

Minnesota Department of Corrections

Division Directive:	301.085	Title: Administrative Segregation
Issue Date:	9/18/12	
Effective Date:	10/2/12	

AUTHORITY: Minn. Stat. §241.01, subd. 3a(b)

PURPOSE: To establish rules governing the placement of an offender on administrative segregation status.

APPLICABILITY: Minnesota Department of Corrections (DOC); all facilities

DIRECTIVE: The department provides secure and safe housing to offenders who require separation from the general population.

DEFINITIONS:

Administrative segregation - a form of separation from the general population in a single cell or consistent with the housing practices of the facility, when appropriate, administered by authorized staff when the continued presence of the offender in the general population would pose a serious threat to life, property, self, staff, or other offenders, or to the orderly operation or security of the facility.

PROCEDURES:

- A. Reasons for placement on administrative segregation: an offender is placed on administrative segregation status when he/she meets one or more of the following criteria:
1. The offender requires protection from other offenders.
 2. The offender requires isolation for medical or mental health reasons.
 3. The offender is under investigation for possible disciplinary or criminal charges.
 4. The offender is posing a threat to him/herself, others, or to the security of the facility.
 5. The offender is being held for another authority or pending transfer.
- B. Initiating and approval for placement on administrative segregation
1. Any staff person may refer an offender for placement on administrative segregation.
 2. The referring staff person must obtain supervisory and administrative approval for the placement on the Administrative Segregation Order form (attached).
 3. The warden/superintendent or designee may order immediate segregation of an offender when it is necessary to protect the offender or others.
- C. Reviews of placement on administrative segregation: each facility must develop an instruction for the administrative (utilizing the Administrative Segregation Review form, attached) and mental health review of offenders on administrative segregation status. Facility instructions must meet the following minimum standards.
1. Staff must notify mental health personnel whenever an offender is placed on administrative segregation status due to medical/mental health issues.
 2. The initial administrative review must occur within 24 hours of placement.
 3. An administrative review occurs every seven days for the first 60 days after the initial administrative review.
 4. An administrative review occurs every 30 days after 60 days placement on administrative segregation.
 5. A mental health review must be conducted upon completion of 30 days on administrative segregation and conducted thereafter every 90 days.

- D. Offender request for review of administrative segregation status: an offender may request a review of his/her placement on administrative segregation by sending an offender kite form to the warden/superintendent or designee. The warden/superintendent or designee responds to the request within five working days.
- E. Offender access to telephones and programs: offenders on administrative segregation status have telephone privileges and have access to education, canteen, library, religion, recreation, case management, visiting, hair care, laundry, psychological, as well as access to legal materials. Access may be restricted if the offender's behavior indicates risk to facility security or harm to him/herself or others. Facilities may develop an instruction for allowing and restricting access to telephones and programs.
- F. Release from administrative segregation: facilities may develop an instruction for a release process from administrative segregation status when the reason(s) for placement no longer exists.

REVIEW: Annually

REFERENCES: ACA Standards 4-4133, 4-4253, 4-4249, 4-4250, 4-4251, 4-4254, 4-4256, 4-4301, 4-4271, 4-4273, 4-4400, 3-JTS-3E-01, 3-JTS-3E-02, and 3-JTS-3E-05
Division Directive 303.101, "Kites/Communication"

SUPERSESSON: Policy 301.085, "Administrative Segregation," 6/3/08.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Administrative Segregation Order (301.085A)
Administrative Segregation Review (301.085B)

/s/

Assistant Commissioner, Facility Services

Instructions

301.085FRB, "Administrative Segregation"
301.085LL, "Segregation-Administrative Reviews"
301.085OPH, "Administrative Segregation"
301.085RC, "Administrative Segregation"
301.085RW, "Administrative Segregation"
301.085SHK, "Administrative Segregation"
301.085SCL, "Administrative Segregation Placement"
301.085STW, "Administrative Segregation"
301.085WRML, "Administrative Segregation"