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<b>Segregation Measures</b>	<b>ACA Standards: 2-CO-3A-01, 4-4140, 4-4141, 4-4147, 4-4155, 4-4235, 4-4249 through 4-4273, 4-4276, 4-4301, 4-4302, 4-4320, 4-4400, 4-4498</b>		
<b>Justin Jones, Director</b> <b>Oklahoma Department of Corrections</b>	<b>Signature on File</b>		

## Segregation Measures

The following procedure is utilized, to appropriately segregate offenders for their protection and to ensure facility security, in order to meet the mission of the Department of Corrections (DOC).

For the purpose of this procedure, the term “offender” will apply to anyone under the authority, custody or care of a prison or a community-based facility operated by or contracted with the Oklahoma Department of Corrections.

### I. Segregation Guidelines

“Utilization of Segregation Measures” (Attachment A, attached) describes the types of housing assignments, authority, responsibility for placement, review, discharge, length and conditions of confinement. These guidelines will be applicable to segregation units operated or contracted by DOC. Services provided include access to courts, access to the grievance and appeal process, and basic rights of the offender. For any type of detention, segregation or temporary confinement; offenders will follow the rules of the confining unit.

#### A. Definition of Segregation

Segregation is used to remove an offender from general population when circumstances indicate the continued presence of the offender in the general population poses a threat to life, property, staff, self, other offenders or to the security or orderly operation of the correctional facility. Offenders will have a

hearing before being placed in disciplinary detention or long-term segregation.

B. Forms of Segregation (4-4249)

There are three forms of segregation:

1. Administrative Segregation

There are two categories of administrative segregation:

a. Short-term Administrative Segregation

This type of segregation is available at all facilities and includes:

- (1) Pre-hearing detention;
- (2) Medical/psychological observation;
- (3) Pending investigation;
- (4) Request for protective measures; and
- (5) Transit detention.

b. Long-term Administrative Segregation

Offenders classified and assigned to long-term segregation for behavioral or security risks will be housed at the following facilities:

- (1) Oklahoma State Penitentiary (OSP) – males; and
- (2) Mabel Bassett Correctional Center (MBCC) – females.

2. Disciplinary Detention

3. Protective Custody (as determined by classification committee)

Protective custody housing is available at Lawton Correctional Facility (males) and Mabel Bassett Correctional Center (females). This housing is specifically for offenders who cannot live in general population due to threats on their lives, and are classified as "protective custody" in accordance with OP-060106 entitled "Special Offender Management System" (SOMS)."

II. Community Corrections Segregation

Community Corrections Centers may temporarily segregate offenders in accordance with OP-040206 entitled "Transit Detention Units."

### III. Placement, Review, and Documentation

#### A. Segregation Housing Order

Placement in segregation will be documented by completing Section A of the "Segregation Housing Order" (Attachment B, attached).

1. If a change in the type of confinement occurs, this will be documented by placing the date on the appropriate line of the "Segregation Housing Order."
2. The offender will initial next to the date, acknowledging the change in status. If the offender refuses to sign, the refusal will be documented on the same form and a copy provided to the offender.
3. Follow-up reviews by the reviewing authority, in accordance with "Utilization of Segregation Measures," (Attachment A) will be documented on Section B of the "Segregation Housing Order" form.
4. The facility head or shift supervisor can order immediate segregation when it is necessary to protect the offender or others. (4-4250) This action will be reviewed within 72 hours by the reviewing/appointing authority.
5. Admission for protective custody/measures will only be made when there is documentation that it is warranted and no reasonable alternatives are available. The offender will acknowledge consent by signing the appropriate line on the "Segregation Housing Order." (4-4251) If the offender refuses, it will be documented on the form and witnessed.
6. Placement on disciplinary detention will only occur after a hearing and finding of guilt by the disciplinary hearing officer. (4-4252) An offender in disciplinary detention exceeding 60 days will have the same access to privileges and programs as those in protective custody/measures and administrative segregation. Continuous confinement for more than 30 days requires the review and approval of the facility head. (4-4255)
7. Reviews of offenders in administrative segregation and protective custody will occur by the classification committee every seven days during the first two months and every 30 days thereafter to determine if the reasons for placement continue to exist (4-4253). Reviews will be documented utilizing the "Segregation Review" form (Attachment C, attached). Release will be in accordance with Attachment A. (4-4254)

