

# POLICY AND PROCEDURES

NUMBER: 903

SUBJECT: Disciplinary Segregation Housing

ACA STANDARDS: 4-ALDF-2A-34, 51, 52, 53, 56, 57, 58, 60, 61, 62, 63, 64, 65

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 3/1/90 REVISION DATE: 9/97, 10/99,  
8/03, 1/12



## I. POLICY

The St. Louis County Department of Justice Services shall provide segregated housing for inmates who have violated the rules of the Justice Center, to maintain order in keeping with the principles of Direct Supervision which necessitates the removal of an inmate from a Direct Supervision housing unit to an Indirect Supervision housing unit.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Corrections Officers, Corrections Case Managers and Unit Managers are responsible for the following procedures.

## III. DEFINITIONS

**Special Disciplinary Cells:** These cells have the same basic equipment as in all other Indirect Supervision housing units and include the inmate's dayroom area, shower and a collect phone, which is controlled by the Indirect Control Officer. Inmates placed in these cells will have limited contact with other inmates.

## IV. PROCEDURES

A. The placement of an inmate into Disciplinary Segregation shall be determined by:

1. A Housing Unit Officer making a decision that an inmate needs to be moved due to numerous or serious rule violations, after consultation with his/her Housing Unit Supervisor.
  2. A Unit Manager or Watch Commander temporarily moving an inmate, if the inmate is causing a serious disruption in general population and cannot be controlled.
  3. The Disciplinary Hearing Committee finding an inmate guilty of violating a serious rule or repeatedly violating any rule.
  4. The Classification staff classifying the inmate from Intake due to behavior.
- B. Rights and services may be granted to those inmates in Disciplinary Segregation under some special conditions.
1. All inmates shall be allowed and encouraged to maintain good personal hygiene. Inmates will be allowed to use the shower during their 'walk time', unless this activity would present a security problem. The 8th Floor Unit Manager or his/her designee will be the only personnel permitted to make the decision as to not allowing the inmate to use the shower. This decision will be made on a daily basis. Walk time may not be taken from an inmate unless a safety and security concern is documented and is approved by the Housing Unit Supervisor.
  2. All inmates will be directed to clean their cells. Mops and brooms will be made accessible to the inmates, except in cases where this activity would present a security problem. In these cases, (e.g., an inmate worker may clean the cell, the inmate may be given alternative cleaning items such as sponges, rags, etc.).

**NOTE:** 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.

3. Each inmate will be allowed to keep jail issued items and his/her personal property (e.g., under clothes, hygiene items, etc.). All other commissary items will be itemized and stored until the inmate is moved from Disciplinary Segregation or otherwise authorized by the 8th Floor Unit Manager/designee.

4. Inmates will be served the same menu as general population. Bag lunches may be issued to inmates who continue to destroy kitchen utensils or throw food items.
5. Disposable razors may be used and barbering services will be provided.
6. Mail and legal mail will be picked up and distributed.
7. Clothing and linen exchange and laundry will be picked up and distributed.
8. Inmates will receive services from Corrections Medicine, Dental, Mental Health and Corrections Case Manager.

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

9. The Law and/or Leisure Library may be made available to the inmate, at the discretion of the Unit Manager/designee.

C. The following privileges will be revoked from inmates housed in Disciplinary Segregation and on lockdown "L" status:

1. Visiting (other than legal agencies)
2. Commissary (except hygiene items)
3. Recreation
4. Collect and free phone calls (except for emergency use and attorney calls)
5. Housing unit incentives
6. Television viewing
7. Programs

D. Inmates in Disciplinary Segregation will be allowed a one (1) hour walk in their dayroom every twenty-four (24) hours. During this time the inmate will be allowed to use the shower and use cleaning supplies to clean his/her cell. Due to restrictions, behavior problems of the inmate, and for safety concerns, the 8th Floor Unit Manager or his/her designee may disallow the inmate any or all of their "walk time" privileges.

E. Inmates will be secured in their cells, during their 'walk time' due to the following reasons:

1. While a count is conducted
2. While meals are passed and eaten
3. While a tour is being conducted
4. While picking up or distributing personal laundry or during clothing and linen exchange
5. While medication is distributed
6. While distributing, or picking up disposable razors and when the disposable razors are in use
7. While mail is distributed
8. While other inmates are moved to or removed from their cells
9. Other situations as directed by the staff.

F. All inmates will be expected to follow the rules and regulations of the St. Louis County Justice Center. Failure to do so will result in continued disciplinary action, which may include:

1. Being given additional time in Disciplinary Segregation on lockdown status, until the inmate demonstrates he/she can live in a Direct Supervision housing unit.
2. Placing the inmate in a Special Disciplinary cell.

G. Housing Officer in Disciplinary Segregation shall:

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2. 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.

3. Physically check to ensure all doors are locked.

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4. Escort inmates to the visiting booths for legal visits, exam room, and interview room.
5. Ensure all personal clothing items are washed and dried by the 8th floor inmate workers.

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6. Distribute meals, sick call forms, clothing and linen exchange, mail, pick up and distribute personal laundry.
7. Inspect the pods and cells for cleanliness.
8. Be responsible for having the 8th floor inmate workers clean the pods, as scheduled and on an 'as needed' basis.
9. Escort Corrections Medicine staff while distributing medication and any other authorized personnel into pods.
10. Ensure the Corrections Case Manager and the Unit Manager are given feedback on inmates to assure the correct classification of inmates.
11. 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
12. Assist other Indirect Housing Officers in the course of their duties.

H. Duties of the Indirect Control Center Officer

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

I. Corrections Case Managers and the 8th Floor Unit Manager in Disciplinary Segregation shall:

1. Conduct a separate tour of the Disciplinary Segregation pods on a daily basis.
2. Ensure any inmate in Disciplinary Segregation receives any necessary mental health needs.
3. Gather feedback from the Indirect Housing Unit Officers and other staff during reclassification.

**NOTE:** The officer's feedback will have a strong influence on the decisions made as to when an inmate is ready for Direct Supervision.

4. Conduct disciplinary hearings for inmates who fail to follow the rules and regulations of the St. Louis County Justice Center, while in Disciplinary Segregation.
5. Review all inmate history and reports weekly in Disciplinary Segregation to ensure the inmate is reclassified correctly in a timely manner to make recommendations pertaining to the continued housing of an inmate in Disciplinary Segregation.
6. Answer inmates' questions about court and legal concerns.
7. Ensure inmates' legal needs are being addressed.
8. Ensure the inmates receive the correct privileges, according to their disciplinary status.

