APPLICABILITY:

This procedure applies to all offenders incarcerated in the Mississippi Department of Corrections and employees involved in the management operation or utilization of special management units.

POLICY STATEMENT:

It is the policy of the Mississippi Department of Corrections (MDOC) to establish classes of offender segregation.

DEFINITIONS:

Segregation – The confinement of an offender to an individual cell apart from the general population.

Administrative Segregation – A form of separation from the general offender population where the continued presence of the offender in the general population would pose a threat to life, property, self, staff, other offenders, or the security and/or orderly running of the facility.

Protective Custody – A form of separation of an offender from the general offender population who has requested or requires protection from other offenders.

Administrative Protective Measures – Recommended actions taken to provide for an offender’s safety based upon presumed or substantiated threat of danger.

Disciplinary Detention – A form of segregation from the general offender population in which an offender committing a serious violation of conduct is confined by the Disciplinary Hearing Officer for a designated period of time.

Health Care – The management of the physical and mental well-being of offenders.

Alternative Meals – Special food provided to offenders that complies with medical, religious or security requirements.

Management Isolation – Segregation of an offender in a cell environment in order to limit staff/other offender contact, restrict property, services, and activities due to his/her physical actions and/or threats that pose a risk to the offender, staff and/or other offenders.

Red Tag – Separation from a specific offender(s).

Spit Mask – A paper, mesh or plastic device placed over an offender’s head covering the mouth to prevent him from spitting on staff, other offenders, visitors or guests.
Paper Gown – A disposable gown issued to segregation offenders who spit on staff, other offenders, visitors or guests.

PROCEDURES:

Adult Correctional institutions: When segregation units exist, written policy and procedure govern their operation for the supervision of inmates under administrative segregation, protective custody, and disciplinary detention [4-4249].

Administrative segregation will not be used as punishment for misconduct.

Punishment of an offender will be assessed and imposed only pursuant to the provision of rules governing disciplinary procedures.

PRIOR to placement in segregation, correctional staff will contact medical staff. The medical staff will review the offender’s medical record for medical, dental, or mental health conditions that could be detrimental to confinement or that would require special accommodations. The record will also be reviewed to identify those offenders receiving mental health treatment.

The Mississippi Department of Corrections medical provider will govern procedures and standards for medical and psychiatric services in administrative segregation.

Assignment to Administrative Segregation

The Superintendent, Shift Supervisor or the Classification Hearing Officer may place an offender in administrative segregation.

Placement in administrative segregation may occur when the offender is:

- Awaiting a hearing for a violation of institution rules or regulations
- Awaiting investigation for a violation of institution rules or regulations
- Awaiting investigation or trial for a criminal act
- Pending protective custody for his own protection or staff determines that admission to or continuation in administrative segregation pending protective custody is necessary for the offender’s own protection
- Pending transfer to a detainer or is in non-classification status as a result of the Commissioner or designee suspending classification, not to exceed 15 days
- Pending classification by a MDOC Classification Hearing Officer
- Constituting a threat to staff, offenders or property as determined by the Shift Supervisor, Unit Officers, Unit Administrator, Wardens, or the Superintendent
- Considered an escape risk
Documentation

Adult Correctional Institutions: Segregation units have either outdoor uncovered or outdoor covered exercise areas. The minimum space requirements for outdoor exercise areas for segregation units are as follows:

- group yard modules: 15-square feet per inmate expected to use the space at one time, but not less than 500-square feet of unencumbered space
- individual yard modules: 180-square feet of unencumbered space [4-4155].

Adult Correctional institutions: The warden/superintendent or shift supervisor can order immediate segregation when it is necessary to protect the inmate and others. The action is reviewed within 72 hours by appropriate authority [4-4250].

Adult Correctional institutions: Written policy, procedure, and practice provide that a qualified mental health professional personally interviews and prepares a written report on any inmate remaining in segregation for more than 30 days. If confinement continues beyond 30 days, a mental health assessment by a qualified mental health professional is made at least every three months—more frequently if prescribed by the chief medical authority [4-4256].

An Administrative Detention Notice detailing the reason for placing the offender in administrative segregation will be prepared by unit officers, Unit Administrator or any MDOC personnel having factual knowledge of the circumstances and entered into Offendertrak.

