

## 5-17-011 Administrative Segregation Module Operations

### PURPOSE OF ORDER:

In order to ensure the safety of inmates and staff and to comply with Title 15, the following guidelines regarding Administrative Segregation housing for male inmates shall be adhered to.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

Twin Towers Correctional Facility has an Administrative Segregation housing unit for male inmates in Tower I. Administrative Segregation shall consist of separate and secure housing but shall not involve any deprivation of privileges more than is necessary to obtain the objective of protecting the inmates and staff.

Administrative Segregation is an option afforded to facility administrators for the maintenance of order, safety, and security. It is not and must not be used as punishment or discipline. Administrative Segregation and Discipline address two different interests and are two different functions. They are not interchangeable and shall not be confused with one another. Inmates on Administrative Segregation status shall receive adequate Title 15 privileges in order to attain the objective stated above.

A TTCF Lieutenant is assigned with the collateral duty of Discipline, Pre-Discipline, and Administrative Segregation. It shall be that Lieutenant's responsibility to ensure that policy is adhered to and there is a continuity in that adherence.

### Classification

The following male inmates shall be Administratively Segregated (A/S):

- High escape risk (Red "E"),
- Prone to assault staff or other inmates (Red "H" or Blue "D"),
- Protective Custody (Soft),
- Incurable inmates that display an inability to function within a custody environment and/or have excessive disciplinary write-ups,
- K-1 and K-10 status inmates.

NOTE: Inmates on Pro Per status may be Administratively Segregated if deemed necessary by the floor Sergeant.

### Procedures

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The floor Sergeant, via the chain of command, with the approval of the Unit Commander, places inmates on Administrative Segregation status after reviewing pertinent reports and investigations. The floor Sergeant shall periodically review the status of all inmates on A/S status in order to return those who no longer require segregation to general population.

#### Administrative Segregation Housing Regulations

Inmates shall be placed on A/S status only by the floor Sergeant, and shall be housed in the following manner:

- Inmates, in Administrative Segregation housing, shall be housed alone and have their dayroom time alone, unless specified differently by the floor sergeant,

NOTE: "Soft" inmates may be housed together and may have their dayroom time together.

- All inmates housed in Administrative Segregation, other than "Softs" shall be handcuffed prior to and during movement out of their pod. Refer to TTCF Unit Order #5-03-040, Handcuffing of Inmates,
- A/S inmates shall remain in their cells during religious services. The Chaplain may perform the service in the dayroom for everyone to listen to, or individually by going cell to cell.

#### Administrative Segregation Activity Log Book and Schedule

NOTE: All dayroom time and outdoor recreation time shall be logged in the red Tower I Administrative Segregation Activity Log Book. If an inmate refuses his time out of his cell, it shall be documented "Refused by inmate" and the time of the refusal.

The module officer shall be responsible for giving each inmate dayroom and/or telephone time in accordance with the schedule below:

#### MODULE 132 "A" POD DAY ROOM/TELEPHONE SCHEDULE

##### SUNDAY

DAY SHIFT-----UPPER TIER

PM SHIFT -----LOWER TIER

##### MONDAY

DAY SHIFT-----LOWER TIER

PM SHIFT -----UPPER TIER

##### TUESDAY

DAY SHIFT-----UPPER TIER

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PM SHIFT -----LOWER TIER

WEDNESDAY

DAY SHIFT-----LOWER TIER

PM SHIFT -----UPPER TIER

THURSDAY

DAY SHIFT-----UPPER TIER

PM SHIFT -----LOWER TIER

FRIDAY

DAY SHIFT-----LOWER TIER

PM SHIFT -----UPPER TIER

SATURDAY

DAY SHIFT-----UPPER TIER

PM SHIFT -----LOWER TIER

Dayroom and/or telephone time shall be entered in the module's Title 15 Uniform Daily Activity Log (UDAL).

#### Safety Checks

Thirty minute visual safety checks shall be conducted and logged in the UDAL. Refer to CDM 4-11/030.00, Inmate Safety Checks.

#### A/S Property

All inmates housed in Administrative Segregation shall keep all their property with them. They shall be allowed to shop commissary and have snack items.

#### Behavior Log Book

A black Tower I Administrative Segregation Behavior Log Book shall be maintained for all inmates administratively segregated. The Behavior Log Book shall contain information regarding any notable or unusual occurrences. All incoming inmates shall also be logged in the book, making sure to include all pertinent information, such as:

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- Why the inmate is A/S,
- Who brought the inmate to A/S,
- What type of wristband the inmate is wearing,
- What type of classification the inmate is.

All entries in the Behavior Log Book shall be complete and to the point. Supervising Line Deputies shall ensure these guidelines are observed. The Behavior Log Book is an official Department document and personnel shall be professional in their comments.

#### Retention

Behavior Log Books shall be archived in the Prisoner Personnel Office (PPO) for a period of three years.

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