

<p align="center"><b>STATE OF IOWA</b> <b>DEPARTMENT OF CORRECTIONS</b></p> <p align="center"><b>POLICY</b> <b>AND PROCEDURES</b></p>		Policy Number	Applicability
		IO-HO-05	<input checked="" type="checkbox"/> IDOC <input type="checkbox"/> CBC
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Chapter 3 INSTITUTIONAL OPERATIONS	Sub Chapter  HOUSING OPERATIONS	Related DOC Policies	Administrative Code Reference
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Subject		ACA Standards	Responsibility
ADMINISTRATIVE SEGREGATION		4-4183,4235, 4249, 4250, 4253, 4254, 4256, 4257, 4258, 4259,4260, 4261, 4262, 4263, 4265, 4266, 4267, 4268, 4269, 4270, 4271, 4273, 4- 4400	Jerry Burt Diann Wilder- Tomlinson
		Effective Date	Authority

**I. PURPOSE**

To provide specific instructions regarding administrative segregation placement and review in Iowa Department of Correction (IDOC) institutions.

**II. POLICY**

It is the policy of the IDOC to segregate those offenders who pose a threat to the security, safety, and order of the facility and to provide due process for those who must be segregated for administrative reasons.

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### **III. DEFINITIONS – As used in this document:**

- A. Committee - As used in the document, Committee refers to those established by the institutional procedures as being responsible for review of individuals in Administrative Segregation and review of those placed in Disciplinary Detention for more than 30 days. The Committee may be established as the Unit Management Team, Classification Team, Treatment Team or Segregation Review Team.
- B. Unit Team - Each Unit shall be staffed by a Unit Team that includes a Unit Manager, custody personnel and support and treatment staff who work primarily in the Unit and who are directly responsible for the offenders living in that Unit. Unit staff offices shall be located in the Unit where feasible, to facilitate staff and offender accessibility to one another. Unit Team members may have responsibilities in more than one Unit.
- C. See Policy **AD-GA-16** for additional Definitions.

### **IV. PROCEDURES**

- A. Housing Assignment

1. Administrative segregation provides a higher degree of control and supervision than otherwise is available in the general population. Administrative segregation is **NOT** a punitive status.
2. A Shift Supervisor, the Committee, or the Warden, as designated by institutional procedure, may authorize admission to administrative segregation at any time during an offender's incarceration.
3. Placement in Administrative Segregation may occur when any one of the following criteria is met:
  - a. The offender constitutes an escape risk;
  - b. The offender constitutes a potential threat to the safety of others or the security or orderly management of the facility;
  - c. The investigatory and pre-disciplinary hearing detention of offenders whose behavior constitutes a potential threat to the safety of others or the security or orderly management of the facility;
  - d. The offender is classified to a higher level of custody and is scheduled for transfer to another facility.
4. The Shift Supervisor shall ensure that the reasons for placement are documented on the ICON Segregation Notice. A copy of the Segregation Notice short form shall be provided to the offender within 24 hour of placement. The staff member short form serving notice shall document the date and time notice is served. Following service the staff member serving the notice shall document the date and time of serviced in the ICON Segregation Notice record.
5. The Shift Supervisor shall advise the Health Service Staff of the admission of an offender to administrative segregation. Qualified Health Services Staff shall visit the administrative segregation unit at least once every 24 hours. **(4-4400R)**.
6. Unless the Committee authorizes placement in protective custody, the Warden or designee shall, within 72 hours, make a determination regarding the need for continued placement and conformity with policy and procedures, and document the review on the ICON Segregation Notice. **(4-4250)**

