



**Division of Operations**

**Level I**

**Internal Management Procedure**

**Internal Management  
Procedure #  
IMM.012.ADSEG.001**

**Page 1 of 5**

**Internal Management Procedure Title:**

**Admission to Administrative Segregation**

**Effective Date:**

September 12, 2011

**Revised:**

**Authority :**

NJ DOC IMM.012.001

**Promulgating Office:**

Office of the Assistant Commissioner  
Division of Operations

**Professional Association**

**Standard cited:**

ACA Std 4-4249

**Applicability:** This Internal Management Procedure applies to all organizational units of the New Jersey Department of Corrections.

**Supersedes:**

NJ DOC Policy Statement 5.201 dated 05/21/2001

**Review Schedule:**

This document is scheduled for annual review on or about August 31, 2012

**This document was reviewed and approved by:**

**Mark Cranston, Chief of Staff on September 15, 2011**

**and**

**Mark Farsi, Deputy Commissioner on September 14, 2011.**

Documentation of the reviews/approvals are maintained by the Office of Policy & Planning, APPM Unit.

**I. PURPOSE**

To establish New Jersey Department of Corrections Procedures providing uniform guidelines for placement of inmates into the Administrative Segregation Unit following the inmate's adjudication of guilty of one or more disciplinary infractions.

**II. DEFINITIONS**

The following terms, when used in this procedure shall have the following meanings, unless the context clearly indicates otherwise:

<p><b>Internal Management Procedure Title:</b></p> <p><b>Admission to Administrative Segregation</b></p>	<p><b>Effective Date</b></p> <p><b>September 12, 2011</b></p>	<p><b>Internal Management Procedure #</b></p> <p><b>IMM.012.ADSEG.001</b></p> <hr/> <p><b>Page 2 of 5</b></p>
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Administrative Segregation means removal of an inmate from the general population of a correctional facility to a close custody unit because of one or more disciplinary infractions or other administrative considerations.

Administrative Segregation Level Program means the two-level program established within an Administrative Close Supervision Unit (ACSU). The levels are shown below:

- Level 1 is the program entry level in which an inmate's possessions, activities, privileges and amenities shall be the most highly restricted, and
- Level 2 is the level in which an inmate's possessions, activities, privileges and amenities shall be less restricted than Level 1, but more restrictive than general population.

Close Custody Unit means an area within a correctional facility designated for assigning inmates who are removed from the general population for disciplinary or administrative reasons.

Disciplinary Hearing Officer means a staff member of the NJDOC designated to hear and adjudicate inmate violations of prohibited acts.

Inmate means a person who has been placed under the jurisdiction of the Commissioner of the NJDOC.

Institutional Classification Committee (I.C.C.) means the committee of correctional facility staff members responsible for monitoring an inmate's progress and assigning the inmate to appropriate programs or activities. The I.C.C. may consist of subcommittees as deemed necessary.

New Jersey Department of Corrections or NJDOC means that department of the Executive Branch of the New Jersey State Government whose functions are to protect the public and provide for the custody, care, discipline, training and treatment of persons committed to the state correctional facilities.

Special Administrative Segregation Review Committee (S.A.S.R.C.) means the committee members designated by the Director, Division of Operations responsible for the bimonthly review of the status of the inmates assigned to all Administrative Segregations Units.

### **III. POLICY**

The New Jersey Department of Corrections mandates that housing units designated as "Close Custody Units" be maintained in certain correctional facilities, where appropriate.

Whenever the Disciplinary Hearing Officer imposes a sanction that includes administrative segregation, the administrative segregation part of the sanction shall be referred by the Disciplinary Hearing Officer to the Institutional Classification Committee (I.C.C.) for review at the Committee's next regularly scheduled meeting.

Confirmation shall be made if the I.C.C. determines that the sanction is appropriate and within acceptable limits, and where the inmate's presence in the general population could pose a threat to the safe, secure and orderly operations of the correctional facility.

<p><b>Internal Management Procedure Title:</b></p> <p><b>Admission to Administrative Segregation</b></p>	<p><b>Effective Date</b></p> <p><b>September 12, 2011</b></p>	<p><b>Internal Management Procedure #</b></p> <p><b>IMM.012.ADSEG.001</b></p> <hr/> <p><b>Page 3 of 5</b></p>
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The I.C.C. shall provide written notice to the inmate of its decision confirming, modifying or overruling the administrative segregation sanction together with the reasons therefor.

A copy of the I.C.C. notice shall be filed in the inmate's classification folder.

If an inmate receives a sanction that includes administrative segregation, the sanction first must be reviewed by the I.C.C. of the correctional facility in which the inmate is housed. If the sanction is confirmed, the referral for transfer to an Administrative Segregation Unit shall be forwarded to the CRAF Intake Unit where the transfer shall be initiated.

