



MISSISSIPPI DEPARTMENT
OF
CORRECTIONS

SOP NUMBER
19-01-01

AGENCY WIDE

OFFENDER SEGREGATION

INITIAL DATE
08-13-1983

ACA STANDARDS: 4-4155, 4-4249 thru 4-4273

EFFECTIVE DATE
04-15-2012

STATUTES: 47-5-103

NON-RESTRICTED

PAGE 1 of 20

1 **APPLICABILITY:**

2
3 This procedure applies to all offenders incarcerated in the Mississippi Department of
4 Corrections and employees involved in the management operation or utilization of special
5 management units.

6
7 **POLICY STATEMENT:**

8
9 It is the policy of the Mississippi Department of Corrections (MDOC) to establish classes of
10 offender segregation.

11
12 **DEFINITIONS:**

13
14 Segregation – The confinement of an offender to an individual cell apart from the general
15 population.

16
17 Administrative Segregation – A form of separation from the general offender population where
18 the continued presence of the offender in the general population would pose a threat to life,
19 property, self, staff, other offenders, or the security and/or orderly running of the facility.

20
21 Protective Custody – A form of separation of an offender from the general offender population
22 who has requested or requires protection from other offenders.

23
24 Administrative Protective Measures – Recommended actions taken to provide for an offender's
25 safety based upon presumed or substantiated threat of danger.

26
27 Disciplinary Detention – A form of segregation from the general offender population in which an
28 offender committing a serious violation of conduct is confined by the Disciplinary Hearing Officer
29 for a designated period of time.

30
31 Health Care – The management of the physical and mental well-being of offenders.

32
33 Alternative Meals – Special food provided to offenders that complies with medical, religious or
34 security requirements.

35
36 Management Isolation – Segregation of an offender in a cell environment in order to limit
37 staff/other offender contact, restrict property, services, and activities due to his/her physical
38 actions and/or threats that pose a risk to the offender, staff and/or other offenders.

39
40 Red Tag – Separation from a specific offender(s).

41
42 Spit Mask – A paper, mesh or plastic device placed over an offender's head covering the mouth
43 to prevent him from spitting on staff, other offenders, visitors or guests.

TITLE: OFFENDER SEGREGATION		SOP NUMBER 19-01-01
EFFECTIVE DATE: 04-15-2012	NON-RESTRICTED	PAGE 2 of 20

44 Paper Gown – A disposable gown issued to segregation offenders who spit on staff, other
 45 offenders, visitors or guests.

46

47 **PROCEDURES:**

48

49 *Adult Correctional institutions:* **When segregation units exist, written policy and procedure**
 50 **govern their operation for the supervision of inmates under administrative segregation,**
 51 **protective custody, and disciplinary detention [4-4249].**

52

53 **Administrative segregation will not be used as punishment for misconduct.**

54

55 Punishment of an offender will be assessed and imposed only pursuant to the provision of rules
 56 governing disciplinary procedures.

57

58 **PRIOR to** placement in segregation, correctional staff will contact medical staff. The medical
 59 staff will review the offender's medical record for medical, dental, or mental health conditions
 60 that could be detrimental to confinement or that would require special accommodations. The
 61 record will also be reviewed to identify those offenders receiving mental health treatment.

62

63 The Mississippi Department of Corrections medical provider will govern procedures and
 64 standards for medical and psychiatric services in administrative segregation.

65

66 Assignment to Administrative Segregation

67

68 The Superintendent, Shift Supervisor or the Classification Hearing Officer may place an
 69 offender in administrative segregation.

70

71 Placement in administrative segregation may occur when the offender is:

72

- 73 • Awaiting a hearing for a violation of institution rules or regulations
- 74
- 75 • Awaiting investigation for a violation of institution rules or regulations
- 76
- 77 • Awaiting investigation or trial for a criminal act
- 78
- 79 • Pending protective custody for his own protection or staff determines that admission to or
 80 continuation in administrative segregation pending protective custody is necessary for the
 81 offender's own protection
- 82
- 83 • Pending transfer to a detainer or is in non-classification status as a result of the
 84 Commissioner or designee suspending classification, not to exceed 15 days
- 85
- 86 • Pending classification by a MDOC Classification Hearing Officer
- 87
- 88 • Constituting a threat to staff, offenders or property as determined by the Shift Supervisor,
 89 Unit Officers, Unit Administrator, Wardens, or the Superintendent
- 90
- 91 • Considered an escape risk

TITLE: OFFENDER SEGREGATION		SOP NUMBER 19-01-01
EFFECTIVE DATE: 04-15-2012	NON-RESTRICTED	PAGE 3 of 20

92 Documentation

93
94 *Adult Correctional Institutions:* Segregation units have either outdoor uncovered or
95 outdoor covered exercise areas. The minimum space requirements for outdoor exercise
96 areas for segregation units are as follows:

- 97
98 • group yard modules: 15-square feet per inmate expected to use the space at one
99 time, but not less than 500-square feet of unencumbered space
100 • individual yard modules: 180-square feet of unencumbered space [4-4155].
101

102 *Adult Correctional institutions:* The warden/superintendent or shift supervisor can order
103 immediate segregation when it is necessary to protect the inmate and others. The action
104 is reviewed within 72 hours by appropriate authority [4-4250].
105

106 *Adult Correctional institutions:* Written policy, procedure, and practice provide that a
107 qualified mental health professional personally interviews and prepares a written report
108 on any inmate remaining in segregation for more than 30 days. If confinement continues
109 beyond 30 days, a mental health assessment by a qualified mental health professional is
110 made at least every three months-more frequently if prescribed by the chief medical
111 authority [4-4256].
112