7. Within seven days of placement, the Committee will conduct an administrative segregation review to determine the need for continued confinement in administrative segregation. The status of all offenders placed in administrative segregation shall be reviewed every seven days for the first two months and every 30 days thereafter. **(4-4253)**.
8. The offender will be afforded the opportunity to be present at the two month review, and each subsequent 30-day review, unless behavior at the time of the review warrants otherwise. The offender shall be provided written notice of his/her review at least 24 hours in advance of the review. The review team may accept the offender's comments in writing, call him/her to appear, and accept comments made on behalf of the offender a staff member. An offender may waive his/her right to attend the in-person review, which shall be so documented on the Administrative Segregation Review Minutes Form. The review will then be held in absentia.
9. For each review, the Committee will determine whether the need for continued confinement in administrative segregation is still valid and shall document the reasons for their decision on the ICON Administrative Segregation Review form. Specific factors shall be evaluated in making the decision whether to continue or release an offender from administrative segregation:
  - a. Time spent in administrative segregation status,
  - b. Number, type and frequency of disciplinary reports,
  - c. Continued public or facility risk,
  - d. Safety of the offender, other offenders or staff if placed in a less restrictive housing environment,
  - e. Behavior in administrative segregation status including sanitation, personal hygiene and grooming, attitude and response to authority, response to other offenders and response to verbal and written orders,
  - f. Input of applicable staff.
10. A qualified mental health professional must personally interview and prepare a written report on any offender who remains in segregation

for more than 30 days. If confinement continues for an extended period, a mental health assessment will be made at least every 90 days. Summaries of these interviews/assessments shall be made available to the Committee prior to the time of the offender's review so that this information can be taken into consideration at the time of the review. **(4-4256)**.

11. A copy of the decision shall be given to the offender.
12. An appeal of the Committee's decision shall be in accordance with institutional procedures.
13. The Committee shall have the authority to release the offender from administrative segregation unless institutional procedure requires additional approval.
14. Upon the determination of release, the Committee shall determine whether the offender needs to be reclassified; placed in reintegration housing, if available; whether he/she can return to his/her former housing unit or another housing unit within the facility; or whether there is a need for transfer to another facility. This decision shall be made in consultation with the offender's current or potential future Unit Manager, any staff that may have been involved in or related to the initial placement decision, and/or the Associate Warden of Security or other person designated in institutional procedures. **(4-4254)**
15. Release shall occur as soon as feasible.

B. Housing/Living Unit Orientation

1. Each institution shall prepare a written orientation for the offenders in administrative segregation. Orientation topics shall include, at a minimum:
  - a. Unit schedule
  - b. Unit rules/regulations
  - c. Unit activities
  - d. Offender accountability
  - e. Offender expectations – conduct rules, property, dress, etc.

- f. Access to programs and services
  - g. Avenues for resolving conflict and grievances
2. Unit Officers shall provide an orientation to the offenders in administrative segregation status within 24 hours of admission to the unit. The offender will be afforded the opportunity to ask clarifying questions.
- C. Operations – Security
1. Institutions shall establish procedures governing the types and frequency of area searches within the unit, and documentation of such. Consistent with **IO-SC-18**, Searches, institutions shall establish procedures governing personal searches to include at a minimum:
- a. Entry/exit to/from the cell/room
  - b. Entry/exit to/from the living unit
  - c. Entry/exit to/from the housing unit
  - d. Type of searches
  - e. Documentation of searches
2. Institutions shall establish procedures to prevent unauthorized access to housing and living units.
3. Institutional procedures shall outline security measures directly affecting unit operations for the following security topics:
- a. Housing Unit Control Center operations
  - b. Offender counts
  - c. Security inspections
  - d. Area searches
    - i. Random searches (and frequency) - Unannounced and irregularly timed searches of cells, offenders and all common areas in the segregation unit will occur consistent with post orders established for this area.

- ii. Cells/rooms shall be thoroughly searched just prior to a new offender placement.
- iii. Searches of cells/rooms shall be conducted at least three times per week.
- e. Key control
- f. Tool control
- g. Use of restraints
- 4. In lieu of including these institutional procedures within this policy Institutions may elect to provide the required information in a separate policy and/or within this policy. At a minimum, the corresponding policy and procedure shall be identified.

D. Operations – Out of Cell/Room Time

- 1. Out of cell/room time is provided for personal hygiene and, recreation as provided for in this policy. Additional out of cell time may be determined by the Unit Team or other designated authority based on the offender's behavior.
- 2. The Unit Team or other designated authority shall determine an offender's access (i.e. based on a level incentive program) out of their cells/room, and the circumstances under which more than one offender can be out of their cell/room at one time. Considerations regarding the number of offenders out of cell at one time may include the circumstances of each offender's placement in administrative segregation, staff availability to respond in case of an emergency, and an offender's current behavior.

