health needs.

Determination of mental health needs shall be made by qualified doctoral level mental health staff. However, there may be offenders who, although not acutely mentally ill and therefore not appropriate for placement at the CSU, will have their serious mental illnesses exacerbated by any incarceration, regardless of the particular placement. In such a situation the offender will be placed where qualified mental health staff can meet his/her mental health needs appropriately. A written record will be made and maintained as to the decision of the mental health staff and the reasons for that decision.

5. If the qualified doctoral level mental health professional determines that the offender is capable of placement in a Department Secured Confinement Unit at Wabash Valley, Westville or New Castle, the following procedure is to be applied:
 - a. The qualified doctoral level mental health professional will submit a written evaluation to the Supervisor of Classification who shall present a recommendation, along with the evaluation report, to the Facility Head indicating that the offender may be considered for transfer to the SCU at the WVCF, Westville Control Unit or the New Castle Secured Mental Health Housing Unit.
 - b. If the Facility Head approves the recommendation, the Facility Head shall prepare a written request and submit it to the appropriate Regional Director. The written request will include the following:
 - (1) A new CLASSIFICATION DESIGNATION INSTRUMENT.
 - (2) A State Form 44355, INTER-FACILITY TRANSFER REPORT, to include a summary of the offender's behavior which initiated the transfer request.
 - (3) A State Form 3412 CLASSIFICATION HEARING REPORT, completed in accordance with the Adult Classification Policy.

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- (4) A copy of the evaluation (State Form 53491) prepared by the qualified doctoral level mental health professional indicating that the offender is not seriously mentally ill.
- 6. Following review of the information submitted by the Facility Head, the Regional Directors shall consult with the Deputy Commissioner of Operations and the Director of Classification to determine what Department-wide unit would be most appropriate.
- 7. The Regional Director shall advise the Facility Head of the decision. If the decision is to place the offender in a Department-wide administrative segregation unit, the Regional Director shall work with the Director of Classification to ensure that the transfer is processed in a timely manner.
- 8. The offender may appeal the decision to assign him/her to a Department-wide administrative segregation unit in accordance with Policy 01-04-101.
- C. Upon admission to an administrative segregation unit, the offender shall be advised that this action is considered a housing re-assignment in accordance with the administrative procedures for Policy 01-04-101 and that the offender may appeal the decision to assign him/her in accordance with Policy 01-04-101.

VII. REVIEW OF OFFENDER'S ADMINISTRATIVE SEGREGATION STATUS:

A. FACILITY ADMINISTRATIVE SEGREGATION

The need for and appropriateness of continued administrative segregation shall be reviewed by the Classification Committee or staff designated by the Facility Head at least every seven (7) days for the first two (2) months that an offender is in administrative segregation. After the first two (2) months, this review shall be conducted at least every 30 days. It shall not be necessary to hold a formal Classification Committee Hearing in order to complete this review. However, if the offender requests a reclassification from administrative segregation, the 30 days review may be combined with a full Classification Committee Hearing.

Offenders who are placed in administrative segregation by means of an administrative order shall have their assignment reviewed within one (1) working day of the placement in administrative segregation. The Facility

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Head or designee shall conduct this review and shall prepare a written report indicating the outcome of this review. If the decision is to continue the offender in administrative segregation, the facility shall conduct a Classification Committee Hearing within 72 hours in accordance with Policy 01-04-101, “Adult Offender Classification.”

During the review of an offender, staff may determine that the offender should be considered for placement in a Department-wide administrative segregation unit. Staff shall prepare a written report to the Facility Head detailing the reasons that the offender should be considered for placement in a Department-wide unit. During the time that the offender is under consideration, the facility shall continue to conduct the reviews as indicated previously.

B. DEPARTMENT-WIDE SEGREGATION

1. Upon transfer to a Department-wide administrative segregation unit, the offender shall be provided the same reviews as indicated for offenders admitted to a facility administrative segregation unit. Copies of all reviews shall be forwarded to the Regional Director for review and approval.
2. In addition to the other reviews provided to the offenders, upon arrival the following procedures shall be implemented:
 - a. Within two (2) working days of arrival at the SCU at WVCF, the Westville Control Unit or the New Castle Secure Mental Health Housing Unit, the offender shall receive a face-to-face screening by a licensed mental health professional who shall review the offender’s mental health records and make a written record as to the results of the screening.
 - b. If it is determined by this screening that an offender housed at the SCU at Wabash Valley has an Axis I Mental Health Diagnosis, is receiving treatment for such a disorder or has been diagnosed with a mental disorder that is worsened by confinement in a SCU, the offender shall be transferred within 72 hours of this determination to an appropriate facility that can provide the needed mental health treatment unless a psychiatrist determines after a face-to-face evaluation that the offender cannot be moved safely for mental health reasons. The offender shall remain at the facility until the psychiatrist determines that it is medically

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safe to move the offender to a facility that can provide the needed mental health treatment.