113 An Administrative Detention Notice detailing the reason for placing the offender in administrative
114 segregation will be prepared by unit officers, Unit Administrator or any MDOC personnel having
115 factual knowledge of the circumstances and entered into Offendertrak.
116

117 Upon completion of the Administrative Detention Notice, the document will immediately be
118 forwarded to the Warden/Duty Warden. Within 24 hours, the document will be forwarded to the
119 Shift Supervisor and ultimately to the administrators of the Special Management Unit and to the
120 offender.
121

122 All offenders remaining in segregation for more than 30 days will be interviewed by a qualified
123 mental health professional and a written report prepared.
124

125 Administrative Segregation Review

126
127 *Adult Correctional institutions:* Written policy, procedure, and practice provide for a review
128 of the status of inmates in administrative segregation and protective custody by the
129 classification committee or other authorized staff group every seven days for the first
130 two months and at least every 30 days thereafter [4-4253].
131

132 Upon notification of an offender's placement into administrative segregation, the Case Manager
133 of the Special Management Unit will establish the date for the housing confirmation hearing.
134

135 A Classification Hearing Officer will review the status of all offenders in administrative
136 segregation within 72 hours of placement, but not before 24 hours of placement in the Special
137 Management Unit and then every 7 days for the first 2 months, and every 30 days thereafter.
138

139 The offender may attend these review hearings unless precluded for security or other
140 substantial reasons and will be afforded the same rights available to offenders in initial
141 administrative segregation hearings.

TITLE: OFFENDER SEGREGATION		SOP NUMBER 19-01-01
EFFECTIVE DATE: 04-15-2012	NON-RESTRICTED	PAGE 4 of 20

142 An offender has the option to waive his right to attend.

143
144 A Classification Hearing Officer will provide the offender and the Warden or designee with a
145 written decision and provide the offender with a summary of the information to be considered
146 specific to making their recommendation.

147
148 If the Classification Hearing Officer determines that the offender should remain in administrative
149 segregation, the offender may appeal that decision to the Warden or designee within 72 hours.

150
151 The Classification Hearing Officer will consider the original reason for administratively detaining
152 an individual (i.e., behavior) in administrative segregation (including reports from the unit staff).

153
154 The Classification Hearing Officer will consider any alternative available and what, if any,
155 assistance could be provided the offender to hasten a return to general population.

156
157 Each review will include an evaluation of the following offender information:

- 158
- 159 • Disciplinary record
 - 160 • Past criminal record
 - 161 • Prison records from past institutionalization incarceration
 - 162 • Psychological makeup
 - 163 • Involvement in criminal activity while at the facility
 - 164 • Attitude toward authority
 - 165 • Institutional record on work assignments
 - 166 • Adjustment to institutional programs
 - 167 • Willingness and ability to live with other offenders
 - 168 • Record of violent reactions to stressful situations
 - 169 • Habitual conduct or language of a type expected to provoke or instigate stressful,
170 perhaps violent situations

171
172 Housing Confirmation Hearing

173
174 *Adult Correctional institutions:* **Written policy, procedure, and practice specify the review
175 process used to release an inmate from administrative segregation and protective
176 custody [4-4254].**

177
178 The Case Manager will establish and schedule subsequent Classification Review Hearings if
179 the Classification Hearing Officer recommends continued housing under administrative
180 segregation status.

181
182 Hearing recommendations will be forwarded to the Associate Warden of the Special
183 Management Unit who will then forward the recommendations to the Warden for final
184 disposition.

185
186 If the Classification Hearing Officer determines that an offender can be returned to general
187 population, the offender will be removed from administrative segregation status.

188
189 Documentation of removal will be forwarded to the Warden/Duty Warden for approval.

TITLE: OFFENDER SEGREGATION		SOP NUMBER 19-01-01
EFFECTIVE DATE: 04-15-2012	NON-RESTRICTED	PAGE 5 of 20

190 Approval for transfer will be forwarded to the Associate Warden or designee who will schedule
191 the transfer immediately.

192
193 Administrative Segregation – Pending Disciplinary Action

194
195 Any offender who spits on staff, other offenders, visitors or guests will be subject to disciplinary
196 action and transferred to a segregation unit.

197
198 All offenders charged with a rule violation for spitting will be issued a paper gown to wear while
199 housed in segregation. A clean gown will be issued daily.

200
201 Each time the offender is transported from his cell, a spit mask will be placed over the offender's
202 head to cover his mouth.

203
204 If an offender is placed on administrative segregation pending disciplinary action, he will not be
205 held for a period to exceed **20 days** except for the following reasons:

- 206
207 • Classification status is changed to a more restrictive custody
208 • Pending investigation of a serious rule infraction or felony
209 • Disciplinary Hearing Officer gives offender additional time as disciplinary isolation time

210
211 Disciplinary Detention

212
213 *Adult Correctional institutions:* **Written policy, procedure, and practice provide that an**
214 **inmate is placed in disciplinary detention for a rule violation only after a hearing by the**
215 **disciplinary committee or hearing examiner [4-4252].**

216
217 An offender will be placed in disciplinary detention only after a hearing by a Disciplinary Hearing
218 Officer.

219
220 *Adult Correctional institutions:* **There is a sanctioning schedule for institutional rule**
221 **violations. Continuous confinement for more than 30 days requires the review and**
222 **approval of the warden/superintendent or designee. Inmates held in disciplinary**
223 **detention for periods exceeding 60 days are provided the same program services and**
224 **privileges as inmates in administrative segregation and protective custody [4-4255].**

225
226 When the Disciplinary Hearing Officer rules "Time Served to Count," the Case Manager will
227 immediately forward the disciplinary findings and a Staff Request for reclassification to the
228 Associate Warden.

