



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON
OFFENDER/SPANISH MANUALS

REVISION DATE
6/14/12

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DOC 320.200

POLICY

TITLE
ADMINISTRATIVE SEGREGATION

REVIEW/REVISION HISTORY:

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SUMMARY OF REVISION/REVIEW:

Numerous changes. Read carefully!


APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

6/12/12

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [WAC 137-32](#); [ACA 4-4250](#); [ACA 4-4251](#); [ACA 4-4253](#); [ACA 4-4254](#); [ACA 4-4404](#); [DOC 320.260 Secured Housing Units in Stand Alone Minimum Security Facilities](#)

POLICY:

- I. The purpose of administrative segregation (Ad Seg) is to temporarily remove an offender from the general population until a timely and informed decision can be made about appropriate housing based on his/her behavior. Procedures governing administrative segregation of offenders in Prisons will comply with WAC 137-32.
- II. An offender may be assigned to Ad Seg when s/he:
 - A. Poses a threat to self, staff, other offenders, or property, or to the orderly operation of the facility.
 - B. Requests protection or is deemed by staff to require protection. [4-4251]
 - C. Is pending transfer or is in transit to a more secure facility. [4-4404]
 - D. Poses a serious escape risk.
 - E. Is pending investigation.

DIRECTIVE:

- I. General Requirements
 - A. [4-4250] A multidisciplinary Facility Risk Management Team (FRMT) may recommend segregating offenders from the general population and recommend an assignment to Ad Seg.
 - B. Based on the multidisciplinary FRMT's recommendation, the following may order immediate segregation:
 1. Superintendent/designee
 2. Associate Superintendent
 3. Captain
 4. Correctional Program/Correctional Mental Health Program Manager
 - C. The following can order immediate segregation only when it is necessary to protect the offender or others:
 1. Shift Commander,
 2. Correctional Unit/Correctional Mental Health Unit Supervisor, or

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3. Facility staff who conduct facility investigations as a part of their regular duties and are designated by the Superintendent to make Ad Seg referrals.

D. The Superintendent will designate an Ad Seg Hearing Officer at the level of Correctional Specialist or above at major facilities and Classification Counselor 3 or above at minimum facilities.

II. Initial Placement

A. [4-4251] The authorizing staff must determine that placement on Ad Seg status is appropriate and document the reasons on DOC 17-075 Segregation Authorization and DOC 05-101 Administrative Segregation Referral.

1. [4-4404] In an emergency transfer (i.e., one in which the sending facility does not have the resources to manage the offender), sending facility staff will complete DOC 05-101 Administrative Segregation Referral and Section I of DOC 17-075 Segregation Authorization, and send to the receiving facility along with the offender.

B. The Shift Commander will ensure that:


1. The offender receives DOC 05-797 Ad Seg/IMU Review Notice/Appearance Waiver, DOC 05-101 Administrative Segregation Referral, and the offender copy of DOC 17-075 Segregation Authorization immediately after initial placement so that notice is given at least 48 hours in advance of the meeting.

2. Health care staff are immediately informed of the placement, by telephone, to provide assessment and review as indicated by the protocols established by the Health Authority.

3. DOC 05-101 Administrative Segregation Referral is forwarded to both the Superintendent/designee and Ad Seg Hearing Officer for review at or before the initial informal review, and not later than 72 hours after the offender's segregation. [4-4250]

4. In the absence of the Superintendent, the Duty Officer is notified and reviews the reasons for placement within 72 hours of the offender's segregation. [4-4250]

C. [4-4251] A voluntary protective custody offender will be initially assigned to Ad Seg upon receipt of his/her written request for temporary assignment to protective custody. The offender will provide a written, signed, confidential


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statement requesting protective custody, which identifies specific actions and individuals posing a threat. This document will be placed in the offender's central file, with copies forwarded to the facility's Intelligence Officer and the Ad Seg Hearing Officer.

