

5-11/002.00 Administrative Segregation of Special Handle Inmates

PURPOSE OF ORDER:

The purpose of this order is to establish written procedures for processing inmates requiring administrative segregation in a holding cell or on the front bench while processing through the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC.

ORDER:

Custody personnel assigned to IRC shall adhere to the following guidelines concerning inmates who need to be administratively segregated while awaiting to be processed at IRC. Administrative segregation means that the inmate will require segregation in a temporary holding cell or to be placed on a front bench for visual monitoring due to classification as an escape risk, assaultive behavior towards staff, assaultive behavior toward other inmates, or for their own safety due to their classification.

Administrative segregation inmates shall be expedited through the reception process for the safety of the inmate, personnel and the facility.

The placement of an administrative segregation inmate into a temporary holding cell shall be approved by a supervising line deputy, sergeant or watch commander. For additional information, refer to *Unit Order (UO) Section 8-40/000.00 Monitoring and Documenting Temporary Inmate Isolation*.

Inmates requiring administrative segregation or special handling are those inmates with the following status:

[REDACTED TEXT]

All inmates with the following classification should be considered for administrative segregation:

[REDACTED TEXT]

For additional information, refer to the *Custody Division Manual (CDM)*, **Section 5-01/030.00 Identification and Classification Symbols for Special Handle Inmates.**

Population Management Bureau (PMB) handles the classification for the inmate population and may be contacted if an inmates is identified as needing a “special handling” status or re-classification. If the request for special handle status has been approved by another unit or agency, the request shall immediately be delivered to the floor supervisor for approval by the watch commander. If the request form has not been prepared, the deputy receiving the request shall prepare a request for special handle card.

Administrative segregation is an option afforded to facility administrators for the maintenance of order, safety, and security. It shall not be used as a form of punishment or discipline. Inmates on administrative segregation status shall be afforded the same services while processing through IRC as other inmates unless those services pose a risk to the inmate or personnel.

When an inmate at IRC requires administrative segregation for their safety, the safety of others, or the safety of the facility, the floor sergeant shall be summoned to the location. The sergeant shall assess the inmate with the assistance of custody personnel to ensure the inmate is waist chained, supervised and expedited through the booking process and/or safely escorted to the identified facility’s transfer center for housing. The sergeant who is present during the movement shall ensure the movement of the inmate is being video recorded, if required.

Administrative segregation inmates who require additional medical attention in Module 231 (set as an extension of the IRC clinic) shall be segregated in A Pod in a single man cell or placed on the front bench pending medical clearance and processing. For high risk or assaultive inmates custody personnel shall summon the floor sergeant prior to movement. The floor sergeant shall assess the inmate, notify the watch commander and be present during the movement of the inmate. The movement shall be monitored and video recorded for the safety of the inmate, personnel and the facility.