229
230 The Associate Warden will deliver the completed classification action immediately to the
231 Warden/Duty Warden for approval.

232
233 The Disciplinary Hearing Officer must provide a justification if he rules that the offender will not
234 be given credit for time spent pending disciplinary action.

TITLE: OFFENDER SEGREGATION		SOP NUMBER 19-01-01
EFFECTIVE DATE: 04-15-2012	NON-RESTRICTED	PAGE 6 of 20

235 Administrative Segregation Pending Investigation for Violation of Institutional Rules and
236 Regulations

237
238 Offenders placed in administrative segregation for the sole purpose of awaiting an investigation
239 for alleged violation(s) of institutional rules or regulations will not remain confined for more than
240 **20 days** from initial placement without:

- 241
242 • The investigation being completed and a Rule Violation Report (RVR) being issued
243 • The offender being released back to the general prison population
244

245 Administrative Segregation Pending Investigation of a Major Violation

246
247 Offenders who have received a RVR and placed in administrative segregation to await an
248 investigation of a major violation will not be confined for more than **20 days** without the
249 investigation being completed and the evidence referred to the District Attorney.
250

251 If this action is not taken within **20 days**, the offender must be released back to the general
252 population. The RVR must also be issued within the **20 days** and processed accordingly.
253

254 Administrative Segregation Awaiting Trial for a Criminal Act

255
256 If an offender has received an RVR for a major violation and is placed in administrative
257 segregation solely to await the District Attorney's prosecutorial evaluation, he may be held for
258 **30 days** unless the District Attorney advises prison officials within that period of time that he will
259 present the violation to the Grand Jury.
260

261 If the District Attorney advises he will not present the violation to the Grand Jury, or the **30 day**
262 period expires without notification, then prison officials will have **10 additional days** to:
263

- 264 • Grant the offender a hearing before a Classification Hearing Officer to dispose of the RVR
265 • Reclassify the offender or
266 • Release him back to general population
267

268 Administrative Segregation for Money Order Fraud

269
270 An offender placed in administrative segregation on money order fraud (major RVR) and
271 awaiting prosecutorial evaluation can be held up to **90 days** without formal criminal charges
272 being brought against him.
273

274 No offender being administratively detained pending investigation for involvement in money
275 order fraud will be held for a period to exceed **90 days** without formal criminal charges being
276 brought against him.
277

278 If formal criminal charges are not filed within this period, MDOC may issue the offender a
279 serious RVR and process promptly in accordance with disciplinary procedures.
280

281 Administrative Segregation for Holdover Status and/or Reclassification

282
283 Offenders placed in administrative segregation in a holdover status and/or for reclassification
284 will not be held for a period to exceed **20 days**.

TITLE: OFFENDER SEGREGATION		SOP NUMBER 19-01-01
EFFECTIVE DATE: 04-15-2012	NON-RESTRICTED	PAGE 7 of 20

285 The Commissioner of Corrections or designee may suspend classification up to **15 days**. If,
 286 however, an offender's classification is suspended and no evidence is provided to the
 287 Classification Hearing Officer confirming housing, it must be clearly understood that the offender
 288 is in administrative segregation **pending reclassification**.

289
 290 If the offender's classification is suspended, the involved Classification Hearing Officer must be
 291 furnished with the specific reason for said suspension (the offender must also be furnished with
 292 the reason for the suspended classification).

293
 294 Management Isolation

295
 296 Management Isolation will be utilized to protect the safety and well-being of the offender, staff
 297 and other offenders and will be discontinued when authorities determine the heightened risks
 298 posed by the offender no longer exist.

299
 300 An offender will not be placed on Management Isolation as punishment.

301
 302 Placement of an offender on this status will require the review and approval of the highest
 303 ranking officer on duty.

304
 305 Management Isolation cannot exceed **72 hours** without a documented review by the Warden or
 306 designee.

307
 308 Each extension of Management Isolation beyond **72 hours** will require written authorization by
 309 the Warden or designee.

310
 311 Property, services, and activities removed from the offender will be documented and approved
 312 by the highest ranking officer on duty.

313
 314 Management Isolation can include, but not be limited to:

- 315
- 316 • Hardened cell
 - 317 • Removal of personal/issued property
 - 318 • Restricted activities and services

319
 320 Administrative Segregation Pending Protective Custody

321
 322 *Adult Correctional institutions:* **Written policy, procedure, and practice provide that an**
 323 **inmate is admitted to the segregation unit for protective custody only when there is**
 324 **documentation that protective custody is warranted and no reasonable alternatives are**
 325 **available [4-4251].**

326
 327 If an offender requires protective custody, he may be placed in administrative segregation
 328 pending protective custody providing there is no other available protective measure.

329
 330 If at his own request, the offender must furnish a valid justification for the request to the
 331 Classification Hearing Officer

332
 333 The Classification Hearing Officer will reserve the right to return an offender to general
 334 population when there is insufficient justification.

TITLE: OFFENDER SEGREGATION		SOP NUMBER 19-01-01
EFFECTIVE DATE: 04-15-2012	NON-RESTRICTED	PAGE 8 of 20

335 **Reference MDOC standard operating procedure 19.01.02, Protective Custody.**

336

337 Housing

338

339 Administrative Segregation offenders will generally be housed in Mississippi State Penitentiary
340 (MSP), South Mississippi Correctional Institution (SMCI), and Central Mississippi Correctional
341 Facility (CMCF). However, certain conditions may necessitate an offender from being housed in
342 a particular unit and/or building (i.e., Red Tags, staff/offender conflicts).