Upon completion of the Administrative Detention Notice, the document will immediately be forwarded to the Warden/Duty Warden. Within 24 hours, the document will be forwarded to the Shift Supervisor and ultimately to the administrators of the Special Management Unit and to the offender.

All offenders remaining in segregation for more than 30 days will be interviewed by a qualified mental health professional and a written report prepared.

Administrative Segregation Review

Adult Correctional institutions: Written policy, procedure, and practice provide for a review of the status of inmates in administrative segregation and protective custody by the classification committee or other authorized staff group every seven days for the first two months and at least every 30 days thereafter [4-4253].

Upon notification of an offender's placement into administrative segregation, the Case Manager of the Special Management Unit will establish the date for the housing confirmation hearing.

A Classification Hearing Officer will review the status of all offenders in administrative segregation within 72 hours of placement, but not before 24 hours of placement in the Special Management Unit and then every 7 days for the first 2 months, and every 30 days thereafter.

The offender may attend these review hearings unless precluded for security or other substantial reasons and will be afforded the same rights available to offenders in initial administrative segregation hearings.

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Forms
An offender has the option to waive his right to attend.

A Classification Hearing Officer will provide the offender and the Warden or designee with a written decision and provide the offender with a summary of the information to be considered specific to making their recommendation.

If the Classification Hearing Officer determines that the offender should remain in administrative segregation, the offender may appeal that decision to the Warden or designee within 72 hours.

The Classification Hearing Officer will consider the original reason for administratively detaining an individual (i.e., behavior) in administrative segregation (including reports from the unit staff).

The Classification Hearing Officer will consider any alternative available and what, if any, assistance could be provided the offender to hasten a return to general population.

Each review will include an evaluation of the following offender information:

- Disciplinary record
- Past criminal record
- Prison records from past institutionalization incarceration
- Psychological makeup
- Involvement in criminal activity while at the facility
- Attitude toward authority
- Institutional record on work assignments
- Adjustment to institutional programs
- Willingness and ability to live with other offenders
- Record of violent reactions to stressful situations
- Habitual conduct or language of a type expected to provoke or instigate stressful, perhaps violent situations

**Housing Confirmation Hearing**

**Adult Correctional institutions**: Written policy, procedure, and practice specify the review process used to release an inmate from administrative segregation and protective custody [4-4254].

The Case Manager will establish and schedule subsequent Classification Review Hearings if the Classification Hearing Officer recommends continued housing under administrative segregation status.

Hearing recommendations will be forwarded to the Associate Warden of the Special Management Unit who will then forward the recommendations to the Warden for final disposition.

If the Classification Hearing Officer determines that an offender can be returned to general population, the offender will be removed from administrative segregation status.

Documentation of removal will be forwarded to the Warden/Duty Warden for approval.
Approval for transfer will be forwarded to the Associate Warden or designee who will schedule the transfer immediately.

Administrative Segregation – Pending Disciplinary Action

Any offender who spits on staff, other offenders, visitors or guests will be subject to disciplinary action and transferred to a segregation unit.

All offenders charged with a rule violation for spitting will be issued a paper gown to wear while housed in segregation. A clean gown will be issued daily.

Each time the offender is transported from his cell, a spit mask will be placed over the offender's head to cover his mouth.

If an offender is placed on administrative segregation pending disciplinary action, he will not be held for a period to exceed 20 days except for the following reasons:

- Classification status is changed to a more restrictive custody
- Pending investigation of a serious rule infraction or felony
- Disciplinary Hearing Officer gives offender additional time as disciplinary isolation time

Disciplinary Detention

Adult Correctional institutions: Written policy, procedure, and practice provide that an inmate is placed in disciplinary detention for a rule violation only after a hearing by the disciplinary committee or hearing examiner [4-4252].

An offender will be placed in disciplinary detention only after a hearing by a Disciplinary Hearing Officer.

Adult Correctional institutions: There is a sanctioning schedule for institutional rule violations. Continuous confinement for more than 30 days requires the review and approval of the warden/superintendent or designee. Inmates held in disciplinary detention for periods exceeding 60 days are provided the same program services and privileges as inmates in administrative segregation and protective custody [4-4255].