Inmates who are placed in administrative segregation shall receive both mental health and medical evaluations according to prescribed Health Services policies and procedures.

All inmates who receive sanctions that include assignment to an Administrative Segregation Unit shall initially be placed in Level 1 status. Progression to less restrictive Level 2 shall be dependent upon satisfactory correctional facility behavior as regulated by the rules set forth in N.J.A.C. 10A:4, *Inmate Discipline* and the *Administrative Close Supervision Unit Administrative Segregation Inmate Handbook*. Violation of rules shall result in disciplinary action and may serve to extend the length of time assigned to Administrative Segregation.

#### **IV. PROCEDURES**

##### **A. General Provisions**

1. The recommendation for placement in Administrative Segregation shall initially be imposed by the Disciplinary Hearing Officer.
2. Upon imposition of the administrative segregation sanction by the Disciplinary Hearing Officer, such sanction shall be referred to the ICC who shall consider, but not be limited to, the following:
  - a. circumstances and gravity of the infraction;
  - b. reasons given by Disciplinary Hearing Officer for sanction imposition;
  - c. the inmate's previous disciplinary record;
  - d. availability of other possible dispositions to regulate the inmate's behavior
3. Confirmation made by the ICC determining the sanction of placement in Administrative Segregation is appropriate to the severity of the charges and the need to remove the inmate from current status in order to protect the safe, secure and orderly operations of the correctional facility.

##### **B. Transfer to Another Facility for Administrative Segregation Sanction**

In the event that the inmate is housed in a correctional facility which does not have an Administrative Segregation Unit, the following shall be done prior to transfer:

<p><b>Internal Management Procedure Title:</b></p> <p><b>Admission to Administrative Segregation</b></p>	<p><b>Effective Date</b></p> <p><b>September 12, 2011</b></p>	<p><b>Internal Management Procedure #</b></p> <p><b>IMM.012.ADSEG.001</b></p> <hr/> <p><b>Page 4 of 5</b></p>
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1. The sanction must be reviewed and confirmed by the ICC of the facility in which the inmate is housed.
2. ICC shall approve or disapprove the request to transfer to one of the following facilities within the New Jersey Department of Corrections' Division of Operations having an appropriate Administrative Segregation Unit:
  - Adult Diagnostic and Treatment Center
  - Albert C. Wagner Youth Correctional Facility
  - Northern State Prison
  - New Jersey State Prison
  - South Woods State Prison

**C. Initial Transfer into an Administrative Segregation Unit**

1. Prior to transferring an inmate into an ACSU, all property, with the exception of that specified in IMM.012.ADSEG.03 *Administrative Segregation 2-Level Program* shall be removed from the inmate's possession and disposed of by the sending facility in accordance with N.J.A.C. 10A:1-11.3.
2. Permissible property shall be transferred to the correctional facility to which the inmate has been assigned within 15 days of the transfer of the inmate to that facility. The inmate's television set shall be stored at the receiving facility until the inmate is moved to Level 2 status.
3. Once notified by the Central Reception and Assignment Facility that an inmate is scheduled for admission to an ACSU, the receiving facility's classification staff shall arrange for a S.A.S.R.C. review in accordance with N.J.A.C. 10A.
4. If the inmate is being transferred to another facility to serve the administrative segregation sanction, all classification materials concerning the inmate being transferred into an ACSU, including disciplinary charges, medical file and State Parole Board file shall be forwarded to the receiving facility in order to permit review of the sanction(s).
5. Upon placement in Administrative Segregation, all inmates shall be assigned Level 1 status.
6. Notification must be made to mental health staff whenever an inmate is admitted to an Administrative Segregation Unit, whether the placement is inter or intra-institutional. This is necessary to ensure that an assessment can be made when necessary to assist in the initial S.A.S.R.C. review. Subsequent mental health evaluations shall be conducted in accordance with contractual agreements in order to assist in level assignments and releases from Administrative Segregation.

**V. Cross Reference Documents and Policies**

<b>Internal Management Procedure Title:</b>  <b>Admission to Administrative Segregation</b>	<b>Effective Date</b>  <b>September 12, 2011</b>	<b>Internal Management Procedure #</b> <b>IMM.012.ADSEG.001</b>  <b>Page 5 of 5</b>
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<b>Document/ Policy Number</b>	<b>Title</b>	<b>Effective/ Revision Date</b>
IMM.012.001	<i>Administrative Segregation</i>	September 1, 2011
IMM.012.ADSEG.002	<i>Special Administrative Segregation Review Committee</i>	September 1, 2011
IMM.012.ADSEG.003	<i>Administrative Segregation Level Program</i>	September 1, 2011

**VI. Applicable Forms**

<b>Form Number</b>	<b>Form Title</b>	<b>Effective/ Revision Date</b>