



KANSAS DEPARTMENT OF CORRECTIONS

A Safer Kansas through Effective Correctional Services

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Policy Memorandum¹

This Policy Memorandum Issuance # 07-10-010

Effective Date Upon Issuance

Expiration Date Upon Reissuance of IMPP²

 Addresses subject matter for which an IMPP will be forthcoming and assigned to Chapter(s) of the IMPP manual.

 X Amends or modifies existing IMPP(s) # 20-105

 Elaborates on the contents of IMPP(s) #

 Is for Staff Only X Is for Both Staff and Inmates.

This policy memorandum is being issued to bring the IMPP into conformance with recent changes in KARs. Hence, the following revision to the Procedures section is accomplished:

"VI. Discipline while in administrative segregation.

A. All applicable provisions and requirements of the disciplinary procedure set forth within K.A.R. 44-13-101 et. seq. apply to inmates housed in a segregation unit."



Date: 10-12-07

Secretary of Corrections

¹ Note: To keep your IMPP Manual current, please place this Policy Memorandum in your manual at the appropriate location. If the memorandum addresses subject matter for which an IMPP will be forthcoming, place this issuance before the first IMPP in the Chapter indicated. If the memorandum addresses an existing IMPP, the issuance should be placed in front of the existing policy, just after any relevant statement(s) of annual review. If this memorandum is for both staff and inmates, it shall be immediately posted.

² Unless another Policy Memorandum or IMPP on this subject is issued, the requirements contained herein have no force and effect after the indicated expiration date.

KANSAS DEPARTMENT OF CORRECTIONS

	I N T E R N A L M A N A G E M E N T P O L I C Y A N D P R O C E D U R E	SECTION NUMBER 20-105	PAGE NUMBER 1 of 3
		SUBJECT: SEGREGATION: Basic Operations of Administrative Segregation	
Approved By:  Secretary of Corrections	Original Date Issued: 02-15-02		
	Current Amendment Effective: 12-29-06		
	Replaces Amendment Issued: 08-21-04		

POLICY

All basic operations of an administrative segregation unit, including the placement of inmates, filing of reports, notification of inmates, enforcement of inmate privileges and rights, transfer to more restricted areas, and administration of discipline shall be carried out in concert with the provisions of this IMPP.

DEFINITIONS

None.

PROCEDURES

I. Placement Within Administrative Segregation; Notification Requirements; Hearing

- A. In all cases in which inmates are placed in administrative segregation, a shift supervisor or the segregation unit manager shall approve the placement.
1. The shift supervisor shall forward a written report to the warden before the end of that particular shift.
 2. No inmate shall be placed in administrative segregation without receiving a medical/ mental health evaluation by qualified medical/mental health staff as soon as possible after placement.
 - a. In addition to the health services segregation screening evaluation, a checklist of possible self-harm indicators (Attachment A) shall be completed for each inmate placed in a KDOC administrative segregation housing unit.
 - (1) This checklist shall be completed by either the segregation unit OIC, unit team counselor, or shift supervisor.
 - (2) The checklist must be completed immediately upon placement in segregation, and must be as a result of direct contact between the affected inmate and the segregation unit OIC, unit team counselor, or shift supervisor.

IV. Privileges and rights in administrative segregation

- A. Each inmate in administrative segregation shall be treated as nearly as possible like any other inmate in the general population of the institution or facility.
- B. When possible, the inmate shall retain such privileges and property as are commensurate with the particular circumstances or condition for which the inmate was placed in administrative segregation.
- C. Administrative segregation shall not be used or considered as punishment.

V. Transfer to more restricted area in special cases

- A. A narrative shall be prepared to document any instance or incident leading to more restrictive confinement within the segregation unit.
- B. Transfers to more restrictive confinement shall be permitted only for administrative security and control, and shall not constitute or be used as punishment.
 - 1. Each such transfer to a more restrictive confinement shall be authorized and approved by the segregation unit team manager or designee, or in that person's absence, by the shift commander or designee.

VI. Discipline while in administrative segregation.

- A. Inmates who commit offenses while in administrative segregation may be charged, given notice and brought before the disciplinary board for hearing.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities who are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to either employees, offenders, or third parties. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None

REFERENCES

KSA 75-5210, 75-5251, 75-5252
ACI 3-4223

ATTACHMENTS

Attachment A: Checklist Of Possible Self – Harm Indicators – 1 Page

Checklist Of Possible Self – Harm Indicators Administrative Segregation Admissions

Inmate Name: _____ DOC Number: _____

Reporting Officer: _____ Date: _____ Time: _____

YES NO

- | | | |
|-----|-----|--|
| ___ | ___ | 01. Escorting officer has information that inmate may be a suicide risk. |
| ___ | ___ | 02. Inmate is expressing suicidal thoughts/making threats to harm self. |
| ___ | ___ | 03. Inmate shows signs of depression (crying, withdrawn, passive). |
| ___ | ___ | 04. Inmate is acting/talking in a strange manner (hearing/seeing things that are not there, statements do not make sense). |
| ___ | ___ | 05. Inmate appears to be under the influence of drugs/alcohol. |
| ___ | ___ | 06. Inmate has had a recent family change (death/divorce). |
| ___ | ___ | 07. Inmate brought to segregation due to serious infraction that could lead to criminal charges (assault/battery, drugs/contraband). |
| ___ | ___ | 08. Inmate states he/she is taking psychotropic medication. |
| ___ | ___ | 09. Inmate is normally housed in the Mental Health Unit. |
| ___ | ___ | 10. Inmate has been assaulted (physically or sexually) by another inmate. |
| ___ | ___ | 11. Inmate shows anger, hostility, and makes threats. |
| ___ | ___ | 12. Inmate displays signs of self-neglect or abuse (poor hygiene, cuts, bruises). |
| ___ | ___ | 13. Inmate states this is his/her first placement in segregation. |
| ___ | ___ | 14. Inmate has recent legal status change (parole violation, new charges). |

IF ANY ITEM ABOVE IS CHECKED “YES”, THE SEGREGATION OIC SHALL IMMEDIATELY TELEPHONE/CONTACT THE CHARGE NURSE, WHO SHALL IMMEDIATELY NOTIFY A MENTAL HEALTH PROFESSIONAL.

Notification to Mental Health by: _____ Date/Time: _____

Responding MH staff _____ Date/Time: _____

INSTRUCTIONS: The segregation OIC on shift shall ensure that this form is completed for all inmates placed in segregation. The escorting officer shall be asked why the inmate is being brought in, and whether there is any indication that he/she might engage in self harm. The inmate shall be asked if there are any issues of which staff need to be aware, and if he/she takes medications. The officer shall note whether or not the inmate was uncooperative. Any notes, letters or other documents obtained from the inmate that appears to indicate the inmate's state of mind shall be attached to this report and shall be made available to the mental health professional for review.

COMMENTS _____

cc: Clinic, Mental Health, Unit Team Manager