



Division of Operations

Level I

Internal Management Procedure

**Internal Management
Procedure #
IMM.012.ADSEG.02**

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Internal Management Procedure Title:

Special Administrative Segregation Review Committee (SASRC)

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.

Supercedes:

NJ DOC Policy Statement 5.202 dated 05/21/2001

Review Schedule:

This document is scheduled for annual review on or about August 31, 2011

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 Procedure providing uniform guidelines for the review of all inmates assigned to the Administrative Segregation status of Close Custody on a bimonthly (or more frequent, if necessary) basis.

II. DEFINITIONS

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

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Administrative Segregation means removal of an inmate from the general population of a correctional facility to a long term 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 as 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 and 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.

In considering the sanction, the I.C.C. shall consider any relevant factors including, but not limited to:

1. The circumstances and gravity of the disciplinary infraction;

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2. The reason(s) given by the Disciplinary Hearing Officer for the sanction imposed;
3. The inmate's previous disciplinary record; and
4. Whether other available dispositions are adequate to regulate the inmate's behavior within acceptable limits.

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.

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, and the 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.

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IV. PROCEDURES

- A. The Administrative Segregation Sanction Review Process shall include, but not be limited to, the following:
1. Disciplinary sanctions of the Disciplinary Hearing Officer recommending assignment to an ACSU for Administrative Segregation shall be approved by I.C.C..
 2. Upon approval of the sanction by the .I.C.I. the inmate shall be advised of the decision. This shall also include a calculation of detention and Administrative Segregation time and the projected release date.
 3. Within sixty (60) days of an inmate's assignment to Administrative Segregation status, the inmate's case shall be reviewed by the S.A.S.R.C.
 4. If an inmate has been assigned to an Administrative Segregation Unit for a period of 365 days or less, the S.A.S.R.C shall review each inmate's level every sixty (60) days, or more frequently if deemed necessary by the S.A.S.R.C., to evaluate the inmate's behavior while in the Administrative Segregation Unit.
 5. If an inmate has been assigned to an Administrative Segregation Unit for a period of more than 365 days, the S.A.S.R.C. shall review each inmate's level every six (6) months, or more frequently if deemed necessary by the S.A.S.R.C., to evaluate the inmate's behavior while in the Administrative Segregation Unit.
 6. Inmates shall be informed, in writing, of the S.A.S.R.C. decision, using form ACSU-001 "Special Administrative Segregation Review Committee (S.A.S.R.C.) Decision"
 7. S.A.S.R.C. decisions shall generally be to determine:
 - a. Whether an inmate's assignment to Administrative Segregation shall continue;
 - b. At what point an inmate shall be released from Administrative Segregation;
 - c. To which correctional facility an inmate shall be assigned upon release from Administrative Segregation;
 - d. To which level the inmate shall be housed while in Administrative Segregation status; and
 - e. When to review an immediate reduction that was approved by the Administrator.
 8. Other factors regarding S.A.S.R.C. functions include, but are not limited to:
 - a. Inmates shall not appear at S.A.S.R.C. meetings, except at the request of the Committee;
 - b. Inmates shall be informed in writing and advised of all S.A.S.R.C. decisions;

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- c. S.A.S.R.C. decisions shall be based, in part, upon an inmate's adherence to correctional facility rules and regulations;
- d. An Administrative Segregation inmate who receives additional disciplinary infractions, which result in the imposition of Disciplinary Detention time, shall have his/her level assignment reviewed by the Administrator/designee.
- e. The S.A.S.R.C. meets no less than bi-weekly, and is composed of staff designated by the Director of the Division of Operations.
- f. An in-house mental health representative and a representative from the Classification Department shall attend each meeting of the S.A.S.R.C. This classification staff shall attend in order to assist in the review and to record all S.A.S.R.C. decisions in the appropriate classification records. The classification staff shall not participate in the committee's deliberation.
- g. Criteria to be utilized by the S.A.S.R.C. in making decisions shall include, but not be limited to:
 - i. Present correctional facility adjustment;
 - ii. Past correctional facility adjustment;
 - iii. Seriousness of the infraction;
 - iv. Mental health status and medical condition; and
 - v. Progress reports from professional and custody staff.
- h. Decisions of the S.A.S.R.C. shall be forwarded to the inmate and filed in the classification folder.
- i. Any infraction that results in the imposition of additional Administrative Segregation time shall be reviewed at the next regularly scheduled meeting of the S.A.S.R.C.
- j. The Administrator or designee may approve an immediate reduction in level assignment. This action shall be reviewed by the S.A.S.R.C. committee at the next regularly scheduled meeting.

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V. Cross Reference Documents and Policies

Document/ Policy Number	Title	Effective/ Revision Date
IMM.012.001	<i>Administrative Segregation</i>	September 12, 2011
IMM.012.ADSEG.001	<i>Assignment to Administrative Segregation</i>	September 12, 2011
IMM.012.ADSEG.003	<i>Administrative Segregation 2-Level Program</i>	September 12, 2011

VI. Applicable Forms

Form Number	Form Title	Effective/ Revision Date
ACSU-001	<i>"Special Administrative Segregation Review Committee (SASRC) Decision"</i>	