3. All offenders assigned to the SCU at WVCF shall receive a mental health evaluation at least weekly by a licensed mental health professional (e.g., psychologist, mental health counselor, etc.) which shall take place in a setting where an accurate evaluation of the offender's mental health status can occur.
4. At least every 90 days, each offender in the SCU at WVCF shall receive an evaluation by a licensed doctoral level mental health professional in a setting that provides audio privacy from other offenders and staff.
5. In addition to the weekly and every 90 days evaluations, if staff believes that the offender's mental health is deteriorating staff may request additional evaluations on an as needed basis and shall report all observations to the mental health staff.

VIII. RELEASE FROM ADMINISTRATIVE SEGREGATION:

A. FACILITY ADMINISTRATIVE SEGREGATION

An offender shall be released from a facility administrative segregation unit whenever the Facility Head or designee determines that segregation is no longer necessary or when such a release is in the best interests of the facility and the offender, such as to allow for participation in Re-Entry programming. In reviewing the need for the offender's continued assignment to administrative segregation, staff shall review the offender's Re-Entry Accountability Plan (RAP) and other pertinent documentation. Releases from administrative segregation shall be in accordance with Policy 01-04-101, "Adult Offender Classification."

An offender released from facility administrative segregation may be returned to the general population of the facility and given a work assignment if the offender meets the facility's eligibility criteria for a work assignment. If the offender does not meet the facility's eligibility criteria for placement in a work assignment, the offender may be assigned to an idle offender housing unit until the offender meets the work assignment eligibility criteria.

Facility operational procedures shall ensure that an offender released from an administrative segregation unit to an idle offender housing unit is given

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written documentation of this assignment, including the reason(s) for the assignment and the facility's eligibility criteria for a work assignment.

B. DEPARTMENT-WIDE ADMINISTRATIVE SEGREGATION

1. Release Due to Program Completion

- a. An offender who has been assigned to a Department-wide administrative segregation unit shall be released only with the approval of the Regional Director or the Deputy Commissioner/Operations.
- b. If staff at the Department-wide administrative segregation unit believes that an offender is ready for release, staff shall prepare a written recommendation for the offender's release.
- c. Prior to submitting a recommendation to release an offender from Department-wide administrative segregation, unit staff shall review the offender's RAP and other pertinent documentation to determine the need for continued segregation.
- d. This recommendation shall be forwarded to the Facility Head for review.
- e. If the Facility Head agrees with the recommendation, the Facility Head shall forward the recommendation to the Regional Director for review and approval.
- f. The Regional Directors shall consult with the Deputy Commissioner of Operations and the Director of Classification to render a final decision and determine to which facility administrative segregation unit the offender will be transferred.
- g. Offenders released from a Department-wide administrative segregation unit shall only be released to a facility administrative segregation unit and not to the general offender population.

2. Mental Health Release

- a. If, as a result of the mental health evaluation in Procedure VII B, mental health staff determines that the offender is seriously mentally ill the offender shall be transferred within 72 hours of the determination to an appropriate facility where he/she can obtain needed mental health treatment, unless a psychiatrist determines after a face-to-

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face evaluation that the offender cannot be safely moved for mental health reasons. In such a case, the offender shall be moved to the appropriate facility as soon as the psychiatrist determines that it is medically safe to move the offender.

