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|  | <p align="center">State of New Jersey Department of Corrections Policy Statement</p> | <p align="center">Policy Number IMM.012.001</p> |
| | | <p align="center">Page 1 of 4</p> |
| <p>Policy Title:</p> <p align="center">Administrative Segregation</p> | | |
| <p>Approved and Issued By Gary M. Lanigan, Commissioner on September 16, 2011.</p> <p>Note: This document is provided electronically for informational purposes only. Should you require an official, signed copy for any reason, contact the APPM Unit.</p> | | |

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| <p>Effective Date:</p> <p align="center">September 23, 2008</p> | <p>Revised:</p> <p align="center">September 1, 2011</p> | <p>Enabling Authority: N.J.S.A. 30:1B-6</p> |
| | | <p>Related Authority: N.J.A.C. 10A:5-1 and 5-3</p> |
| <p>Promulgating Office : Administrative Policy and Procedures Unit, Office of the Commissioner</p> | | <p>Professional Association Standard cited: A.C.A. Std 4-4249</p> |
| <p>Applicability: This Policy Statement applies to all affected organizational units of the New Jersey Department of Corrections.</p> | | |
| <p>Supersedes: NJDOC Policy Statements dated May 21, 2001: 5.201 Assignment to Administrative Segregation; 5.202 Special Administrative Segregation Review Committee; 5.203 Administrative Segregation Level Program</p> | | |
| <p>Instructions: All affected organizational unit administrators or designees within the New Jersey Department of Corrections shall be responsible for following all related Level 1 <i>Internal Management Procedures</i> and developing appropriate written Level 3 Operational Unit <i>Internal Management Procedures</i> consistent with this Policy.</p> | | |
| <p>Review Schedule: This document is scheduled for annual review on or about August 31, 2012.</p> | | |

I. PURPOSE

To set forth and maintain a New Jersey Department of Corrections Policy providing uniform guidelines for placement of inmates into the Administrative Segregation Unit following the inmate's guilty adjudication of one or more disciplinary infractions.

II. DEFINITIONS

Administrative Segregation means removal of an inmate from the general population of a correctional facility to a close custody unit because of one or more disciplinary infractions or other administrative considerations.

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Administrative Segregation Level Program means the two-level program established within an Administrative Close Supervision Unit (ACSU.) The levels are shown below:

- Level 1 is the program entry level in which an inmate's possessions, activities, privileges and amenities shall be the most highly restricted, and
- Level 2 is the level in which an inmate's possessions, activities, privileges and amenities shall be less restricted than Level 1, but more restrictive than general population

Close Custody Unit means an area within a correctional facility designated for assigning inmates who are removed from the general population for disciplinary or administrative reasons.

Disciplinary Hearing Officer means a staff member of the NJDOC designated to hear and adjudicate inmate violations of prohibited acts.

Inmate means a person who has been placed under the jurisdiction of the Commissioner of the NJDOC.

Institutional Classification Committee (I.C.C.) means the committee of correctional facility staff members responsible for monitoring an inmate's progress and assigning the inmate to appropriate programs or activities. The I.C.C. may consist of subcommittees as deemed necessary.

New Jersey Department of Corrections or NJDOC means that department of the Executive Branch of the New Jersey State Government whose functions are to protect the public and provide for the custody, care, discipline, training and treatment of persons committed to the state correctional facilities.

Special Administrative Segregation Review Committee (S.A.S.R.C.) means the committee members designated by the Director, Division of Operations responsible for the bimonthly review of the status of the inmates assigned to all Administrative Segregations Units.

III. POLICY

The New Jersey Department of Corrections mandates that housing units designated as "Close Custody Units" be maintained in certain correctional facilities, where appropriate.

Whenever the Disciplinary Hearing Officer imposes a sanction that includes administrative segregation, the administrative segregation part of the sanction shall be referred by the Disciplinary Hearing Officer to the Institutional Classification Committee (I.C.C.) for review at the Committee's next regularly scheduled meeting.

In considering the sanction, the I.C.C. shall consider any relevant factors including, but not limited to:

1. The circumstances and gravity of the disciplinary infraction;
2. The reason(s) given by the Disciplinary Hearing Officer for the sanction imposed;
3. The inmate's previous disciplinary record; and
4. Whether other available dispositions are adequate to regulate the inmate's behavior within acceptable limits.

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Confirmation shall be made if the I.C.C. determines that the sanction is appropriate and within acceptable limits, and where the inmate's presence in the general population could pose a threat to the safe, secure and orderly operations of the correctional facility.

The I.C.C. shall provide written notice to the inmate of its decision confirming, modifying or overruling the administrative segregation sanction together with the reasons therefor.

A copy of the I.C.C. notice shall be filed in the inmate's classification folder.

If an inmate receives a sanction that includes administrative segregation the sanction first must be reviewed by the I.C.C. of the correctional facility in which the inmate is housed. If the sanction is confirmed, the referral for transfer to an Administrative Segregation Unit shall be forwarded to the CRAF Intake Unit where the transfer shall be initiated.

Inmates who are placed in administrative segregation shall receive both mental health and medical evaluations according to prescribed Health Services policies and procedures.

All inmates who receive sanctions that include assignment to an Administrative Segregation Unit shall initially be placed in Level 1 status. Progression to less restrictive Level 2 shall be dependent upon satisfactory correctional facility behavior as regulated by the rules set forth in NJAC 10A:4, *Inmate Discipline* and the *Administrative Close Supervision Unit Administrative Segregation Inmate Handbook*. Violation of rules shall result in disciplinary action and may serve to extend the length of time assigned to Administrative Segregation.

VI. PROCEDURES

Corresponding procedures are outlined in IMM.012.ADSEG.001, IMM.012.ADSEG.02, and IMM.012.ADSEG.03.

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V. Cross Reference Documents and Policies

| Document/ Policy Number | Title | Effective/ Revision Date |
|------------------------------------|--|-------------------------------------|
| MED.IMA.002 | <i>Health Evaluations of Inmates in Administrative (Non-Disciplinary) and Disciplinary Segregation</i> | 08/10/2010 |
| MED.002.001 | <i>Mental Health Services</i> | 06/25/2007 |
| MED.002.002 | <i>Emergency Mental Health Services</i> | 09/25/2007 |
| MED.MHS.002.003 | <i>Mental Health Evaluations of Inmates Receiving Disciplinary Infractions</i> | 10/19/2010 |
| MED.MHS.002.004 | <i>Mental Health Evaluations of Inmates in Administrative Segregation</i> | 10/19/2010 |
| | <i>Administrative Close Supervision Unit Administrative Segregation Inmate Handbook</i> | 05/2001 |
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VI. Applicable Forms

| Form Number | Form Title | Effective/ Revision Date |
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