



**MISSISSIPPI DEPARTMENT  
OF  
CORRECTIONS**

**SOP NUMBER  
19-01-03**

**AGENCY WIDE  
INSTITUTIONS**

**ADMINISTRATIVE SEGREGATION LONG-TERM STATUS**

**INITIAL DATE  
02-15-2008**

**ACA STANDARDS:**

**EFFECTIVE DATE  
03-01-2010**

**STATUTES:**

**NON-RESTRICTED**

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**APPLICABILITY:**

This procedure applies to all Mississippi Department of Corrections (MDOC) employees involved in the management and operation of administrative segregation facilities.

**POLICY STATEMENT:**

It is the policy of the Mississippi Department of Corrections (MDOC) to review offenders assigned to administrative segregation and to ensure that offenders are in the least restrictive environment that is conducive to the offender's rehabilitation as well as the safe, secure, and orderly operation of the institution to which the offender is assigned.

**DEFINITIONS:**

Unit Review Team – Consists of the Case Manager, Unit Administrator, Associate Warden, and Warden responsible for reviewing offenders assigned to lockdown status.

ESOC Reports – Reports generated by surveillance employees from the Electronic Surveillance Operation Center.

Administrative Segregation Long-Term Status – Separation of an offender from the general population which requires transfer to a designated unit for long-term segregation (more than sixty (60) days).

**PROCEDURES:**

**Criteria for Placement in Administrative Segregation Status**

For the purpose of placement in Administrative Segregation Long-Term Status, an offender's institutional behavior will be evaluated including the offender's historical institutional adjustment. An offender will be placed in Administrative Segregation if the offender meets at least one of the following criteria:

- The Offender has behaved violently and aggressively while incarcerated. This behavior includes possession of major contraband, but is not limited to:
  - Weapons that are capable of inflicting death
  - Ammunition that includes bullets, gunpowder, shots, or shells

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- 40           • Escape instruments that include substance, device, instrument, or article designed or  
41           specifically adapted for criminal use in escape attempt  
42  
43           • Precise dates and location of the incidents must be attached to support this type  
44           referral  
45  
46           • The offender is actively involved in disruptive gang activity and is a confirmed leader,  
47           enforcer, disruptive core member, or recruiter of a Security Threat Group identified by the  
48           Mississippi Department of Corrections  
49  
50           • The offender has escaped or attempted to escape from within a security perimeter and/or  
51           custody of direct supervision  
52  
53           • The offender committed a felony while on escape from a community correctional facility  
54  
55           • The Commissioner or designee determines, based on specific objective criteria set forth in  
56           writing, that there is a significant risk that the offender will cause physical injury to prison  
57           staff, other offenders, or members of the public if he is housed in general population, even  
58           at the highest security level  
59

60           Documentation will be required to support any criteria listed above.

61  
62           The Facility's Controlling Authority will complete the Administrative Segregation  
63           Recommendation Form and attach all supporting documentation.  
64

65           The offender will be provided a copy of the Appeal Notification Form and notified of his right to  
66           appeal the final decision of the Approving Authority. The Appeal Notification Form will be  
67           entered into Offendertrak.  
68

69           The offender will be required to sign all forms prior to sending to Central Office. If the offender  
70           refuses to sign, two (2) staff must witness the refusal.  
71

72           All Administrative Segregation Long-Term Status Recommendation Forms and Appeal  
73           Notification Forms will be:  
74

- 75           • entered into Offendertrak
- 76           • scanned into the MDOC imaging system
- 77           • signed by the offender
- 78           • a copy provided to the offender before and after Central Office Review  
79

80           The Assistant Director of Offender Services (ADOS) will ensure the above is adhered to in its  
81           entirety. Once the initial process is concluded at the institutional level, the ADOS will forward  
82           the form and supporting documentation (Referral Packet) to Central Office for final decision.

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83 Central Office Review of Referral

84

85 The Director of Offender Services must receive all supporting documents in the Referral Packet  
86 to approve the placement prior to transfer except in emergency situations. This information  
87 should include, but not be limited to:

88

- 89 • the history of current behavior
- 90 • prior specific behavior related to recommendation
- 91 • chronology and specific dates of applicable events
- 92 • where the offender was housed
- 93 • other offenders and/or staff involved

94

95 The Director of Offender Services or designee will take action based on the information  
96 provided in the Referral Packets. If the information or documentation provided in the packet is  
97 unclear or insufficient, the Central Office Offender Services Division will contact the sending  
98 Facility's Controlling Authority in order to obtain additional information.

99

100 The Director of Offender Services or designee will make the determination as to whether an  
101 offender should be classified to Administrative Segregation Long-Term Status within seven (7)  
102 working days following receipt of a Referral Packet.

103

104 If the Director of Offender Services or designee determines that an offender should be placed in  
105 Administrative Segregation, the offender will be transferred upon space availability.

106

107 The offender will be advised, with a copy, of the final decision of the Director of Offender  
108 Services. The offender may appeal the decision pursuant to the MDOC offender grievance  
109 procedure. The decision of the Central Office Offender Services Division will kept in the  
110 offender's file.