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8. All placements, including pre-hearing detention, will be reviewed by the approving authority, as designated on Attachment A, within 72 hours, including weekends and holidays. (4-4235, 4-4250) Placements will not be punitive and will only be authorized when the offender's continued presence in the general population or community presents a threat (actual or documented) to self, others, or the security of the facility. Any deviation from authorized lengths of confinements must be documented and the offender will receive a copy. (4-4235, 4-4250)
9. Offenders on medical/psychiatric evaluation will be reviewed in accordance with OP-140129 entitled "Suicide Prevention" and OP-140201 entitled "Mental Health Services, Duties, and Responsibilities."
10. When an offender is transferred to segregation housing, health care personnel will be informed immediately and will provide assessment and review as indicated by the protocols established by the health authority in accordance with OP-140117 entitled "Access to Health Care." (4-4400M) The notification will be documented on the "Individual Offender Segregation Log" (Attachment D, attached).
11. Any offender remaining in segregation housing for more than 30 days will be personally interviewed by a qualified mental health professional (QMHP) who will prepare a written assessment of the offender's mental health status. A mental health assessment will be prepared by the QMHP every three months for those offenders confined for extended periods of time or more frequently if prescribed by the medical authority. (4-4256)
12. Correctional officers assigned to a segregation housing unit will observe each offender at least every 30 minutes on an irregular schedule. Offenders who are violent or mentally disordered or who exhibit unusual or bizarre behavior will be observed more frequently as determined by a QMHP. Suicidal offenders will be under continuous observation in accordance with OP-140129 entitled "Suicide Prevention" or as ordered by a QMHP. (4-4257)
13. Offenders will be present for reviews affecting their classification or program status, unless precluded for security or other substantial reasons. Such reasons will be documented. Offenders will be provided 48 hours notice prior to classification reviews. Such notices may be waived by the offender in writing. (4-4302)

B. Permanent Documentation

A permanent log will be maintained in the segregation unit. The log will contain all information pertaining to the unit. At a minimum, the following documentation will be entered: (4-4260)

1. Date and time of each entry;
2. Name and number of each offender admitted to the unit and reason for admission;
3. Special medical or psychiatric problems or needs;
4. All visits by staff or other visitors to include the signature of the visitor and purpose of the visit;
5. Record of inspections. The facility head or designee will inspect the unit at least weekly;
6. Observation of unusual behavior;
7. Exercise participation and/or offering of exercise; and
8. Releases and transfers.

#### IV. Staff Assignments (4-4259)

##### A. Correctional Officers

Officers assigned to segregation housing units will have completed their initial probationary period and will be provided copies of policies, procedures, and post orders regarding operation of the unit. Officer assignments to segregation housing units will be in accordance with OP-040102 entitled "Master Roster and Post Order Guidelines" to include gender specific assignments.

##### B. Rotation

Correctional officers, case managers, and other correctional staff, who are assigned to work in segregation housing units on a regular and daily basis, will be rotated from the unit at least every 12 months.

##### C. Evaluation

Staff assigned to segregation housing units will have their performance evaluated by supervisors. Such reviews will be documented on the employee performance appraisals. Staff experiencing difficulty will be counseled and promptly removed if the supervisor determines that their well being or the well being of the offenders is threatened.

#### V. Conditions of Confinement

A. Services and Conditions

All offenders confined in segregation units, regardless of type or length of confinement will be afforded the following conditions and services and will be recorded utilizing the "Individual Offender Segregation Log" (Attachment D). Facilities may make additions to Attachment D as long as all information on the current form is included. Staff visiting the unit will sign each offender's individual segregation log. The general living conditions within these units will be safe and humane, and will approximate those of the general population. (4-4140, 4-4249)

1. Rooms/cells, which permit the offenders to converse with and be observed by staff. (4-4140)
2. Opportunity and space for exercise outside of the cell, a minimum of one hour of exercise per day five days per week, unless security or safety dictates otherwise. (4-4270) Space is made available for exercise during inclement weather. (4-4155)
  - a. In cases where cover is not provided to mitigate the inclement weather, appropriate equipment and attire should be made available. (4-4155)
  - b. Exercise for offenders in short-term segregation will normally occur during the daylight hours.
3. Daily visits from a senior correctional officer. (4-4258)
4. Unless medical attention is needed more frequently, each offender in segregation will receive a daily visit from health care. The visit will ensure that offenders have access to health care personnel. The presence of health care personnel in segregation will be announced and recorded on each offender's individual segregation log. The frequency of physician visits to segregation units will be determined by the health authority. (4-4258, 4-4400M)
5. Medical and mental health services, including prescribed medications. (4-4261)
6. Visits from program staff upon request. (4-4258)
7. Clothing that is not degrading and is issued and laundered on the same basis as the general population. Exceptions are permitted when found necessary by the senior officer on duty and recorded in the log and justified in writing. (4-4261, 4-4263)
8. Bedding and linen that is issued and laundered on the same basis as the general population. Exceptions are permitted when found

necessary by the senior officer on duty and recorded in the log and justified in writing. (4-4263)