343

344 Segregation housing units will provide living conditions that approximate general population
345 conditions (except where security would be compromised).

346

347 Offenders assigned to segregation will be provided an orientation packet outlining rules and
348 regulations, programs, services and privileges within **24 hours** of admission.

349

350 Segregation cells will permit inmates to converse with and be observed by staff members.

351

352 All segregation offenders will be required to clean their cells daily. Housing unit security staff
353 will be required to inspect offender cells daily for cleanliness, sanitation and maintenance
354 discrepancies (Inspection Log).

355

356 A search will be conducted of all offenders and property being processed into a segregation
357 unit.

358

359 Cleaning Schedule

360

361 Applicable shifts (daily)

362

- 363 • Individual cells
- 364 • Cell bars
- 365 • Tier ceiling, walls, stairways and floors will be cleaned after meal is served
- 366 • Kitchens
- 367 • Building entrance, sidewalk and yard area
- 368 • Towers, around towers, top and bottom
- 369 • Bars around towers
- 370 • Exercise pens and yard area
- 371 • Offices and office area

372

373 Applicable shifts (once a week)

374

- 375 • Power rooms
- 376 • Storage rooms
- 377 • Housing unit wall vents, ceiling vents, ceiling fans and outer stairways

378

379 Cells for special needs offenders will require additional cleaning.

380

381 Cleaning Supplies

382

383 Staff will ensure that adequate cleaning supplies and equipment are provided to offenders and
384 will instruct/supervise those offenders in proper cell maintenance.

TITLE: OFFENDER SEGREGATION		SOP NUMBER 19-01-01
EFFECTIVE DATE: 04-15-2012	NON-RESTRICTED	PAGE 9 of 20

385 The following cleaning items will be issued to each offender a minimum of three (3) times per
386 week:

- 387
- 388 • Mop
 - 389 • Mop bucket (to remain outside of the cell)
 - 390 • Broom
 - 391 • Dust pan
 - 392 • Toilet bowl brush
 - 393 • Toilet bowl cleaner
 - 394 • All purpose cleaner
 - 395 • Germicide

396

397 Staff will be required to inspect, document and clean, if necessary, any empty cell prior to
398 occupancy by an offender.

399

400 Isolation/Segregation Records

401

402 *Adult Correctional institutions:* **Written policy, procedure, and practice provide that staff**
403 **operating segregation units maintain a permanent log [4-4260].**

404

405 Individual records, Isolation/Segregation Log, will be maintained for each offender in order to
406 provide daily activity documentation.

407

408 The record will be signed by the officer in charge of each shift and will include, but not be limited
409 to the following:

- 410
- 411 • A record of admission and release including date of action, time of action, reason for
412 admission or release and authorizing official or committee
 - 413
 - 414 • A record of visitors, including all official visits from staff, time, date and signature of visitor
 - 415
 - 416 • Comments of unusual occurrences or behavior displayed by the offender
 - 417
 - 418 • Information and/or observation of staff which will be forwarded for staff action and
419 observation on future shifts
 - 420
 - 421 • Documentation of all activities required by policy and program services such as:
 - 422
 - 423 ◦ Breakfast
 - 424 ◦ Clean cells
 - 425 ◦ Ice issue (Unit 32 only)
 - 426 ◦ Lunch
 - 427 ◦ Shower call
 - 428 ◦ Shaving
 - 429 ◦ Canteen
 - 430 ◦ Yard call
 - 431 ◦ Classification
 - 432 ◦ Visitation
 - 433 ◦ Law Library/Legal Services
 - 434 ◦ Sick call

TITLE: OFFENDER SEGREGATION		SOP NUMBER 19-01-01
EFFECTIVE DATE: 04-15-2012	NON-RESTRICTED	PAGE 10 of 20

- 435 ◦ Disciplinary
- 436 ◦ Dental call
- 437 ◦ Supper
- 438 ◦ Barber service
- 439 ◦ Alternative meal
- 440 ◦ Telephone calls
- 441 ◦ Mail (incoming)
- 442 ◦ Mail (outgoing)

443

444 Conditions

445

446 *Adult Correctional institutions:* **Written policy, procedure, and practice provide that all**

447 **inmates in segregation are provided prescribed medication, clothing that is not**

448 **degrading, and access to basic personal items for use in their cells unless there is**

449 **imminent danger that an inmate or any other inmate(s) will destroy an item or induce**

450 **self-injury [4-4261].**

451

452 *Adult Correctional institutions:* **Written policy, procedure, and practice provide that inmates**

453 **in segregation have the opportunity to shave and shower at least three times per week**

454 **[4-4262].**

455

456 *Adult Correctional institutions:* **Written policy, procedure, and practice provide that inmates**

457 **in segregation receive laundry, barbering, and hair care services and are issued and**

458 **exchange clothing, bedding, and linen on the same basis as inmates in the general**

459 **population. Exceptions are permitted only when found necessary by the senior officer**

460 **on duty; any exception is recorded in the unit log and justified in writing [4-4263].**

461

462 *Adult Correctional institutions:* **Alternative meal service may be provided to an inmate in**

463 **segregation who uses food or food service equipment in a manner that is hazardous to**

464 **self, staff or other inmates. Alternative meal service is on an individual basis, is based**

465 **on health or safety considerations only, meets basic nutritional requirements, and**

