6-04/040.00 Administrative Segregation

Each unit commander shall provide for administrative segregation of inmates who are determined to be an escape risk, assaultive toward staff or other inmates, or if such administrative segregation is determined to be necessary for the welfare of the inmates and/or the staff.

Administrative segregation shall consist of separate and secure housing but shall not involve any other deprivation of privileges other than is necessary to obtain the objective of protecting inmates and staff.

Based on the information provided by the booking deputy/officer, and in conjunction with additional information obtained from the inmate’s booking packet, the jailer shall determine if the inmate fits a specific category requiring special housing at the station level (space allowing) requiring transfer to an appropriate facility.

If housed at the station, the top of the booking slip shall indicate any special designation and/or cell location. Cell chart schematics shall indicate the special housing areas and occupants.