




# KANSAS DEPARTMENT OF CORRECTIONS

	<b>INTERNAL MANAGEMENT POLICY AND PROCEDURE</b>	<b>SECTION NUMBER</b>  20-106	<b>PAGE NUMBER</b>  1 of 2
		<b>SUBJECT:</b>  <b>SEGREGATION: Administrative Segregation Review Board</b>	
<b>Approved By:</b>   Secretary of Corrections		<b>Original Date Issued:</b> <span style="float: right;"><b>02-15-02</b></span> <b>Current Amendment Effective:</b> <span style="float: right;"><b>07-21-04</b></span> <b>Replaces Amendment Issued:</b> <span style="float: right;"><b>07-21-03</b></span>	
<b>Reissued By:</b>   Policy & Procedure Coordinator		The substantive content of this IMPP has been reissued as per the appropriate provisions of IMPP 01-101. The only modifications within the reissue of this document concern technical revisions of a non substantive nature.  <b>Date Reissued:</b> <span style="float: right;"><b>08-12-11</b></span>	

**POLICY**

In each facility there shall be an administrative segregation review board appointed by the warden. The board shall consist of one person from the security staff, one person from the clinical staff, and one person from the classification staff.

**DEFINITIONS**

None.

**PROCEDURES**

- I. Procedure for the administrative segregation review board upon initial placement.**
  - A. Within three working days of an inmate's initial placement, the administrative segregation review board shall hold an initial hearing to review the placement decision.
    - 1. This requirement shall apply to every case of administrative segregation.
    - 2. Except as provided in procedural section I.D., below, the board shall interview the inmate.
  - B. The inmate shall be given the opportunity to present the inmate's case.
  - C. When necessary the board shall obtain clarifying information from the officer and staff involved in the placement.
  - D. If the board determines the inmate to be disruptive or a danger to self or others, the board may exclude the inmate from the review.
    - 1. In this situation, the board shall, if possible, interview the inmate at the cell or obtain a written statement from the inmate in response to the placement.
- II. Regular review and monitoring by the administrative segregation review board.**
  - A. The administrative segregation review board shall review the status of each inmate confined in administrative segregation once per week for the first thirty days, and once per month thereafter.

- B. The board may recommend that the inmate be retained in administrative segregation.
  - 1. This recommendation shall:
    - a. Be by unanimous vote of the board; and
    - b. Become the final action in the case for that particular review period, and shall not be forwarded to the facility warden for approval.
- C. The board shall otherwise recommend to the facility warden in writing, one of the following actions:
  - 1. The board may recommend that the inmate be returned to general population; or,
  - 2. The board may recommend that the inmate be transferred to another Kansas facility or to another institution in another state or to a federal institution.
- D. The inmate may submit written requests for release to the administrative segregation review board.

**III. Regular review and monitoring by the program management committee.**

- A. The program management committee of each facility housing segregation inmates shall review those inmates maintained continuously in administrative segregation at least every 180 days.

**IV. Reports by warden on inmates continuously housed in administrative segregation for over one year.**

- A. The warden of each facility housing segregation inmates shall annually submit a report to the Deputy Secretary for Facilities Management for all inmates continuously held in administrative segregation for a year or longer, and on each anniversary thereafter.

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that 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 employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas 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**

As Required by Applicable Policy

**REFERENCES**

KSA 75-5210, 75-5251, 75-5252  
ACI 3-4238, 3-4241, 3-4242

**ATTACHMENTS**

None