466 **occurs with the written approval of the warden/superintendent and responsible health**

467 **authority. The substitution period shall not exceed seven days [4-4264].**

468

469 *Adult Correctional institutions:* **Written policy, procedure, and practice provide that**

470 **whenever an inmate in segregation is deprived of any usually authorized item or activity,**

471 **a report of action is filed in the inmate's case record and forwarded to the chief security**

472 **officer [4-4265].**

473

474 *Adult Correctional Institutions:* **Written policy, procedure and practice provide that inmates**

475 **in administrative segregation and protective custody have access to programs and**

476 **services that include, but are not limited to, the following: educational services,**

477 **commissary services, library services, social services, counseling services, religious**

478 **guidance, and recreational programs [4-4273].**

479

480 The following conditions will apply to all administrative segregation offenders:

481

- 482 • Offenders assigned to an administrative segregation unit will be housed in a single cell

TITLE: OFFENDER SEGREGATION		SOP NUMBER 19-01-01
EFFECTIVE DATE: 04-15-2012	NON-RESTRICTED	PAGE 11 of 20

- 483 • At no time will more than one offender occupy the single cell without the approval of the
484 Deputy Commissioner of Institutions
485
- 486 • Administrative segregation cells will have the following permanent fixtures:
487
- 488 ◦ Hot and cold running water
 - 489 ◦ Bed and bedding
 - 490 ◦ Lighting (20 Candle Powers)
 - 491 ◦ Toilet
 - 492 ◦ Sink
 - 493 ◦ Writing surface
- 494
- 495 • Each Death Row offender is to be issued a fan and a **32-ounce** cup for ice at Unit 29
496

497 Administrative Segregation Offenders - Removal From Cells/Escort Procedures
498

499 Administrative segregation offenders will be strip searched prior to exiting their cell.
500

501 A Supervisor (designated Correctional Officer IV or above) will observe offenders being strip
502 searched and removed from their cells.
503

504 Officers of the same sex as offenders will conduct strip searches of administrative segregation
505 offenders. The strip search will include:
506

- 507 • Searching the offender's hair
- 508 • Searching the offender's clothing
- 509 • Searching the offender's shoes and bare feet
- 510 • Visual inspection of every part of the offender's nude body

511 After the offender has been strip searched he will be allowed to get dressed and will be
512 restrained.
513

514 All offenders being removed from their cells will be placed in restraint gear; handcuffs (cuffed
515 from rear) utilizing the black boxes (MSP only) or waist chains and leg irons, prior to exiting their
516 cell.
517

518 The black box/restraint gear (MSP only) will be placed over the handcuffs and locked for added
519 security purposes.
520

521 The offender will not be allowed to leave the cell bars nor will he be allowed to pick up any items
522 that have not been searched.
523

524 No more than **three** offenders will be escorted by **one** officer at any given time.
525

526 Escort exceptions will include high security risk offenders and offenders being escorted to and
527 from the shower.
528

529 **One** officer will escort no more than **one** high security risk offender or **one** offender to be
530 showered at any time.
531

TITLE: OFFENDER SEGREGATION		SOP NUMBER 19-01-01
EFFECTIVE DATE: 04-15-2012	NON-RESTRICTED	PAGE 12 of 20

532 When removing an inmate from his cell, the officer, equipped with shield and security vest, will
533 walk between the cells and the inmate being escorted (MSP only).

534
535 When an officer escorts **two** or more offenders from their assigned tier, the officer will search
536 and properly restrain **one** offender and escort that offender to the tier exit. The officer will then
537 proceed to the next offender's cell and follow the same procedure.

538
539 A second officer will be responsible for monitoring the offenders at the tier exit.

540
541 Staff will never escort offenders from one tier to another without the approval of the Warden or
542 designee. Offenders must remain on the tier where they are housed at all times unless
543 approved by the Warden or designee.

544
545 The use of a spit mask will be employed when transporting an offender who has received an
546 RVR for spitting.

547
548 Exercise

549
550 *Adult Correctional institutions:* **Written policy, procedure, and practice provide that inmates**
551 **in segregation receive a minimum of one hour of exercise per day outside their cells, five**
552 **days per week, unless security or safety considerations dictate otherwise [4-4270].**

553
554 Offenders will be provided with exercise opportunities in designated areas and will be conducted
555 in accordance with posted schedules.

556
557 Offenders will be allowed **one hour** a day, **five days** a week to exercise except as identified.

558
559 Exercise can be cancelled if security, safety or weather dictates otherwise.

560
561 Tier officers will document in Isolation/Segregation Logs whether an offender accepted or
562 refused exercise.

563
564 Escort procedures will be implemented when removing offenders from their cells to escort them
565 to the yard area (exercise pen).

566
567 A staff member will inspect the exercise pen for security breaches and for contraband each time
568 an offender is placed in a pen and when an offender is removed from a pen.

569
570 Showers

571
572 Showers will be conducted in accordance with a posted schedule denoting times per week and
573 the hours offenders will be afforded showers.

574
575 Frequency of showers will be a minimum of **three** times per week.

576
577 Escort procedures will be implemented when transporting administrative segregation offenders
578 to and from the shower.

TITLE: OFFENDER SEGREGATION		SOP NUMBER 19-01-01
EFFECTIVE DATE: 04-15-2012	NON-RESTRICTED	PAGE 13 of 20

579 Meals

580
581 All administrative segregation offenders will be served **three** nutritional meals daily in their cells.
582 Alternative meal service may be provided to an offender in segregation who uses food or food
583 service equipment in a manner that is hazardous to self, staff or other offenders.