When the Disciplinary Hearing Officer rules "Time Served to Count," the Case Manager will immediately forward the disciplinary findings and a Staff Request for reclassification to the Associate Warden.

The Associate Warden will deliver the completed classification action immediately to the Warden/Duty Warden for approval.

The Disciplinary Hearing Officer must provide a justification if he rules that the offender will not be given credit for time spent pending disciplinary action.
Administrative Segregation Pending Investigation for Violation of Institutional Rules and Regulations

Offenders placed in administrative segregation for the sole purpose of awaiting an investigation for alleged violation(s) of institutional rules or regulations will not remain confined for more than **20 days** from initial placement without:

- The investigation being completed and a Rule Violation Report (RVR) being issued
- The offender being released back to the general prison population

Administrative Segregation Pending Investigation of a Major Violation

Offenders who have received a RVR and placed in administrative segregation to await an investigation of a major violation will not be confined for more than **20 days** without the investigation being completed and the evidence referred to the District Attorney.

If this action is not taken within **20 days**, the offender must be released back to the general population. The RVR must also be issued within the **20 days** and processed accordingly.

Administrative Segregation Awaiting Trial for a Criminal Act

If an offender has received an RVR for a major violation and is placed in administrative segregation solely to await the District Attorney's prosecutorial evaluation, he may be held for **30 days** unless the District Attorney advises prison officials within that period of time that he will present the violation to the Grand Jury.

If the District Attorney advises he will not present the violation to the Grand Jury, or the **30 day** period expires without notification, then prison officials will have **10 additional days** to:

- Grant the offender a hearing before a Classification Hearing Officer to dispose of the RVR
- Reclassify the offender or
- Release him back to general population

Administrative Segregation for Money Order Fraud

An offender placed in administrative segregation on money order fraud (major RVR) and awaiting prosecutorial evaluation can be held up to **90 days** without formal criminal charges being brought against him.

No offender being administratively detained pending investigation for involvement in money order fraud will be held for a period to exceed **90 days** without formal criminal charges being brought against him.

If formal criminal charges are not filed within this period, MDOC may issue the offender a serious RVR and process promptly in accordance with disciplinary procedures.

Administrative Segregation for Holdover Status and/or Reclassification

Offenders placed in administrative segregation in a holdover status and/or for reclassification will not be held for a period to exceed **20 days**.
The Commissioner of Corrections or designee may suspend classification up to 15 days. If, however, an offender's classification is suspended and no evidence is provided to the Classification Hearing Officer confirming housing, it must be clearly understood that the offender is in administrative segregation pending reclassification.

If the offender's classification is suspended, the involved Classification Hearing Officer must be furnished with the specific reason for said suspension (the offender must also be furnished with the reason for the suspended classification).

**Management Isolation**

Management Isolation will be utilized to protect the safety and well-being of the offender, staff and other offenders and will be discontinued when authorities determine the heightened risks posed by the offender no longer exist.

An offender will not be placed on Management Isolation as punishment.

Placement of an offender on this status will require the review and approval of the highest ranking officer on duty.

Management Isolation cannot exceed 72 hours without a documented review by the Warden or designee.

Each extension of Management Isolation beyond 72 hours will require written authorization by the Warden or designee.

Property, services, and activities removed from the offender will be documented and approved by the highest ranking officer on duty.

Management Isolation can include, but not be limited to:

- Hardened cell
- Removal of personal/issued property
- Restricted activities and services

**Administrative Segregation Pending Protective Custody**

**Adult Correctional institutions:** Written policy, procedure, and practice provide that an inmate is admitted to the segregation unit for protective custody only when there is documentation that protective custody is warranted and no reasonable alternatives are available [4-4251].

If an offender requires protective custody, he may be placed in administrative segregation pending protective custody providing there is no other available protective measure.

If at his own request, the offender must furnish a valid justification for the request to the Classification Hearing Officer

The Classification Hearing Officer will reserve the right to return an offender to general population when there is insufficient justification.
Reference MDOC standard operating procedure 19.01.02, Protective Custody.

Housing

Administrative Segregation offenders will generally be housed in Mississippi State Penitentiary (MSP), South Mississippi Correctional Institution (SMCI), and Central Mississippi Correctional Facility (CMCF). However, certain conditions may necessitate an offender from being housed in a particular unit and/or building (i.e., Red Tags, staff/offender conflicts).