E. Operations – Movement

- 1. All out-of-cell movement within the living unit as well as outside the living unit for offenders in administrative segregation shall be under escort by trained staff. The ratio of staff to offender escort, use of restraints as well as cross gender supervision requirements will be in accordance with applicable policies, institutional procedures, and any special directives regarding specific offenders.

2. Routine use of restraints for escorted movement inside or outside the living unit shall be consistent with institutional procedures established for offenders in segregation status. Documentation for routine use of restraints for escorted movements is not required.

F. Operations – Managing Offender Behavior

1. Supervisory staff shall ensure that staff assigned to segregation housing have appropriate levels of experience, training and supervision. **(4-4259)**.
2. Offenders confined in this status may not have the same privileges afforded offenders in general population. Any restrictions shall be directly related to ensuring the security of the facility and the safety of the offender and others, and/or efficient orderly operations.
3. Staff shall apply behavior management techniques to encourage positive behavioral changes. Additional privileges may be afforded to offenders whose behavior continually improves. Additional privileges must first be approved by the Unit Team or other designated authority. Institutions shall develop a level incentive program available to offenders who have been in administrative segregation for more than two months.
4. Offenders in administrative segregation status shall be personally observed by a correctional officer on an irregular basis, but not less than every 30 minutes. Offenders who are exhibiting violent or mentally unstable or unusual behaviors will receive more frequent observation. Offenders exhibiting ongoing mental health issues shall be referred to Health Services for assessment. **(4-4257)**.
5. The Shift Supervisor shall visit and inspect administrative segregation custody housing areas at least once per shift.
6. Daily walk-throughs are required by Health Care staff. All such visits are documented in the Post Log Book.
7. Institutional procedures shall ensure routine visitation of Correctional Counselor to the segregation unit. Clergy and other staff are available upon request and as appropriate.

G. Operations – Leisure Activities



Offenders' leisure activities are limited solely on the basis of maximizing the security of the living unit and the safety of the offenders and others. The degree to which activities are offered shall be guided by the institution's level incentive program, physical plant, staffing levels, offenders' custody status, etc.

H. Operations – Programs and Services

1. Offenders in administrative segregation shall have access to programs and services. The Unit Team or other designated authority shall determine the programs and services available to offenders in administrative segregation both in terms of the operation of the living unit and individual restrictions.
2. Programs and services will include, at a minimum:
  - a. Commissary – Commissary access is determined by institutional procedures and consistent with status. **(4-4273)**.
  - b. Counseling/Mental Health/Case Management – Access to counseling staff shall be provided on a regular basis. Mental health counseling and other professional services shall be provided consistent with the offender's treatment plan.
  - c. Food
    - i. The quality and quantity of food provided offenders in administrative segregation shall be substantially the same as provided offenders in the general population. Disposable utensils may be used. Meals shall be served in offender living units, and depending on security and safety issues, may be served in their cell/room.
    - ii. Alternative meal service may be used in accordance with policy **IS-FS-02** when an offender uses food or food service equipment in a manner that is hazardous to self, staff, or other offenders. **(4-4264)**.
  - d. Education – Access to educational materials and programming shall be provided based on institutional procedures.
  - e. Hygiene

- i. Offenders shall be provided with personal hygiene items including the opportunity to shave and shower at least three times per week. **(4-4262)**.
  - ii. The frequency of hair care services shall be consistent with the general population, however hair care may be provided in the housing/living unit.
- f. Clothing / Property
- i. Offenders in administrative segregation are provided clothing that is not degrading unless there is imminent danger that the items may be destroyed or could be used to induce self injury.
  - ii. Property restrictions shall be based on the safety and security of the living unit as outlined in institutional procedures.
  - iii. Any property removed from the offender will be inventoried and stored in an area designated for that purpose.
- g. Laundry - Institutions shall develop procedures to ensure that the frequency of laundry issue/exchange, including clothing, bedding, and linen, is consistent with general population. **(4-4263)**.
- h. Legal Access
- i. Segregated offenders shall have access to the state provided Legal Resource Attorney and/or their personal attorney.
  - ii. Personal legal materials are permitted in the cell. Limitations may be imposed on quantity of legal materials due to security or life safety issues, however, when those limitations are imposed, procedures shall provide for reasonable exchange of materials. **(4-4268)**.
- i. Library – Institutional procedures shall outline access to library materials, including the opportunity for regular exchange of