- b. Upon transfer of a seriously mentally ill offender out of the SCU at WVCF, the Regional Director/Operations, with input from qualified mental health staff, shall determine whether the offender's administrative segregation status should be suspended or modified due to the offender's serious mental illness.
 - (1) The Unit Management Team at the SCU at WVCF shall report the transfer to the Regional Director and provide documentation of the mental health diagnosis and status of the offender as of the time of transfer, together with any other information that the Team believes to be relevant to a determination under this part of this Executive Directive.
 - (2) The Regional Director shall make a written record of the decision and the reason(s) for the decision and shall ensure that a copy of this written record is filed in the offender's facility and Central Office packets.
 - (3) The Regional Director shall ensure that a copy of this decision is provided to the Facility Head of the facility housing the offender and that the Facility Head advises appropriate staff of the decision.
 - (4) Unit staff shall ensure that the offender is notified of the decision and shall explain the consequences of the decision to the offender.

Operational procedures shall be prepared to ensure that the release of offenders from administrative segregation is in compliance with this policy and its administrative procedures.

IX. CONDITIONS OF THE ADMINISTRATIVE SEGREGATION UNIT:

Facility and Department-wide administrative segregation unit staff shall ensure that certain rights and privileges are provided to offenders housed in the administrative segregation unit(s).

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The following conditions shall be met in all facility and Department-wide administrative segregation units:

- A. Offenders shall be afforded the same type of clothing items as the general population consistent with Policy 02-01-101, "Offender Personal Property." The amount and type of clothing permitted may be reduced and/or substituted; however, the facility shall ensure that the offender is provided with sufficient clothing to afford at least one (1) clean set of clothing while other clothing is laundered. Operational procedures shall specify the amount and type of clothing that an offender may possess while in administrative segregation.
- B. The facility shall determine the limits on possession of personal property in administrative segregation. The facility may limit the amount and type of property. Such limitations shall not be based upon punitive action; but, shall be based upon the space limitations of the segregation unit and the safety and security of the facility. Offenders shall be permitted to maintain in their living area materials required for any programming they are participating in based upon needs indicated in their RAP. Operational procedures shall specify the type and amount of property that shall be permitted.
- C. Each offender shall be provided the same meal provided the general population. Based on the security needs of the unit, substitute food items may be permitted. Substitute food items shall be recorded on the unit log.
- D. Each offender shall retain mail service privileges as presented in Policy 02-01-103, "Offender Correspondence." The amount of correspondence that an offender may possess, at any one time, may be limited, in accordance with the facility's operational procedures for Policy 02-01-101, "Offender Personal Property."
- E. Each offender shall retain visitation privileges as presented in Policy 02-01-102, "Offender Visitation." A facility may reduce the frequency of visits that an offender may have; however, at a minimum, an offender shall be allowed two (2) visits per month. Consideration shall be extended for additional visiting privileges to aid in the offender's Re-Entry planning and programming. A facility may establish a separate visiting area for administrative segregation offenders and may impose non-contact visitation. If the visitation schedule and rules for offenders in administrative segregation is different from that of offenders in the general offender population, the offender shall be advised of the visitation schedule and rules and instructed to advise any potential visitors of these

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issues. Operational procedures shall be developed which establish the manner and method of visitation.

- F. Offenders shall be allowed telephone privileges in accordance with Policy 02-01-105, "Telephone Privileges." The frequency and duration of the telephone calls may be limited. Generally, offenders in administrative segregation shall be permitted to make at least one (1) telephone call per week, unless the offender abuses this privilege. Additional telephone calls may be permitted in accordance with the offender's Re-Entry planning and programming. Operational procedures shall specify the number and duration of telephone calls that an offender may make.

- G. Each offender shall retain the right of access to legal materials in accordance with Policy 00-01-102, "Offender Access to the Courts." Each facility shall develop operational procedures to establish the manner and method to ensure this access. An offender's access to legal reference material may be in hard copy or electronic format. If the material is in an electronic format, the facility shall ensure that the offender is instructed how to access and use the material. The facility may limit the amount of legal material that an offender may possess in the living area. This limit shall be based upon the amount of space available to the offender and the safety of the facility. Excess legal materials may be stored in the facility's property room or other suitable secure location. If the facility stores an offender's excess legal materials, it shall ensure that the offender may have access to these materials within two (2) working days of the offender's request.

- H. Each offender shall be offered the opportunity to participate in physical recreation outside of the immediate living area (cell). Offenders shall be offered a minimum of one (1) hour of recreation five (5) days per week, unless safety or security considerations dictate otherwise. Based upon the security needs of the facility and the weather conditions this recreation may be held outdoors or indoors. Group recreation activities may be considered based upon the past behavior of the offenders and the safety and security of the facility.

