

# POLICY AND PROCEDURES

NUMBER: 902

SUBJECT: Administrative Segregation Housing

ACA STANDARDS: 4-ALDF-2A-34, 44, 48, 51, 52, 53, 56, 57, 58, 60, 61, 62, 63, 64, 66; 5C-04

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 3/1/90 REVISION DATE: 9/97, 8/03, 1/09,  
1/12, 12/18



## I. POLICY

The St. Louis County Department of Justice Services shall provide special management housing procedures for inmates assigned to the custody status of Administrative Segregation.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Corrections Case Managers, Unit Managers who manage inmates assigned to Administrative Segregation, Classification and Corrections staff are responsible for the following procedures.

## III. DEFINITIONS

Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

**Mentally Deficient:** An inmate who has difficulty interacting with others due to limited comprehension and communication skills.

**Protective Custody:** An inmate whose presence in general population would pose a serious threat to their life, (i.e., an informant, etc.)

**'Writ':** A prisoner brought to the St. Louis County Department of Justice Services from a State Penitentiary or other institutions by order of the 21st

Judicial Circuit Court to appear for a court proceeding. The translation is "produce the body of."

#### IV. PROCEDURES

A. Inmates will be placed in Administrative Segregation for such reasons as excessive female population, or after classification/reclassification has determined their custody status to be one of the following:

1. Protective Custody
2. 'Writ'
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4. Mentally Deficient
5. Vulnerable
6. Other inmates as authorized by the Unit Manager or designee.

**NOTE:** The Corrections staff will promptly notify the Corrections Medicine staff when any inmate with suspected mental health problems has been classified or reclassified to Administrative Segregation. The Corrections Medicine staff will immediately refer that inmate to the psychologist/psychiatrist.

[B. All basic inmate rights and privileges shall be granted to those inmates in Administrative Segregation under the same conditions as the general population, such as:

1. Commissary
2. Telephone access (*unless housed on upper level due to population*)
3. Visiting: legal or public
4. Television viewing (*unless housed on upper level due to population*)
5. Hygiene: including razors and showers

6. Incentives (e.g., free phones, etc.)
  7. Recreation.
- C. All services and programs will be granted to those inmates in Administrative Segregation as the general population, under some special conditions:

1. Medical, mental health and dental care

**NOTE:** Each inmate in segregation will receive at least a daily visit from the Corrections Medicine staff.

2. Corrections Case Manager
3. Programs, (i.e., A.A., GED, Religious Volunteers)
4. Meals
5. Mail: legal or personal
6. Clothing or linen exchange
7. Washing and drying personal items
8. Leisure/Law Library
9. Haircuts
10. Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

- D. Any limitations of privileges, services or programs for inmates in Administrative Segregation will only be for safety, security, disciplinary measure or space considerations, such as:

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3. An inmate worker will be assigned to wash and dry the inmates' personal clothes and assist the Housing Unit Officer in passing clothing, linen and meals, etc. for that housing unit. This inmate will also be responsible for keeping the hallways and pods clean.
  4. The Unit Manager and the Corrections Case Manager will decide whether all inmates in a pod are allowed in the dayroom at one time. Due to behavior, conflicts, custody levels and feedback from the Housing Unit Officers, the inmates may have to split their hours in the dayroom.
  5. An inmate who is on Protective Custody status or disciplinary action, and is allowed to exit their cell for dayroom time or shower, may keep their cell door open, if no other inmates are in the dayroom.
- E. All inmates will be expected to follow the Rules and Regulations of the St. Louis County Department of Justice Services. (See Policy #1804 Rules and Discipline) Failure to do so will result in disciplinary proceedings.
- F. When inmates in Administrative Segregation enter or exit their cell, it is their responsibility to close and lock the cell door.
- G. Efforts will be made to allow inmates to interact with each other within each pod of Administrative Segregation, except in certain cases, such as; protective custody, High Risk, or housing unit restriction due to disciplinary action.
- H. When inmates are participating in the dayroom activities, the same schedule and rules will apply as in the Direct Supervision housing units, for entering and exiting their cells. When there is more than one (1) inmate on their walk at the same time, the cell doors shall be kept locked while the inmates are in or out of the cell during this scheduled time. (See Policy #830 Housing Unit Supervision)
- I. All inmates will be responsible for cleaning their cells and keeping the dayroom orderly.
- J. All inmates may retain all personal and jail issued items in their cell, unless otherwise directed by the Unit Manager, Corrections Case Manager or due to disciplinary action.
- K. Duties of the Housing Unit Officer for Administrative Segregation

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2. Physically check all doors to ensure each door is locked.

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3. Visually check each inmate to ensure he/she is safe and secure and note any unusual behavior and inform the Indirect Housing Unit Officer to log this information into the Facility Floor Notes and Inmate History.
4. Escort inmates to the visiting booths, recreation areas, interview rooms and multi-purpose rooms. Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
5. Issue meals, clothing, linen, mail and commissary to inmates in their housing cells.
6. Inspect the pods and cells for cleanliness.
7. Assist other officers in the course of their duties with touring, escorting inmates and inmates causing disturbances.
8. Escort the Corrections Medicine staff for medication distribution.
9. Distribute all Commissary and Sick Call forms. (See Attachment #1) and gather all completed Commissary forms.
10. Assist Indirect Control Center Officer in entering all pertinent information (e.g., recreation time, walk times, razor time, medication pass, etc.) in a daily post activity log..

11. Refer to the Housing Unit Supervision Policy #830 for further information.

L. Duties of the Indirect Control Center Officer

1. Refer to the Indirect Control Center Policy #803 for information.

M. Duties for the Corrections Case Manager and Unit Manager in Administrative Segregation

1. Conduct a separate tour of the Administrative Segregation daily.

2. Ensure inmates in Administrative Segregation receive necessary mental health needs or program services.

3. Review all inmate history and reports weekly to determine if reclassification is appropriate.

4. Answer questions and review court concerns of the inmates. Justice Services' staff shall refrain from providing legal advice.

5. Ensure the inmates receive the correct privileges according to their custody level.

6. Receive feedback from Housing Unit Officers in determining the possible reclassification of inmates within Administrative Segregation.

**NOTE:** The Housing Unit Officer's feedback will be the most important factor upon the reclassification of an inmate.