materials. Library materials shall be updated on a regular basis. **(4-4269).**

- j. Mail - Mail is permitted as per institutional mail procedures.
- k. Health Care – Access to health services staff shall be provided on a daily basis. Visits of health services staff to the living unit shall be announced and recorded in the Post Logbook. **(4-4258).**
  - i. Prescription medication shall be provided. Self-medication programs may be permitted as outlined in institutional procedures. **(4-4261).**
  - ii. Medically prescribed items shall be provided unless there is imminent danger that an offender will destroy the item or induce self-injury.
- l. Recreation – Offenders shall be offered exercise outside of their cell/room at least five days per week for one hour each day excluding holidays. Institutions are not required to make up exercise time lost due to a holiday or severely inclement weather. If the institution facility design permits, offender shall be permitted to exercise in an area with direct or indirect access to sunlight. **(4-4270).**
- m. Religious Programs and Materials – Offenders in administrative segregation may have access to religious materials and the Chaplain and/or approved clergy consistent with institutional procedures.
- n. Telephone
  - i. Offenders shall be allowed telephone privileges, both personal and legal, consistent with institutional procedures. **(4-4271R) (4-4272).**
  - ii. Legal telephone calls shall take precedence over personal calls when scheduling requests.
- o. Visitation
  - i. Offenders shall have opportunities for visitation unless there are substantial reasons for withholding such

privileges as approved by the Associate Warden of Security or other person designated in institutional. **(4-4267)**.

- ii. The Associate Warden of Security shall review and determine an offender's contact or non-contact visitation status, and shall notify the offender.
  - iii. The offender is responsible for notifying approved visitors of any restriction on visitation.
  - p. Work - An offender in administrative segregation may be assigned available work consistent with a plan to improve the offender's behavior. The offender shall not be permitted to work outside of the living unit.
3. Privileges of offenders may be further restricted when abusive, disruptive, or violent behavior warrant further restriction for reasons of safety and security. All such restrictions, including the authorizing official, shall be logged into the Post Log Book. A record of the restriction shall be provided to the Associate Warden of Security and documented in ICON Generic Notes: Behavior Logs), or other permanent record. **(4-4260) (4-4265)**.

I. Operations – Housekeeping

- 1. Each institution shall develop a housekeeping plan for administrative segregation living units. Housekeeping plans shall require, at a minimum:
  - a. Daily cleaning and routine sanitizing of occupied cells/rooms
  - b. Daily cleaning and sanitizing of dayrooms and common areas
  - c. Routine cleaning and sanitizing of unoccupied cells/rooms
  - d. Routine cleaning and sanitizing of unoccupied areas
  - e. Distribution, handling and storage of cleaning supplies/materials
  - f. Handling and disposal of hazardous materials
  - g. Sanitation inspections on a daily, weekly, monthly and annual basis

2. For positive behavior management reasons, offenders assigned to administrative segregation may be permitted to assist with cleaning of the dayroom or living unit.
3. Offender workers may be assigned to provide housekeeping services in administrative segregation living unit dayrooms or other areas adjacent to cells/rooms. Staff shall be vigilant to provide supervision of offender workers to ensure they do not have direct access to offenders in administrative segregation status.

J. Unit Documentation

1. A Post Logbook for detailed recording of unit activities, including rounds, routine information, emergency situations and unusual incidents shall be maintained for each administrative segregation living unit.
2. Institutional procedures shall outline appropriate methods for the documentation of significant information regarding each offender in segregation. These methods must be readily available to the staff of the unit and shall include: cell inspection including cleanliness, shower, exercise, meals, phone calls, general behavior comments. The document may record the activity of an individual offender or may be an aggregate document for specific activities. **(4-4260)**.
3. The designated supervisor shall review required documentation on a routine, regular basis to determine whether the required information is being properly documented, whether formal rounds are being performed in accordance with established procedure, if there are gaps in scheduled activities/services, trends in unit activity, etc. The designated supervisor shall take the necessary steps to resolve any identified discrepancies or deficiencies in documentation.
4. Deputy Directors or Assistant Deputy Directors shall conduct an annual audit of a sampling of administrative segregation placements to determine compliance with the policy and to identify trends/patterns regarding placements.