- I. Each offender shall be offered a sufficient period of time at least three (3) times per week to shower and shave. This time shall not be counted against any other out-of-cell activity time (e.g. recreation).

- J. Each offender shall be offered general personal services at the same frequency provided to other offenders. General personal services shall include, but are not limited to: clothing exchange, bedding and linen

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exchange and barbering. Clothing, bedding and linens shall be laundered minimally one (1) time per week.

- K. Each offender shall be allowed access to the facility commissary. The facility may provide a reduced commissary list for offenders in administrative segregation; however, offenders shall have access to over-the-counter medications and personal hygiene items. The development of a reduced commissary list shall be in accordance with Policy 02-01-108, "The Establishment and Operation of Commissaries." If a reduced commissary list is developed, a copy of it shall be attached to the operational procedures for these administrative procedures and the administrative procedures for Policy 02-01-108.

- L. Each offender shall have reasonable access to reading materials. The facility library shall provide access to reading materials. Offenders may visit the library or these services may be provided via a book-cart or other method. Offenders may possess a limited number of personally-owned soft-cover books, magazines and newspapers. Operational procedures shall be developed to ensure access to reading materials and shall establish any limits on the amount of personally-owned reading materials that an offender may possess.

- M. Programs and services shall be provided to offenders either in the living areas (cells) or on the unit, in accordance with the security needs of the facility. Programs and services may be provided via multi-media presentations, self-study programs or other programming which does not impair the safety and security of the unit. Programs and services shall include, but are not limited to: counseling, academic education, health care services, substance abuse, religious guidance, commissary, Re-Entry, library and recreational programs.

- N. The facility Chaplain shall visit the unit regularly, minimally once a week, to address the religious needs of offenders. Operational procedures shall be developed in accordance with the provisions of Policy 01-03-101, "The Development and Delivery of Religious Services," to ensure that the religious needs of the offenders on the unit are met.

- O. Sick call procedures shall be developed requiring medical personnel to evaluate offenders for illness or injury as requested by staff or offenders. Health Care staff shall visit the administrative segregation unit daily and check on all offenders in the segregation unit. A record shall be made in the unit log that the Health Care staff visited the unit and met with offenders. A record does not have to be made in the offender's health care

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record unless health care services are provided to an offender. Prescribed medications shall be dispersed only by medical personnel. Offenders in administrative segregation may be permitted to possess “may carry” medications in accordance with applicable Health Care Services Directives.

Operational procedures shall ensure that offenders in administrative segregation have adequate access to Health Care Services and shall specify the procedure that offenders may use to obtain this access.

- P. Each offender shall have access to the grievance process in accordance with Policy 00-02-301, "The Offender Grievance Process."
- Q. Each offender shall be placed in a “no pay” status in accordance with the administrative procedures for Policy 02-01-106, “Offender Assignments and Pay Schedules,” unless the offender is given a work assignment.
- R. Facilities that operate multiple administrative segregation units shall ensure that all administrative segregation units are operated in the same manner and that all conditions as indicated in this procedure are the same.

X. OBSERVATION OF OFFENDERS:

The facility shall ensure that each offender is observed personally by a Correctional Officer assigned to the unit at least every 30 minutes on an irregular schedule. Those offenders appearing to be violent, mentally disturbed or demonstrating unusual or bizarre behavior shall receive more frequent observation. Any offender who appears to be exhibiting suicidal ideation shall be maintained under constant observation until a qualified mental health professional examines the offender and provides further instruction as needed. Any offender who remains in administrative segregation for more than 30 days shall be personally interviewed by a qualified mental health professional. The qualified mental health professional shall prepare a report indicating the results of this interview. If the segregation continues beyond 30 days, a mental health assessment by a qualified mental health professional shall be made at least every three (3) months or more frequently as prescribed by the facility Medical Director.

XI. STAFF ASSIGNMENTS:

Staff assignments to an administrative segregation unit shall be made in the best interest of the staff person and facility operations/security. To ensure the well being of staff assigned to segregation units, Unit and Shift Supervisors shall

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document a review of each staff person assigned to a segregation unit to evaluate stress factors that may affect the staff person. This review shall be conducted minimally every six (6) months. Unit/Shift Supervisors shall forward the evaluation of the staff person to the Custody Supervisor. Should a review indicate a problem with the staff person, the Custody Supervisor shall bring this matter to the attention of the Assistant Facility Head of Operations. A plan of action shall be developed to ensure that the level of security in the segregation unit is maintained. Actions may include, but are not limited to: reassignment, a work improvement plan or any other necessary action to correct the situation and maintain the security of the unit/facility.