- D. Upon placement of the offender in Segregation, DOC 05-091 Daily Report of Segregated Offender or electronic version will be initiated and maintained by correctional staff responsible for the Segregation Unit.


III. Multidisciplinary FRMT Reviews

- A. The Ad Seg Hearing Officer will preside over meetings of a multidisciplinary FRMT for the intermediate and final reviews of an offender assigned to Ad Seg status. [4-4253] [4-4254] The team will include, at a minimum:
1. The offender, unless s/he waives participation,
 2. The Correctional Unit Supervisor (CUS) or Counselor from the sending unit, and the Counselor from the unit currently assigned,
 - a. The CUS/Counselors can participate by telephone or provide input by email prior to the review.
 3. The assigned Unit Supervisor, and
 4. A custody/security representative, the rank of Sergeant or higher.
- B. Each of the following disciplines must be represented when they are relevant to the offender being reviewed. Participating team members will be documented in the Comment section of the Custody Facility Plan. An FRMT is only considered multidisciplinary when one or more of the following are included as documented members:
1. Medical professional, for offenders with specific medical related PULHESDXT "P" codes of 4 or higher.
 2. Supervising Psychologist/designee, for offenders with PULHESDXT "S" codes of 3 or higher and/or "H" codes of 4.
 3. ADA Coordinator, for offenders with PULHESDXT "L", "E", or "X" codes of 3 or higher.
 4. Other program area supervisors who have direct supervision of the offender's activities and knowledge of his/her behavior.
- C. An initial informal review will be held within 2 working days of initial placement. An intermediate review will occur within 14 days following the initial informal

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review. Within 30 days of the intermediate review, a final review will be completed to make a final determination. Any further reviews require prior approval from the Assistant Secretary for Prisons/designee. [4-4253]

1. Time on Ad Seg status begins when the offender is initially placed in Segregation. The disciplinary and Ad Seg process will run concurrently.
 - a. In instances where behaviors requiring Administrative Segregation are not known at the time of placement, the time begins when the Ad Seg referral is made. All remaining disciplinary segregation time will run concurrently.
 2. The Ad Seg Hearing Officer/designee will notify offenders at least 48 hours in advance of the intermediate and final reviews using DOC 05-797 Ad Seg/IMU Review Notice/Appearance Waiver. The waiver will indicate the dates of the next reviews.
- D. The Ad Seg Hearing Officer will ensure that all requested witnesses receive DOC 05-094 Witness Statement, and that those statements are returned to the segregated offender no less than 24 hours prior to the meeting.
1. Witness statements will be limited to statements of fact and related to the offending behavior.
- E. The offender may be present at all stages of the meeting, except during discussion involving information from confidential sources.
- F. The Ad Seg Hearing Officer will document reviews using the following:
1. Initial Informal Review - DOC 05-092 Administrative Segregation Review.
 2. Intermediate Review - DOC 05-092 Administrative Segregation Review.
 3. Final Review - Information presented (e.g., witness statements), complete Custody Facility Plan, and DOC 05-092 Administrative Segregation Review.
- G. The Ad Seg Hearing Officer has the authority to schedule offenders, staff, or other persons to appear and present/clarify information that may be relevant to the decision. To the extent possible, confidential information presented to the Ad Seg Hearing Officer will be presented by the staff who received the information. The source will be identified to the Ad Seg Hearing Officer, except when the Superintendent directs that the identity remain confidential.
- H. When the placement is for an investigation, an update on the investigation will be presented to the Ad Seg Hearing Officer before the intermediate review. The

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Investigator will submit the completed investigation to the Ad Seg Hearing Officer no later than 6 days prior to the final review.

