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| POLICY FOR DEPARTMENT OF CORRECTION BUREAU OF PRISONS | POLICY NUMBER 4.3 | PAGE NUMBER 1 of 3 |
| | RELATED ACA STANDARDS: 3-4237 | |
| CHAPTER: 4 | SUBJECT: Administrative Segregation | |
| APPROVED BY THE BUREAU CHIEF:  | | |
| EFFECTIVE DATE: 12/16/10 | | |
| APPROVED FOR PUBLIC RELEASE | | |

- I. **AUTHORITY:** DOC Policy 3.1, 3.2 and 5.2

- II. **PURPOSE:** To establish uniform guidelines for removal of offenders from the general population, who threaten the secure and orderly management of a correctional facility, and their placement in administrative segregation.

- III. **APPLICABILITY:** All BOP employees or contractual services vendors involved in offender supervision activities.

- IV. **DEFINITIONS:**
 - A. **Administrative Segregation:** An institutionally imposed, non-programatic status indicating the offender's continued presence in the general population poses a threat to life, property, self, staff, other offenders, or to the safety/security or orderly operation of the facility.
 - B. **Warden:** Where referenced within this policy, shall mean either the Facility Warden or Warden's designee.

- V. **POLICY:**

Offenders pending investigations for predatory behaviors, criminal acts or pending transfer can also be placed in Administrative Segregation; and

Offenders' placements into Administrative Segregation for protective purposes will receive a timely review through the DOC classification process (BOP Policy 3.3).

- VI. **PROCEDURES:**
 - A. Admission & Status Review:
 1. The Watch Commander, or higher authority, may order immediate Administrative Segregation when it is necessary to protect the offender or others. This action is reviewed within 72 hours by the facility Warden. A written notice, signed by the Watch Commander or higher authority, will be given to the offender (copy to institutional file) for entry into or exit from Administrative Segregation.

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|---|---------------------------------|----------------------------------|
| POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION | POLICY NUMBER 4.3 | PAGE NUMBER 2 of 3 |
| SUBJECT: Administrative Segregation | | |

2. The facility will review the status of any offender who spends more than 7 continuous days in Administrative Segregation to determine if the reasons for placement still exist. If the justification no longer applies, the offender shall be placed in the general population. This review process will generate written documentation of its determination and supporting logic.
3. Continuous confinement under Administrative Segregation, for more than 30 days, requires the review and written approval of the facility Warden.
4. Handicapped offenders assigned to Administrative Segregation will be housed in a manner that shall: 1) not impact the offender's ability to have access to any resources, 2) shall provide for their safety and security, 3) shall ensure the safety of staff, contractors, and visitors and 4) shall provide accommodations necessary for their handicap as detailed by Bureau of Correctional Health Services.

B. Supervision:

1. Offenders in Administrative Segregation with a mental health condition will be monitored daily by medical staff and at least 3 days-per-week by mental health staff. Offenders, who do not have a mental health condition, will be monitored daily by medical and weekly by mental health staff.
2. Selection, supervision, and rotation of staff, working directly with Administrative Segregation offenders on a daily basis, may be rotated based upon the intensity of the assignment.
3. Staff operating in Administrative Segregation must maintain a written permanent activity log using the "Individual Segregation Record Sheet" (attachment A) or similar log.

C. General Conditions of Confinement:

1. Offenders in Administrative Segregation will be provided prescribed medication, clothing and access to basic personal items for use in their cells unless there is imminent danger that the offender or any other offender will destroy an item, use the item for other than its intended purpose or induce self-injury, cause harm to others, or create a fire, safety or health hazard.
2. Offenders in Administration Segregation will have the opportunity to shave and shower at least 3 times per week.
3. Offenders in Administrative Segregation will receive laundry, barbering, and hair care services; they are issued and exchange clothing, bedding, and linen on the same basis as the general population, as determined by the housing unit schedule where assigned. Exceptions are permitted only when senior staff determines the need; any exception must be recorded in the unit log and justified in writing.

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|---|---------------------------------|----------------------------------|
| POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION | POLICY NUMBER 4.3 | PAGE NUMBER 3 of 3 |
| SUBJECT: Administrative Segregation | | |

4. Alternative meal plans may be provided to Administrative Segregation offenders who use food or food service equipment in a manner that is hazardous to self, staff, other offenders, or if an offender holds a food tray for the purpose of bartering with staff. This alternative meal is on an individual basis, based upon health or safety considerations only, meets basic nutritional requirements, and occurs with the written approval of the Warden and health authority. The substitution period shall not exceed 7 days per incident.
5. Whenever an Administrative Segregation offender does not receive any usually authorized item or activity, staff should make a notation on the "Individual Segregation Record Sheet". Disciplinary sanctions are imposed for violating prison rules. No item or activity should be withheld for any longer than necessary to ensure the safety and well-being of the offender and others.
6. Administrative segregation offenders can write and receive mail on the same basis as the general population.

D. Services:

1. Administrative Segregation offenders have opportunities for visitation, unless there are substantial reasons for withholding such privileges.
2. To ensure legal rights, Administrative Segregation offenders will have access to both personal legal materials and available legal reference materials. Reasonable arrangements will be offered to assist offenders meeting court deadlines.
3. Administrative Segregation offenders will be provided a sufficient quantity of reading materials and have an opportunity to borrow reading materials from the facility library. The facility Warden will determine the quantity and frequency of allowed reading materials.
4. Administrative Segregation offenders can receive a minimum of 1 hour of exercise per day outside their cells, five days per week. Only security, safety considerations or weather conditions will dictate otherwise.
5. Offenders placed on Administrative Segregation will have telephone privileges, as soon as, security requirements allow such. Quantity and frequency will be determined by the facility Warden.