584
585 Alternative meal service may be used under the same security guidelines if an offender in
586 segregation uses property, equipment, solid or liquid substances in a manner that is hazardous
587 to self, staff, or other offenders.

588
589 Alternative meal service will be on an individual basis, specific to health or safety conditions only
590 and basic nutritional requirements and will occur with the written approval of the Superintendent
591 or Warden and the facility Health Care Authority or designees.

592
593 The substitution period will not exceed **seven days**.

594
595 Use of the alternative meal service as a punishment will be prohibited.

596
597 Offender Visitation - Administrative Segregation and Disciplinary Detention

598
599 *Adult Correctional institutions:* **Written policy, procedure, and practice provide that inmates**
600 **in segregation have opportunities for visitation unless there are substantial reasons for**
601 **withholding such privileges [4-4267].**

602
603 All visits are non-contact visits.

604
605 Allowable visits will be according to MDOC standard operating procedures for offender visitation
606 (Refer to SOP 31-03-01, Offender Visitation).

607
608 Only **ten** visitors will be approved for an offender on Administrative Segregation status.

609
610 Case Managers will be responsible for the maintenance of offender visitation lists.

611
612 The Visitation Department will be the approving authority of all visitors.

613
614 The facility's controlling authority will approve all special visits.

615
616 Inmate Legal Assistance Program (ILAP) will approve all attorney/client visits.

617
618 Any contact visit will be approved by the facility's controlling authority.

619
620 Mail Services

621
622 *Adult Correctional institutions:* **Written policy, procedure, and practice provide that inmates**
623 **in segregation can write and receive letters on the same basis as inmates in the general**
624 **population [4-4266].**

625
626 Incoming General Mail

- 627
628 • Incoming general mail will be delivered to a designated location by designated staff.

TITLE: OFFENDER SEGREGATION		SOP NUMBER 19-01-01
EFFECTIVE DATE: 04-15-2012	NON-RESTRICTED	PAGE 14 of 20

- 629 • The unit security staff will pick up incoming general mail from the designated location.
630 • Unit security staff will inspect and issue general mail to the offenders and log it in the
631 Isolation Log.

632
633 **Outgoing General Mail**

- 634
635 • Designated staff will pick up outgoing general mail from the offenders.
636 • Security staff will inspect and log outgoing general mail in the Isolation Logs.
637 • Security staff will secure the outgoing general mail in the unit's mailbag.
638 • Security staff will deliver the unit's mailbag to the designated location for pickup by MDOC
639 Post Office staff.

640
641 **Incoming Legal Mail**

- 642
643 • Legal mail, along with the legal mail receipts, will be delivered to a designated location by
644 MDOC Post Office staff.
645 • Designated staff will pick up legal mail and legal mail receipts from the designated location.
646 • Designated staff will ensure offenders sign the legal mail receipt prior to issuing the legal
647 mail.
648 • In the presence of the offender, the designated staff will inspect and issue the legal mail.
649 • Designated staff will deliver legal mail receipts to the designated location.
650 • Designated staff will ensure legal mail receipts are delivered to MDOC Post Office.

651
652 Access to Legal Materials

653
654 *Adult Correctional institutions:* **Written policy, procedure, and practice provide that inmates**
655 **in segregation have access to legal materials [4-4268].**

656
657 The Director of Inmate Legal Assistance Programs will be responsible for ensuring that
658 offenders have access to legal materials.

659
660 The correctional staff or Case Managers will provide Request for Legal Assistance forms to
661 offenders (ample supply of forms will be maintained at all times).

662
663 The Director of Inmate Legal Assistance Programs or designee will review all requests.

664
665 Offenders may possess legal papers with a maximum thickness of **six inches** in their housing
666 units and **one** banker's box in storage.

667
668 All functionally illiterate offenders will receive advice and assistance as deemed appropriate by
669 the Director of Inmate Legal Assistance Programs.

670
671 Library Privileges

672
673 *Adult Correctional institutions:* **Written policy, procedure, and practice provide that inmates**
674 **in segregation have access to reading materials [4-4269].**

675
676 The institutional library personnel will provide library book forms for offenders in segregation.
677 Library book forms will be picked up on the offender's assigned library day.

TITLE: OFFENDER SEGREGATION		SOP NUMBER 19-01-01
EFFECTIVE DATE: 04-15-2012	NON-RESTRICTED	PAGE 15 of 20

678 Commissary Schedule

679
680 Administrative Segregation – One time per month for personal hygiene items and stamps
681 Disciplinary Detention – Two times each month
682 Allowable commissary items list and limits will be posted for offenders in segregation.

683
684 Telephone Privileges

685
686 *Adult Correctional institutions:* **Written policy, procedure, and practice provide that inmates**
687 **in administrative segregation and protective custody are allowed telephone privileges [4-**
688 **4271].**

689
690 *Adult Correctional institutions:* **Written policy, procedure, and practice provide that, unless**
691 **authorized by the warden/superintendent or designee, inmates in disciplinary detention**
692 **are allowed limited telephone privileges except for calls related specifically to access to**
693 **the attorney of record [4-4272].**

694
695 Administrative Segregation – One call per week

696
697 Disciplinary Detention – No phone privileges unless approved by the Area Warden or designee

698
699 Attorney/Client – Calls must be scheduled through the Inmate Legal Assistance Office

700
701 Staff will document all calls in the unit's Telephone Log

702
703 Laundry Procedures

704
705 Inmate laundry will be picked up by the Laundry Department personnel according to posted
706 schedule.