Segregation housing units will provide living conditions that approximate general population conditions (except where security would be compromised).

Offenders assigned to segregation will be provided an orientation packet outlining rules and regulations, programs, services and privileges within 24 hours of admission.

Segregation cells will permit inmates to converse with and be observed by staff members.

All segregation offenders will be required to clean their cells daily. Housing unit security staff will be required to inspect offender cells daily for cleanliness, sanitation and maintenance discrepancies (Inspection Log).

A search will be conducted of all offenders and property being processed into a segregation unit.

Cleaning Schedule

Applicable shifts (daily)

• Individual cells
• Cell bars
• Tier ceiling, walls, stairways and floors will be cleaned after meal is served
• Kitchens
• Building entrance, sidewalk and yard area
• Towers, around towers, top and bottom
• Bars around towers
• Exercise pens and yard area
• Offices and office area

Applicable shifts (once a week)

• Power rooms
• Storage rooms
• Housing unit wall vents, ceiling vents, ceiling fans and outer stairways

Cells for special needs offenders will require additional cleaning.

Cleaning Supplies

Staff will ensure that adequate cleaning supplies and equipment are provided to offenders and will instruct/supervise those offenders in proper cell maintenance.

19-01-01 (k) Forms
The following cleaning items will be issued to each offender a minimum of three (3) times per week:

- Mop
- Mop bucket (to remain outside of the cell)
- Broom
- Dust pan
- Toilet bowl brush
- Toilet bowl cleaner
- All purpose cleaner
- Germicide

Staff will be required to inspect, document and clean, if necessary, any empty cell prior to occupancy by an offender.

Isolation/Segregation Records

Adult Correctional Institutions: Written policy, procedure, and practice provide that staff operating segregation units maintain a permanent log [4-4260].

Individual records, Isolation/Segregation Log, will be maintained for each offender in order to provide daily activity documentation.

The record will be signed by the officer in charge of each shift and will include, but not be limited to the following:

- A record of admission and release including date of action, time of action, reason for admission or release and authorizing official or committee
- A record of visitors, including all official visits from staff, time, date and signature of visitor
- Comments of unusual occurrences or behavior displayed by the offender
- Information and/or observation of staff which will be forwarded for staff action and observation on future shifts
- Documentation of all activities required by policy and program services such as:
  - Breakfast
  - Clean cells
  - Ice issue (Unit 32 only)
  - Lunch
  - Shower call
  - Shaving
  - Canteen
  - Yard call
  - Classification
  - Visitation
  - Law Library/Legal Services
  - Sick call
435  • Disciplinary
436  • Dental call
437  • Supper
438  • Barber service
439  • Alternative meal
440  • Telephone calls
441  • Mail (incoming)
442  • Mail (outgoing)
443
444 Conditions

445 Adult Correctional institutions: Written policy, procedure, and practice provide that all inmates in segregation are provided prescribed medication, clothing that is not degrading, and access to basic personal items for use in their cells unless there is imminent danger that an inmate or any other inmate(s) will destroy an item or induce self-injury [4-4261].

446 Adult Correctional institutions: Written policy, procedure, and practice provide that inmates in segregation have the opportunity to shave and shower at least three times per week [4-4262].

447 Adult Correctional institutions: Written policy, procedure, and practice provide that inmates in segregation receive laundry, barbering, and hair care services and are issued and exchange clothing, bedding, and linen on the same basis as inmates in the general population. Exceptions are permitted only when found necessary by the senior officer on duty; any exception is recorded in the unit log and justified in writing [4-4263].

448 Adult Correctional institutions: Alternative meal service may be provided to an inmate in segregation who uses food or food service equipment in a manner that is hazardous to self, staff or other inmates. Alternative meal service is on an individual basis, is based on health or safety considerations only, meets basic nutritional requirements, and occurs with the written approval of the warden/superintendent and responsible health authority. The substitution period shall not exceed seven days [4-4264].

449 Adult Correctional institutions: Written policy, procedure, and practice provide that whenever an inmate in segregation is deprived of any usually authorized item or activity, a report of action is filed in the inmate's case record and forwarded to the chief security officer [4-4265].