9. Personal hygiene items (i.e., razor etc.), unless there is imminent danger that such items will be destroyed or used to induce self-injury. In such cases, the offender may be permitted to use the item under supervision. (4-4261) Hygiene items will be provided by the facility in accordance with OP-030501 entitled "Personal Hygiene and Appearance Code." Restrictions for hygiene items include:
  - a. Shampoo will be limited to transparent containers not to exceed four ounces in size.
  - b. One each razor (if provided) and toothbrush with "thumbprint" type handle only.
  - c. Soap will limited to two bars of soap not to exceed 1.5. ounce bars.
10. The opportunity to shave and shower a minimum of three times per week. (4-4262) Barbering and hair care services will be available on the same basis as the general population. Exceptions are permitted when found necessary by the senior officer on duty and recorded in the log and justified in writing. (4-4263)
11. Reading and writing materials, to include eye glasses. Mail privileges on the same basis as the general population. (4-4266, 4-4269) Only small flexible pens designed for correctional security type applications are allowed. No pencils may be used by offenders in any segregation housing unit.
12. Opportunity for visitation unless there are substantial reasons for withholding such privileges. Visiting privileges will be granted in accordance with their level assignment. (4-4267)
13. Access to legal materials, grievance procedures, and law library services. Legal materials stored in the cells will be limited to one cubic foot for safety reasons; however, arrangements for assisting offenders in meeting appeal, grievance, and court deadlines will be made. (4-4268, 4-4276)
14. The same meals as provided to the general population, including provisions for special diets.
  - a. Food will not be withheld or varied as a disciplinary measure. (4-4320)
  - b. Alternative meals and equipment may be provided where an offender has used, or may be at risk to use, food or equipment

in a manner that is hazardous to self, staff, or other offenders. (4-4264)

- c. Food substitutions will meet basic nutritional requirements and will occur only with the approval of the facility head and responsible health authority. The substitution period will not exceed seven days. (4-4264)

- 15. When an offender is deprived of any usually authorized item or activity, a report of the action is to be filed in the offender's case record/individual log and an "Incident/Staff Report" (OP-050109, Attachment A) will be completed and forwarded to the chief of security prior to the end of the shift. (4-4263, 4-4265)

#### B. Privileges and Programs

- 1. Telephone privileges for offenders in segregation will be as follows:
  - a. Offenders in disciplinary detention for more than 60 days, and those on administrative segregation and protective custody will be allowed telephone privileges in accordance with their level assignment as outlined in OP-060107 entitled "Systems of Incarceration." (4-4271)
  - b. Offenders in disciplinary detention for less than 60 days will have limited telephone privileges. Calls authorized by the facility head and those to access the attorney of record will not be limited. (4-4271, 4-4272)
- 2. Offenders held in disciplinary detention for more than 60 days and those on administrative segregation and protective custody will have access to programs and services which include, but are not limited to, the following: (4-4273)
  - a. Educational services based on the offender's eligibility and assessed need;
  - b. Library services;
  - c. Canteen privileges, in accordance with level assignment, as outlined in OP-060107 entitled "Systems of Incarceration," or issuance of indigent hygiene items;
  - d. Counseling and social services provided by a case manager, unit manager, mental health professional, and/or other qualified staff or volunteer;
  - e. Spiritual and religious guidance provided by the chaplain or religious volunteer; and



f. Recreational programs.

3. While the programs provided cannot be identical to those provided to the general population, differences will only be for reasons pertaining to life, health, safety and the security of the unit.

#### VI. References

Policy Statement No. P-040100 entitled "Security Standards for the Oklahoma Department of Corrections"

OP-040102 entitled "Master Roster and Post Order Guidelines"

OP-040206 entitled "Transit Detention Units"

OP-060106 entitled "Special Offender Management System (SOMS)"

OP-060107 entitled "Systems of Incarceration"

OP-140117 entitled "Access to Health Care"

OP-140129 entitled "Suicide Prevention"

OP-140201 entitled "Mental Health Services Duties and Responsibilities"

#### VII. Action

The deputy directors are responsible for compliance with this procedure.

The appropriate deputy director is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-040204 entitled "Segregation Measures" dated October 28, 2010

Distribution: Policy and Operations Manual  
Departmental Website

Attachments	Title	Location
<u>Attachment A</u>	"Utilization of Segregation Measures"	Attached
<u>Attachment B</u>	"Segregation Housing Order" (Instructions for Completing Segregation Housing Order)	Attached
<u>Attachment C</u>	"Segregation Review"	Attached
<u>Attachment D</u>	"Individual Offender Segregation Log"	Attached
<u>Attachment A</u>	"Incident/Staff Report"	<u>OP-050109</u>