707
708 Unit staff will ensure laundry is sorted according to the items and counted before placing in
709 laundry bag (laundry bag will also be counted).

710
711 Only tee-shirts, socks and underwear will be placed in the laundry bags.

712
713 Items will be loosely placed in the laundry bag and not tied or rolled up.

714
715 The laundry bag will be tied as close to the top as possible allowing the items to move and
716 tumble in order for better cleaning and drying.

717
718 Coats, shirts, pants, sheets and blankets will not to be placed in the laundry bag (items will be
719 inventoried by staff and placed in a laundry cart).

720
721 Coats, shirts, pants, sheets and blankets will be counted by a staff member prior to being sent
722 to the laundry and counted again when they are returned to the unit (staff will prepare a report
723 and inform Laundry Department personnel of any discrepancies).

724
725 When laundry arrives at the Laundry Department, the Laundry Officer will count, tag, wash, dry
726 and recount the items to be returned to the units.

TITLE: OFFENDER SEGREGATION		SOP NUMBER 19-01-01
EFFECTIVE DATE: 04-15-2012	NON-RESTRICTED	PAGE 16 of 20

727 After laundry is completed, it will be placed back into designated carts and delivered back to
728 each unit by Laundry Department personnel.

729
730 When laundry is returned to the unit/building, staff will count the laundry to ensure an accurate
731 count.

732
733 Personal and Personal Hygiene Items

734
735 Segregated offenders will receive personal and personal hygiene items as well as barbering and
736 hair care services on the same basis as the general population.

737
738 Exceptions will be permitted only when deemed necessary by the Unit Administrator or
739 designee and will be documented in the Unit Register and justified by Incident Report.

740
741 Clothing/Bedding/Linens

742
743 Segregated offenders will be issued clothing, bedding and linens on the same basis as general
744 population offenders.

745
746 Segregated offenders will be permitted to exchange clothing and to receive laundry services on
747 the same basis as general population offenders.

748
749 Exceptions will be permitted only when deemed necessary by the Unit Administrator or
750 designee and will be documented in the Unit Register and justified by Incident Report.

751
752 Administrative segregation will be required to wear yellow outfits.

753
754 Property Storage

755
756 Upon assignment to an administrative segregation status, the offender's property will be
757 inventoried and listed on an Offender Property Inventory form.

758
759 Offender will be provided a copy of this form and advised that the property will be stored for **14**
760 days and destroyed in accordance with policy if the offender fails to have the property sent
761 home at his own expense.

762
763 Property other than that which is allowed in administrative segregation will be confiscated and
764 documented on Non-Allowable Items form.

765
766 Contraband property will be confiscated and the offender will be issued a Rule Violation Report.

767
768 The contraband property and Rule Violation Report will be forwarded to the Disciplinary
769 Department.

770
771 Property Restrictions for Segregation Offenders

772
773 The Unit Administrator or designee will prepare a report when an offender is deprived of any
774 authorized item and/or activity. The report will list the following:

- 775
776 • Offender's name
777 • Offender's number

TITLE: OFFENDER SEGREGATION		SOP NUMBER 19-01-01
EFFECTIVE DATE: 04-15-2012	NON-RESTRICTED	PAGE 17 of 20

- 778 • Authorized item and/or activity withheld
779 • Reason for withholding authorized item and/or activity
780
781 Approval for removing all of an offender's authorized items and/or activities should be obtained
782 in advance from the Area Warden or designee.
783 An offender should not be deprived of authorized items and/or activities as a punitive measure
784 or remain for any longer than is necessary in order to ensure the safety and well-being of the
785 offender and others.
786
787 Property restriction will not exceed **72 hours**.
788
789 Medical/Mental Health Procedures
790
791 Medical and mental health services will be made available for all offenders on administrative
792 segregation at the offender's request and/or the request of correctional staff.
793
794 Mental Health Services
795
796 • Mental health services may be obtained at the request of the offender, the security staff
797 and/or non-security staff.
798
799 • Medical/Mental Health staff will make frequent rounds in the administrative segregation
800 housing unit.
801
802 • All offenders remaining in segregation for more than **30** days will be interviewed by a
803 qualified mental health professional and a written report prepared.
804
805 • A psychological assessment will be made at least every **3** months if confinement continues
806 for an extended period.
807
808 Medical/Mental Health Schedule
809
810 • Sick Call Request Forms are readily available to offenders on a daily basis.
811
812 • Offenders will submit a Sick Call Request form to the Medical/Mental Health Care Provider.
813
814 • Security and Treatment staff may contact the Medical/Mental Health Care Provider for an
815 offender when a situation and/or judgment dictate.
816
817 Emergency medical assistance can be summoned by dialing the institution's emergency
818 number.
819
820 Medication
821
822 Only a qualified Medical Mental Health Care Provider will be allowed to prescribe medication for
823 Administrative Segregation offenders.
824
825 Offenders will be allowed to keep on his person (KOP) non-restricted medication such as:
826
827 • High blood pressure medications

TITLE: OFFENDER SEGREGATION		SOP NUMBER 19-01-01
EFFECTIVE DATE: 04-15-2012	NON-RESTRICTED	PAGE 18 of 20

- 828 • Heart medications
- 829 • Vitamins
- 830 • Ointments and creams
- 831 • Diabetic medications

832
833 The Medical/Mental Health Care provider will indicate non-restricted medication on the
834 medication bottle and/or container (KOP) indicating the offender will be allowed to keep the
835 medication himself (offender will be required to sign for the medication indicating that he
836 received the medication).