- A. All staff must have had permanent status in a Department position before being assigned to a segregation unit. Staff on probationary status shall not be assigned duties in a segregation unit.
- B. When staff vacancies occur, the Custody Supervisor and the Unit Supervisor shall take into consideration the need to maintain an adequate number of experienced staff in the unit at all times.
- C. Staff positions that become vacant in an administrative segregation unit shall be filled. The staff persons filling these vacancies must have a documented history of satisfactory work performance.

If there is an insufficient number of acceptable volunteers, custody operations staff shall be reassigned to an administrative segregation unit based upon operational needs. It may be necessary to deviate from these procedures when assigning staff to an administrative segregation unit or retaining staff in that unit, based upon operational and security needs.

- D. Staff shall be given on-the-job training upon the initial assignment to a segregation unit. Staff shall be evaluated for the on-the-job performance consistent with State Personnel Department's rules for staff evaluation.

The facility shall develop operational procedures to ensure that each of the above procedures is addressed.

XII. DAILY INSPECTIONS:

The highest ranking custody supervisor on duty in the facility shall inspect the segregation unit daily to ensure safe, clean and efficient operation. The inspection shall be documented in writing and shall be noted in the unit log book and the visitor's log for the unit. The staff person shall:

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- A. Examine the general cleanliness of the unit;
- B. Ensure that personal hygiene opportunities are available;
- C. Review unit records; and,
- D. Examine all areas of the unit to ensure the rights and privileges as presented in these administrative procedures are provided and to ensure the general operation of the unit is in accordance with the facility's operational procedures.

The highest ranking custody supervisor conducting this inspection shall provide a written report to the Assistant Facility Head of Operations indicating all deficiencies found and the steps that are taken to correct them. The Assistant Facility Head shall advise the Facility Head of any deficiencies in the unit that cannot be corrected in a timely manner. The Facility Head shall take the appropriate action to correct these deficiencies.

The highest ranking custody supervisor shall make him/her-self available to offenders housed in the administrative segregation unit on a daily basis. This staff person shall address any concerns presented by the offenders on the unit and ensure that all proper procedures are followed.

XIII. EMERGENCY RESTRICTIONS:

A need may arise to restrict an offender from one or more of the previously addressed activities itemized in these procedures due to the offender's behavior or abuse of a particular activity indicated in these procedures that threatens the safety and/or security of the facility, staff or other offenders. In those cases where an offender is deprived of any activities normally offered, State Form 16050, ADULT SEGREGATION RESTRICTION REPORT, shall be completed. This report shall be forwarded to the shift supervisor for review, approval, signature and appropriate distribution and a copy filed in the offender's packet.

When the Facility Head determines that an emergency situation exists as provided in Policy 02-03-102, "Emergency Response Operations," any activities extended under these procedures may be suspended. In such cases, it shall not be necessary to advise each offender that these procedures have been suspended. When the emergency situation no longer exists, activities shall resume.

XIV. MAINTENANCE OF PERMANENT LOGS:

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Each segregation unit shall maintain a permanent unit log. This log shall be used to record any activities as indicated in these administrative procedures. Staff shall ensure that all entries into the unit log are made in a timely manner and are legible. The unit log shall be maintained in a safe and secure location in the unit where the offenders will not have access.

Anyone not assigned to work on the administrative segregation unit who enters the unit, except in emergency situations, shall sign a permanent unit visitor's log, including name, date and time. There are to be no exceptions to this procedure. State Form 37621, SEGREGATION UNIT VISITOR'S LOG," shall be used for this purpose. Unit staff shall ensure that the State Form 37621 includes the name of the unit.

In an emergency situation (such as when the emergency squad is called in), the staff person in charge of the unit shall obtain the names of all persons who enter the unit and record the names and titles of these persons in the visitation log. It will not be necessary for each person entering the unit to sign the log during an emergency situation.

XV. APPLICABILITY:

These procedures shall be applicable to all facilities housing adult offenders that maintain an administrative segregation unit and/or a Department-wide administrative segregation unit.

Signature on File
Edwin G. Buss
Commissioner

8/6/08
Date