450 Adult Correctional Institutions: Written policy, procedure and practice provide that inmates in administrative segregation and protective custody have access to programs and services that include, but are not limited to, the following: educational services, commissary services, library services, social services, counseling services, religious guidance, and recreational programs [4-4273].

451 The following conditions will apply to all administrative segregation offenders:

452 • Offenders assigned to an administrative segregation unit will be housed in a single cell
• At no time will more than one offender occupy the single cell without the approval of the Deputy Commissioner of Institutions.

• Administrative segregation cells will have the following permanent fixtures:
  - Hot and cold running water
  - Bed and bedding
  - Lighting (20 Candle Powers)
  - Toilet
  - Sink
  - Writing surface

• Each Death Row offender is to be issued a fan and a 32-ounce cup for ice at Unit 29

### Administrative Segregation Offenders - Removal From Cells/Escort Procedures

Administrative segregation offenders will be strip searched prior to exiting their cell.

A Supervisor (designated Correctional Officer IV or above) will observe offenders being strip searched and removed from their cells.

Officers of the same sex as offenders will conduct strip searches of administrative segregation offenders. The strip search will include:

- Searching the offender's hair
- Searching the offender's clothing
- Searching the offender's shoes and bare feet
- Visual inspection of every part of the offender's nude body

After the offender has been strip searched, he will be allowed to get dressed and will be restrained.

All offenders being removed from their cells will be placed in restraint gear; handcuffs (cuffed from rear) utilizing the black boxes (MSP only) or waist chains and leg irons, prior to exiting their cell.

The black box/restraint gear (MSP only) will be placed over the handcuffs and locked for added security purposes.

The offender will not be allowed to leave the cell bars nor will he be allowed to pick up any items that have not been searched.

No more than three offenders will be escorted by one officer at any given time.

Escort exceptions will include high security risk offenders and offenders being escorted to and from the shower.

One officer will escort no more than one high security risk offender or one offender to be showered at any time.
When removing an inmate from his cell, the officer, equipped with shield and security vest, will walk between the cells and the inmate being escorted (MSP only).

When an officer escorts two or more offenders from their assigned tier, the officer will search and properly restrain one offender and escort that offender to the tier exit. The officer will then proceed to the next offender's cell and follow the same procedure.

A second officer will be responsible for monitoring the offenders at the tier exit.

Staff will never escort offenders from one tier to another without the approval of the Warden or designee. Offenders must remain on the tier where they are housed at all times unless approved by the Warden or designee.

The use of a spit mask will be employed when transporting an offender who has received an RVR for spitting.

**Exercise**

*Adult Correctional institutions:* Written policy, procedure, and practice provide that inmates in segregation receive a minimum of one hour of exercise per day outside their cells, five days per week, unless security or safety considerations dictate otherwise [4-4270].

Offenders will be provided with exercise opportunities in designated areas and will be conducted in accordance with posted schedules.

Offenders will be allowed one hour a day, five days a week to exercise except as identified.

Exercise can be cancelled if security, safety or weather dictates otherwise.

Tier officers will document in Isolation/Segregation Logs whether an offender accepted or refused exercise.

Escort procedures will be implemented when removing offenders from their cells to escort them to the yard area (exercise pen).

A staff member will inspect the exercise pen for security breaches and for contraband each time an offender is placed in a pen and when an offender is removed from a pen.

**Showers**

Showers will be conducted in accordance with a posted schedule denoting times per week and the hours offenders will be afforded showers.

Frequency of showers will be a minimum of three times per week.

Escort procedures will be implemented when transporting administrative segregation offenders to and from the shower.
Meals

All administrative segregation offenders will be served three nutritional meals daily in their cells. Alternative meal service may be provided to an offender in segregation who uses food or food service equipment in a manner that is hazardous to self, staff or other offenders.

Alternative meal service may be used under the same security guidelines if an offender in segregation uses property, equipment, solid or liquid substances in a manner that is hazardous to self, staff, or other offenders.

Alternative meal service will be on an individual basis, specific to health or safety conditions only and basic nutritional requirements and will occur with the written approval of the Superintendent or Warden and the facility Health Care Authority or designees.

The substitution period will not exceed seven days.

Use of the alternative meal service as a punishment will be prohibited.