837
838 Restricted medications (i.e., psychotic medication, insulin, any mind-altering medications) will be
839 issued to administrative segregation offenders by Medication Officers.

840
841 Medication Officers will follow post orders if utilized.

842
843 Management Procedures

844
845 A. Supervision

846
847 *Adult Correctional institutions:* **Written policy, procedure, and practice require that all**
848 **special management inmates are personally observed by a correctional officer at least**
849 **every 30 minutes on an irregular schedule. Inmates who are violent or mentally**
850 **disordered or who demonstrate unusual or bizarre behavior receive more frequent**
851 **observation; suicidal inmates are under continuing observation [4-4257].**

852
853 *Adult Correctional institutions:* **Written policy, procedure, and practice provide that inmates**
854 **in segregation receive daily visits from the senior correctional supervisor in charge, daily**
855 **visits from a qualified health care official (unless medical attention is needed more**
856 **frequently), and visits from members of the program staff upon request [4-4258].**

857
858 B. Staff Assignment

859
860 *Adult Correctional institutions:* **Written policy and procedure govern the selection criteria,**
861 **supervision, and rotation of staff who work directly with inmates in segregation on a**
862 **regular and daily basis [4-4259].**

863
864 Any Correctional Officer under the age of 21 is prohibited from working or having an assignment
865 in a segregation unit.

866
867 Correctional Officers will meet employment criteria established by MDOC and the State
868 Personnel Board before being assigned to an administrative segregation unit.

869
870 Training will be documented in the Employee Permanent Training Record (in-service training
871 will be a continuous process for an administrative segregation unit).

872
873 Permanent employees will be given the opportunity to request rotation from an administrative
874 segregation facility.

875
876 The frequency and number of employees rotated from the administrative segregation unit will be
877 at the discretion of the Area Warden and Institutional Superintendent or designee.

TITLE: OFFENDER SEGREGATION		SOP NUMBER 19-01-01
EFFECTIVE DATE: 04-15-2012	NON-RESTRICTED	PAGE 19 of 20

878 Medical Health Services will be made available to administrative segregation offenders on a
879 scheduled and non-scheduled basis and at the request of the offender and/or staff.

880
881 Case Managers (Treatment Staff) will be required to make contact with offenders every 30 days
882 and/or at any other time deemed necessary and will maintain an updated file on the offender's
883 behavior and adjustment to be utilized for future classification decision.

884
885 Offenders may request to see their Case Manager through a written request.

886
887 Case Managers will respond to all written requests from offenders within 10 days of their
888 receipt.

889
890 Chaplain services will be provided at the request of the offender or by referral from staff.
891 Chaplain visits to the offender housing unit will be on a scheduled one day a week and non-
892 scheduled basis.

893
894 **C. Security Inspections**

895
896 Security inspections will be conducted on each and every offender in each cell every 30 minutes
897 and documented in the Unit Register and Tower Logs in red ink indicating the date and time of
898 the observation and the staff conducting the inspection.

899
900 Staff must ensure offenders are living, breathing persons (any unusual incident and/or bizarre
901 offender behavior will be documented in the Unit Register and Tower Logs).

902
903 Security staff will ensure more frequent observations are conducted for suicidal offenders,
904 mentally disordered offenders and offenders who demonstrate unusual behavior.

905
906 Security staff will not allow offenders to hang sheets or any other items over their cell bars
907 and/or windows (these items restrict observation and must be removed).

908
909 Security staff will ensure that all cell doors are securely locked after closing by manually pulling
910 or jerking on the door.

911
912 Security staff will frisk search all visitors entering the unit.

913
914 Security staff will escort all visitors entering the tiers of the unit.

915
916 Administrative Segregation Step-Down Unit Program (where applicable)

917
918 A step-down unit is a designated section within a segregation housing unit where offenders are
919 housed to participate in educational and instructional programs such as Pre-Release Program
920 and Alcohol and Drug Treatment Programs.

921
922 The step-down unit will provide opportunities for offenders to participate in programs to enhance
923 educational and social skills that will help prepare them for a return to general population and
924 other program areas.

925
926 Successful participation should result in a significant improvement in offender behavior and
927 quality of life, thereby creating a safer and more stable environment for staff and offenders in
928 the prison system.

TITLE: OFFENDER SEGREGATION		SOP NUMBER 19-01-01
EFFECTIVE DATE: 04-15-2012	NON-RESTRICTED	PAGE 20 of 20

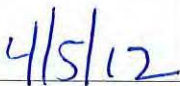
929 Step-Down Unit Criteria/Eligibility

930
931 Offenders will be screened to determine eligibility for the step-down unit and programs
932 according to the following criteria:

- 933
- 934 • Offenders should be within **6 months** of being eligible for release from the segregated unit.
 - 935
 - 936 • Offenders should not have a pending Rule Violation Report.
 - 937
 - 938 • Offenders who are eligible will be administered a training assessment survey to determine
939 program preference.
 - 940
 - 941 • Eligible offenders will receive individualized instructions on the tier within the step-down unit.
 - 942
 - 943 • Eligible offenders must maintain appropriate conduct, grooming standards and clean living
944 areas according to institutional policy and procedures.
 - 945
 - 946 • In the event a rule violation occurs, the offender may be removed from the step-down unit
947 program and transferred back to general segregation housing.
 - 948
 - 949 • Upon completion of the program, the offender will receive a certification of participation.

950
951 **DOCUMENTS REQUIRED:**

952
953 As required by this procedure and through the chain of command.

ENFORCEMENT AUTHORITY		
Reviewed and Approved for Issuance		
	Deputy Commissioner of Institutions	Date