1. In extraordinary situations, the Superintendent may request from the Assistant Secretary of Prisons/designee an extension of up to 14 days beyond the 47 days served.
 - a. All offenders retained on Ad Seg status for more than 47 days will be updated on their status by the Ad Seg Corrections Specialist every 14 days.
- I. The Ad Seg Hearing Officer will allow the offender to present testimony and/or clarify witness statements. The offender may present a written statement in lieu of, or in addition to, verbal testimony. The written statement will be included in the record.
- J. The Ad Seg Hearing Officer will document an offender's refusal to attend a review meeting.
- K. An interpreter will be provided for an offender who does not speak/understand English or is hearing impaired. An offender may request an interpreter using DOC 05-113 Request for Interpreter.
- L. If an offender is unable to understand the case, s/he may request an advisor to assist at the review meeting by completing DOC 05-121 Request for Staff Advisor. The advisor will be a staff, approved by the Superintendent, who is not ordinarily assigned responsibility for the offender.
- M. [4-4254] The Ad Seg Hearing Officer will complete and forward DOC 05-092 Administrative Segregation Review to the Superintendent/designee within one working day of each meeting.
 1. Behavioral changes and/or program completions/referrals will not necessarily result in discharge from Ad Seg, but will be considered along with all other relevant circumstances.
 2. If the decision is to transfer or refer for intensive management, the Ad Seg Hearing Officer will also forward a Custody Facility Plan to the Superintendent/designee, who will forward the recommendation to the Classification Unit at Headquarters for approval. The offender may be retained on Ad Seg status for a maximum of 14 additional days pending transfer to another facility or IMU.

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3. If the decision is to release, the Ad Seg Hearing Officer will forward a Custody Facility Plan to the Superintendent/designee. Releases do not require review approval from the Classification Unit at Headquarters.

N. [4-4254] The Superintendent or a designee who is at the Associate Superintendent level in major facilities or the Lieutenant/Correctional Program Manager level in minimum facilities will review the Ad Seg review recommendation and reach a decision within one working day of the initial placement meeting.

O. The Ad Seg Hearing Officer will notify the offender of the Superintendent/designee's decision within one working day of receipt of the decision using DOC 05-092 Administrative Segregation Review.

IV. Continuation of Ad Seg Placement

A. If the offender is retained in Ad Seg for more than 47 days, one of the following actions will occur:


1. Referral to the Headquarters IMS Review Committee for placement on Intensive Management Status (IMS),
2. Return to the general population with clear behavioral expectations for remaining there, or
3. Transfer to a more appropriate facility/unit, including an out of state facility, which may enhance possible return to a general housing assignment.

V. Appeal

A. If the Headquarters IMS Review Committee decides to place the offender on Intensive Management Status, the offender has 24 hours from the time s/he is notified of the decision to appeal to the Assistant Secretary of Prisons in writing. Appeals should cite specific objections and include any written information the offender feels is relevant.

VI. Administrative Release

A. [4-4254] The Superintendent or a designee who is at the Associate Superintendent level in major facilities or the Lieutenant/Correctional Program Manager level in minimum facilities may release an offender from Ad Seg at any time if it is determined that the conditions or reasons for placement no longer exist. Ad Seg release will be documented on DOC 05-092 Administrative Segregation Review.

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- B. A request to transfer from one facility to another as an Ad Seg release to general population will be made using the Custody Facility Plan and forwarded to the Superintendent/designee, who will forward recommendation to the Classification Unit at Headquarters for approval. The recommendation will clearly state the reason for transfer.
1. Transfers for protection or separation concerns will be documented in the offender's electronic file.
- C. An offender who voluntarily makes a written request for segregation or protective custody may request, in writing, to be returned to his/her housing unit at any time. This request may or may not be approved as indicated by a threat/risk assessment and housing review.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

- [DOC 05-091 Daily Report of Segregated Offender](#)
- [DOC 05-092 Administrative Segregation Review](#) [4-4254]
- [DOC 05-094 Witness Statement](#)
- [DOC 05-101 Administrative Segregation Referral](#)
- [DOC 05-113 Request for Interpreter](#)
- [DOC 05-121 Request for Staff Advisor](#)
- [DOC 05-797 Ad Seg/IMU Review Notice/Appearance Waiver](#)
- [DOC 17-075 Segregation Authorization](#)