Offender Visitation - Administrative Segregation and Disciplinary Detention

Adult Correctional institutions: Written policy, procedure, and practice provide that inmates in segregation have opportunities for visitation unless there are substantial reasons for withholding such privileges [4-4267].

All visits are non-contact visits.

Allowable visits will be according to MDOC standard operating procedures for offender visitation (Refer to SOP 31-03-01, Offender Visitation).

Only ten visitors will be approved for an offender on Administrative Segregation status.

Case Managers will be responsible for the maintenance of offender visitation lists.

The Visitation Department will be the approving authority of all visitors.

The facility's controlling authority will approve all special visits.

Inmate Legal Assistance Program (ILAP) will approve all attorney/client visits.

Any contact visit will be approved by the facility's controlling authority.

Mail Services

Adult Correctional institutions: Written policy, procedure, and practice provide that inmates in segregation can write and receive letters on the same basis as inmates in the general population [4-4266].

Incoming General Mail

- Incoming general mail will be delivered to a designated location by designated staff.
• The unit security staff will pick up incoming general mail from the designated location.

• Unit security staff will inspect and issue general mail to the offenders and log it in the Isolation Log.

Outgoing General Mail

• Designated staff will pick up outgoing general mail from the offenders.

• Security staff will inspect and log outgoing general mail in the Isolation Logs.

• Security staff will secure the outgoing general mail in the unit’s mailbag.

• Security staff will deliver the unit’s mailbag to the designated location for pickup by MDOC Post Office staff.

Incoming Legal Mail

• Legal mail, along with the legal mail receipts, will be delivered to a designated location by MDOC Post Office staff.

• Designated staff will pick up legal mail and legal mail receipts from the designated location.

• Designated staff will ensure offenders sign the legal mail receipt prior to issuing the legal mail.

• In the presence of the offender, the designated staff will inspect and issue the legal mail.

• Designated staff will deliver legal mail receipts to the designated location.

• Designated staff will ensure legal mail receipts are delivered to MDOC Post Office.

Access to Legal Materials

**Adult Correctional institutions:** Written policy, procedure, and practice provide that inmates in segregation have access to legal materials [4-4268].

The Director of Inmate Legal Assistance Programs will be responsible for ensuring that offenders have access to legal materials.

The correctional staff or Case Managers will provide Request for Legal Assistance forms to offenders (ample supply of forms will be maintained at all times).

The Director of Inmate Legal Assistance Programs or designee will review all requests.

Offenders may possess legal papers with a maximum thickness of six inches in their housing units and one banker’s box in storage.

All functionally illiterate offenders will receive advice and assistance as deemed appropriate by the Director of Inmate Legal Assistance Programs.

Library Privileges

**Adult Correctional institutions:** Written policy, procedure, and practice provide that inmates in segregation have access to reading materials [4-4269].

The institutional library personnel will provide library book forms for offenders in segregation. Library book forms will be picked up on the offender’s assigned library day.
Commissary Schedule

Administrative Segregation – One time per month for personal hygiene items and stamps
Disciplinary Detention – Two times each month
Allowable commissary items list and limits will be posted for offenders in segregation.

Telephone Privileges

Adult Correctional institutions: Written policy, procedure, and practice provide that inmates in administrative segregation and protective custody are allowed telephone privileges [4-4271].

Adult Correctional institutions: Written policy, procedure, and practice provide that, unless authorized by the warden/superintendent or designee, inmates in disciplinary detention are allowed limited telephone privileges except for calls related specifically to access to the attorney of record [4-4272].

Administrative Segregation – One call per week
Disciplinary Detention – No phone privileges unless approved by the Area Warden or designee
Attorney/Client – Calls must be scheduled through the Inmate Legal Assistance Office
Staff will document all calls in the unit’s Telephone Log

Laundry Procedures

Inmate laundry will be picked up by the Laundry Department personnel according to posted schedule.
Unit staff will ensure laundry is sorted according to the items and counted before placing in laundry bag (laundry bag will also be counted).
Only tee-shirts, socks and underwear will be placed in the laundry bags.
Items will be loosely placed in the laundry bag and not tied or rolled up.
The laundry bag will be tied as close to the top as possible allowing the items to move and tumble in order for better cleaning and drying.
Coats, shirts, pants, sheets and blankets will not to be placed in the laundry bag (items will be inventoried by staff and placed in a laundry cart).
Coats, shirts, pants, sheets and blankets will be counted by a staff member prior to being sent to the laundry and counted again when they are returned to the unit (staff will prepare a report and inform Laundry Department personnel of any discrepancies).
When laundry arrives at the Laundry Department, the Laundry Officer will count, tag, wash, dry and recount the items to be returned to the units.
After laundry is completed, it will be placed back into designated carts and delivered back to each unit by Laundry Department personnel.

