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
• Escape instruments that include substance, device, instrument, or article designed or specifically adapted for criminal use in escape attempt

• Precise dates and location of the incidents must be attached to support this type referral

• The offender is actively involved in disruptive gang activity and is a confirmed leader, enforcer, disruptive core member, or recruiter of a Security Threat Group identified by the Mississippi Department of Corrections

• The offender has escaped or attempted to escape from within a security perimeter and/or custody of direct supervision

• The offender committed a felony while on escape from a community correctional facility

• The Commissioner or designee determines, based on specific objective criteria set forth in writing, that there is a significant risk that the offender will cause physical injury to prison staff, other offenders, or members of the public if he is housed in general population, even at the highest security level

Documentation will be required to support any criteria listed above.

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

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

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

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

• entered into Offendertrak

• scanned into the MDOC imaging system

• signed by the offender

• a copy provided to the offender before and after Central Office Review

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

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

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

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

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

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

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

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

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

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

Orientation of Offenders on Long-Term Administrative Segregation

Offenders entering the Administrative Long-Term Unit will receive an orientation review and release plan recommendation within seven (7) working days following their arrival.
The Case Manager at the Administrative Segregation Long-Term Unit will present the offender with the Administrative Segregation Agreement for acknowledgement and signature. A copy will be placed in the offender's file and scanned into the MDOC imaging system.

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

Review of Offenders on Administrative Segregation Status

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

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

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

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

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

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

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

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

The Unit Review Team will review the offender's case with regard to established guidelines while considering the safety of the general public, staff, offenders and the security of the Mississippi Department of Corrections.
If the recommendation of the Unit Review Team is to release an offender from Administrative Segregation Long-Term Status but the offender has an association with a Security Threat Group or disruptive group, the team will order an evaluation by the Security Threat Group Intelligence Coordinator and the STG Committee.

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

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

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

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

DOCUMENTS REQUIRED:

Administration Segregation Long-Term Status Recommendation Form
Administrative Segregation Long-Term Status Agreement
Review & Assessment for Release from Administrative Segregation Status Form
Administration Segregation Long-Term Status Appeal Notification Form

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

ENFORCEMENT AUTHORITY

Reviewed and Approved for Issuance

Deputy Commissioner of Institutions
Date