111

112 Following the transfer of each offender approved for Administrative Segregation Long-Term  
113 Status to the designated unit, the Case Manager and Facility's Classification Authority of the  
114 receiving unit will conduct a thorough review of each offender's file within one (1) working day  
115 following the offender's transfer to ensure that all required documentation regarding the reasons  
116 for the offender's placement in Administrative Segregation Long-Term Status is on file.

117

118 If any required documentation is missing from the offender's file, the Facility's Classification  
119 Authority will immediately notify the Warden who will immediately notify the Central Office  
120 Offender Services Division.

121

122 The Central Office Offender Services Division will ensure that the facility receives the required  
123 documents following notification from the Warden.

124

125 Orientation of Offenders on Long-Term Administrative Segregation

126

127 Offenders entering the Administrative Long-Term Unit will receive an orientation review and  
128 release plan recommendation within seven (7) working days following their arrival.

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129 The Case Manager at the Administrative Segregation Long-Term Unit will present the offender  
130 with the Administrative Segregation Agreement for acknowledgement and signature. A copy will  
131 be placed in the offender's file and scanned into the MDOC imaging system.

132  
133 The Review and Assessment Form will be completed by the Case Manager and finalized by the  
134 Facility's Classification Authority.

135  
136 Review of Offenders on Administrative Segregation Status

137  
138 Every ninety (90) days, or more often as determined by the Deputy Commissioner of  
139 Institutions, the Unit Review Team will review offenders on Administrative Segregation Long-  
140 Term Status for possible release, retention, or provide a release recommendation plan for future  
141 release utilizing the Review & Assessment Form.

142  
143 If an offender refuses to appear for a committee review hearing, two (2) staff must witness the  
144 refusal and sign the Review Form.

145  
146 All recommendations for retention will be finalized at the facility level by the Assistant Director of  
147 Offender Services. The ADOS will ensure that the signed Review Form is scanned into the  
148 MDOC imaging system.

149  
150 All retention recommendations must have a detailed release recommendation plan which is  
151 explained to the offender by the Unit Warden or designee.

152  
153 The Director of Offender Services will be responsible for reviewing and approving the release of  
154 any offender from Administrative Segregation Long-Term Status.

155  
156 The Case Manager will ensure that a copy of the Review & Assessment Form is placed in the  
157 offender file and entered into Offendertrak prior to submitting the original to the Central Office  
158 Offender Services Division.

159  
160 The offender will be evaluated for possible release using the following criteria:

- 161
- 162 • Offender disciplinary history while housed in the Administrative Segregation Unit
  - 163 • After six (6) months RVR free, an offender may be released from long-term Administrative  
164 Segregation status and/or considered for placement in the High Risk Incentive Program
  - 165 • STG activity while housed in the Administrative Segregation Unit
  - 166 • Institutional behavior while housed in the Administrative Segregation Unit
  - 167 • Confidential information received while housed in the Administrative Segregation unit
  - 168 • Consideration of past criminal history
  - 169 • Review of Electronic Surveillance Operations Center (ESOC) Reports relative to the  
170 offender (MSP Unit 32 only)

171  
172 The Unit Review Team will review the offender's case with regard to established guidelines  
173 while considering the safety of the general public, staff, offenders and the security of the  
174 Mississippi Department of Corrections.

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175 If the recommendation of the Unit Review Team is to release an offender from Administrative  
176 Segregation Long-Term Status but the offender has an association with a Security Threat Group  
177 or disruptive group, the team will order an evaluation by the Security Threat Group Intelligence  
178 Coordinator and the STG Committee.

179  
180 This evaluation will be completed to determine the offender's degree of association and current  
181 participation. If the evaluation indicates that the offender's Security Threat Group affiliation or  
182 activity presents an ongoing threat to the security of the institution, the release will be denied. If  
183 the evaluation does not indicate an ongoing threat, the release recommendation will be  
184 processed in accordance to this procedure. All STG evaluations will be documented and  
185 included with the recommendation form.

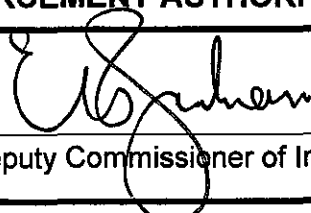
186  
187 An offender who is released will be appropriately classified to the general population.

188  
189 If the recommendation requires development of a release recommendation plan, it will be  
190 documented on the Review & Assessment form indicating the offender's plan of action for future  
191 release consideration.

192  
193 All decisions are subject to review by the Deputy Commissioner of Institutions.

194  
195 **DOCUMENTS REQUIRED:**

- 196  
197 Administration Segregation Long-Term Status Recommendation Form  
198 Administrative Segregation Long-Term Status Agreement  
199 Review & Assessment for Release from Administrative Segregation Status Form  
200 Administration Segregation Long-Term Status Appeal Notification Form  
201 As required by this procedure and through the chain of command.

ENFORCEMENT AUTHORITY		
<b>Reviewed and Approved for Issuance</b>		2/8/10
	Deputy Commissioner of Institutions	Date