When laundry is returned to the unit/building, staff will count the laundry to ensure an accurate count.

**Personal and Personal Hygiene Items**

Segregated offenders will receive personal and personal hygiene items as well as barbering and hair care services on the same basis as the general population.

Exceptions will be permitted only when deemed necessary by the Unit Administrator or designee and will be documented in the Unit Register and justified by Incident Report.

**Clothing/Bedding/Linen**

Segregated offenders will be issued clothing, bedding and linens on the same basis as general population offenders.

Segregated offenders will be permitted to exchange clothing and to receive laundry services on the same basis as general population offenders.

Exceptions will be permitted only when deemed necessary by the Unit Administrator or designee and will be documented in the Unit Register and justified by Incident Report.

Administrative segregation will be required to wear yellow outfits.

**Property Storage**

Upon assignment to an administrative segregation status, the offender’s property will be inventoried and listed on an Offender Property Inventory form.

Offender will be provided a copy of this form and advised that the property will be stored for 14 days and destroyed in accordance with policy if the offender fails to have the property sent home at his own expense.

Property other than that which is allowed in administrative segregation will be confiscated and documented on Non-Allowable Items form.

Contraband property will be confiscated and the offender will be issued a Rule Violation Report.

The contraband property and Rule Violation Report will be forwarded to the Disciplinary Department.

**Property Restrictions for Segregation Offenders**

The Unit Administrator or designee will prepare a report when an offender is deprived of any authorized item and/or activity. The report will list the following:

- Offender’s name
- Offender’s number

19-01-01 (k) Forms
• Authorized item and/or activity withheld
• Reason for withholding authorized item and/or activity

Approval for removing all of an offender's authorized items and/or activities should be obtained in advance from the Area Warden or designee.

An offender should not be deprived of authorized items and/or activities as a punitive measure or remain for any longer than is necessary in order to ensure the safety and well-being of the offender and others.

Property restriction will not exceed 72 hours.

Medical/Mental Health Procedures

Medical and mental health services will be made available for all offenders on administrative segregation at the offender's request and/or the request of correctional staff.

Mental Health Services

• Mental health services may be obtained at the request of the offender, the security staff and/or non-security staff.

• Medical/Mental Health staff will make frequent rounds in the administrative segregation housing unit.

• All offenders remaining in segregation for more than 30 days will be interviewed by a qualified mental health professional and a written report prepared.

• A psychological assessment will be made at least every 3 months if confinement continues for an extended period.

Medical/Mental Health Schedule

• Sick Call Request Forms are readily available to offenders on a daily basis.

• Offenders will submit a Sick Call Request form to the Medical/Mental Health Care Provider.

• Security and Treatment staff may contact the Medical/Mental Health Care Provider for an offender when a situation and/or judgment dictate.

Emergency medical assistance can be summoned by dialing the institution’s emergency number.

Medication

Only a qualified Medical Mental Health Care Provider will be allowed to prescribe medication for Administrative Segregation offenders.

Offenders will be allowed to keep on his person (KOP) non-restricted medication such as:

