

ADMINISTRATION SEGREGATION: TIER II PROGRAM HANDOUT

Attachment 4
SOP 209.08 (IIB09-0003)
(04/11/16)

TIER II PROGRAM

Offenders assigned to the TIER II Unit have been placed in Administrative Segregation for long-term disciplinary sanctions. Offenders have the right to appeal their placement into the program.

CONDUCT REQUIREMENTS:

- Follow the Rules and Regulations of the GDC.
- Required to be “inspection ready” concerning your cell, your property, and your person. A Management Team member will make rounds within the living unit daily.
- Register concerns in an appropriate manner to any inspection team member.
- Appropriately dressed when leaving cell.
- Movement within dorm is under direct escort by Security/Staff.
- No boisterous, profane, vulgar or obscene language.
- Participation in homosexual behavior or any sexual behavior (masturbation) or activity with any person will subject you to major disciplinary action.
- No trading, swapping or lending anything, no matter how small in value or size will take place between you and other offenders.
- Do not interfere or hinder a staff member from their duty.
- All orders and instructions given to you by prison staff is considered an official order which you must obey.
- Do not perform any careless, reckless, and negligent or willful act/behavior which causes a fire or unsafe situation.
- At no time shall prison locking device or security equipment be removed or tampered within any manner. If you deliberately damage state property, you will be given a DR (disciplinary report) and your account will be temporarily frozen pending the results of the DR hearing. If you are found guilty, your account will be permanently frozen until you have paid for the damage in full.

PROGRESSION THROUGH TIER II

The assigned counselor shall use the offender’s existing Scribe case plan and Offender Under Transition program (O.U.T.) to manage the offender while assigned to the TIER II program. The counselor may modify the offender’s case plan as necessary depending on his conduct/behavior while moving through any one of the three phases.

An offender is given the opportunity to progress through Phases 1, 2, and 3 of the program based upon his behavior and ability to adjust. Movement between the Phases is based upon the offender meeting or failing to meet the expectations outlined in the offender’s individualized case plan.

Counselors and as applicable Mental health counselor shall complete an informal 30-day contact to assist with the determination if an offender moves from one phase to another.

At the end of 90 days, a formal 90-day review shall be completed. The assigned counselor and as applicable MH counselor shall make recommendations to the TIER II Unit Manager.

Tier II Classification Committee shall approve the following recommendation:

Retained in the current Phase of TIER II Program;
Reassignment to a lower Phase of TIER II Program;
Reassignment to a higher Phase of TIER II Program;
Reassignment to General Population;
Transfer to another Facility’s TIER II Program; or
Transfer to GDCP High Max Program.

Offenders who cannot return to general population because they pose a serious threat to the safety and security of the institutional operation shall remain in Phase 3 and reviewed every 90 days to determine assignment.

The Unit Manger may meet with the assigned counselor and as applicable MH counselor at an earlier time. These circumstances include exemplary behavior or significant misbehavior.

OFFENDER SERVICES

COUNSELING SERVICES

Offenders assigned Counselor shall visit the dorm weekly for individual counseling sessions. The Mental Health Counselor will make rounds daily.

LIBRARY SERVICES

Access to General and Law Library materials must be in writing and sent through the prison mail system. Offenders must sign for all material received and material is not to be swapped among any other offender. Days and time of delivery may change due to security or institutional needs or holidays. All efforts shall be made to deliver legal material twice weekly. All efforts shall be made to deliver general library material once a week. General library is provided for offenders in Phase 3 of the TIER II Program. Offenders in Phase 1 & 2 are not allowed newspapers (subscribed or unsubscribed).

CHAPLAINCY SERVICES

In case of an emergency, death in family, serious illness, an injury to a family member, divorce, or some other family trauma,, you should request the officer available to you to contact the Chaplain for counsel relating to the emergency. Religious materials available to you in the Chaplain’s Office are Approved Religious Texts, and books on a variety of subjects and services.
Request for the Alternative Meal Application.

HEALTH CARE SERVICES

Sick call shall be conducted for TIER II offenders Monday through Friday by medical staff in a designated area. To ensure patient confidentiality, envelopes and the Health Services Request Form shall be picked up by the nurse on daily rounds.

*****A more detailed housing program handbook is available through the assigned counselor*****

Administrative Segregation: Tier II Conditions and Privileges

	PHASE I	PHASE 2	PHASE 3	PHASE 3+
PERSONAL PROPERTY	Limited to State Issued Only (see below)	Limited to State Issued Only (Hygiene items/see below)	Limited (Hygiene items, photo albums/see below)	All Personal Property with the exception of restricted administrative segregation items May have CD player, up to 10 CD's, 4 batteries, 1 headphone.
COMMISSARY	(legal supplies only)	\$15 for commissary (legal and hygiene items only)	\$30 for commissary (restricted store list)	Up to \$40 for commissary (restricted store list)
TELEPHONE	(1)-15 min call per month	Up to (2)-15 min call per month	Up to (3)-15 min call per month	Up to (3)-15 min call per month
RECREATION	5 hours per week	5 hours per week	5 hours per week	5 hours per week
TELEVISION	None	None	None	None
VISITATION	1 non-contact per month for up to 2 hours (2 visitors only)	Up to 2 non-contact per month for up to 2 hours (2 visitors only)	Up to 3 non-contact per month for up to 2 hours (2 visitors only)	Up to 3 non-contact per month for up to 2 hours (2 visitors only)
CLOTHING	State issued jumpsuits and footwear	State issued jumpsuits and footwear	State issued jumpsuits and footwear	State issued jumpsuits and footwear
PROGRAMMING	In-Cell as Available after 5th week of assignment	In-Cell or Restricted Small Groups as Available Determined by Program Plan	In-Cell or Restricted Small Groups as Available Determined by Program Plan	Life Skills and Re-Entry as available
MAIL	Personal/Legal Mail excludes pictures (see below)	Personal/Legal Mail excludes pictures (see below)	Personal/Legal Mail (see below)	Personal/Legal Mail (see below)
SECUREPAK/ HOLIDAY PACKAGES	None	None	None	All with the exception of restricted administrative segregation items
LIBRARY	LEGAL (per institutional schedule)	LEGAL (per institutional schedule)	GENERAL AND LEGAL (per institutional schedule)	GENERAL AND LEGAL (per institutional schedule)
RESTRAINTS	Handcuffs at a minimum	Handcuffs at a minimum	Handcuffs at a minimum	Handcuffs at a minimum

Administrative Segregation: Tier II Property Allowance

Approved Religious Text	Religious pendants w/necklace	Prayer rug	Kufi
Envelopes 25	Pencils 2	Pens 2	
Stamps 20 (need proof of ownership)	Tablet 1	Letters 20 (provided they fit into one 10 x 13 manila envelope)	
Toothpaste 2			
Toothbrush 1 (Offender may keep personal toothbrush in exchange for state issued toothbrush)			
Shower Shoes 1 Pair (Offender may keep personal shower shoes until the facility provides state issued shower shoes)			