• High blood pressure medications

19-01-01 (k) Forms
828  • Heart medications
829  • Vitamins
830  • Ointments and creams
831  • Diabetic medications
832
833  The Medical/Mental Health Care provider will indicate non-restricted medication on the
834  medication bottle and/or container (KOP) indicating the offender will be allowed to keep the
835  medication himself (offender will be required to sign for the medication indicating that he
836  received the medication).
837
838  Restricted medications (i.e., psychotic medication, insulin, any mind-altering medications) will be
839  issued to administrative segregation offenders by Medication Officers.
840
841  Medication Officers will follow post orders if utilized.
842
843  Management Procedures
844
845  A. Supervision
846
847  Adult Correctional institutions: Written policy, procedure, and practice require that all
848  special management inmates are personally observed by a correctional officer at least
849  every 30 minutes on an irregular schedule. Inmates who are violent or mentally
850  disordered or who demonstrate unusual or bizarre behavior receive more frequent
851  observation; suicidal inmates are under continuing observation [4-4257].
852
853  Adult Correctional institutions: Written policy, procedure, and practice provide that inmates
854  in segregation receive daily visits from the senior correctional supervisor in charge, daily
855  visits from a qualified health care official (unless medical attention is needed more
856  frequently), and visits from members of the program staff upon request [4-4258].
857
858  B. Staff Assignment
859
860  Adult Correctional institutions: Written policy and procedure govern the selection criteria,
861  supervision, and rotation of staff who work directly with inmates in segregation on a
862  regular and daily basis [4-4259].
863
864  Any Correctional Officer under the age of 21 is prohibited from working or having an assignment
865  in a segregation unit.
866
867  Correctional Officers will meet employment criteria established by MDOC and the State
868  Personnel Board before being assigned to an administrative segregation unit.
869
870  Training will be documented in the Employee Permanent Training Record (in-service training
871  will be a continuous process for an administrative segregation unit).
872
873  Permanent employees will be given the opportunity to request rotation from an administrative
874  segregation facility.
875
876  The frequency and number of employees rotated from the administrative segregation unit will be
877  at the discretion of the Area Warden and Institutional Superintendent or designee.
Medical Health Services will be made available to administrative segregation offenders on a scheduled and non-scheduled basis and at the request of the offender and/or staff.

Case Managers (Treatment Staff) will be required to make contact with offenders every 30 days and/or at any other time deemed necessary and will maintain an updated file on the offender's behavior and adjustment to be utilized for future classification decision.

Offenders may request to see their Case Manager through a written request.

Case Managers will respond to all written requests from offenders within 10 days of their receipt.

Chaplain services will be provided at the request of the offender or by referral from staff. Chaplain visits to the offender housing unit will be on a scheduled one day a week and non-scheduled basis.

C. Security Inspections

Security inspections will be conducted on each and every offender in each cell every 30 minutes and documented in the Unit Register and Tower Logs in red ink indicating the date and time of the observation and the staff conducting the inspection.

Staff must ensure offenders are living, breathing persons (any unusual incident and/or bizarre offender behavior will be documented in the Unit Register and Tower Logs).

Security staff will ensure more frequent observations are conducted for suicidal offenders, mentally disordered offenders and offenders who demonstrate unusual behavior.

Security staff will not allow offenders to hang sheets or any other items over their cell bars and/or windows (these items restrict observation and must be removed).

Security staff will ensure that all cell doors are securely locked after closing by manually pulling or jerking on the door.

Security staff will frisk search all visitors entering the unit.

Security staff will escort all visitors entering the tiers of the unit.

Administrative Segregation Step-Down Unit Program (where applicable)

A step-down unit is a designated section within a segregation housing unit where offenders are housed to participate in educational and instructional programs such as Pre-Release Program and Alcohol and Drug Treatment Programs.

The step-down unit will provide opportunities for offenders to participate in programs to enhance educational and social skills that will help prepare them for a return to general population and other program areas.

Successful participation should result in a significant improvement in offender behavior and quality of life, thereby creating a safer and more stable environment for staff and offenders in the prison system.
Step-Down Unit Criteria/Eligibility

Offenders will be screened to determine eligibility for the step-down unit and programs according to the following criteria:

- Offenders should be within 6 months of being eligible for release from the segregated unit.
- Offenders should not have a pending Rule Violation Report.
- Offenders who are eligible will be administered a training assessment survey to determine program preference.
- Eligible offenders will receive individualized instructions on the tier within the step-down unit.
- Eligible offenders must maintain appropriate conduct, grooming standards and clean living areas according to institutional policy and procedures.
- In the event a rule violation occurs, the offender may be removed from the step-down unit program and transferred back to general segregation housing.
- Upon completion of the program, the offender will receive a certification of participation.

DOCUMENTS REQUIRED:

As required by this procedure and through the chain of command.