

ADMINISTRATIVE SEGREGATION ORIENTATION HANDOUT

CONDUCT REQUIREMENTS:

- Follow the Rules and Regulations of the GDC.
- Be “inspection ready” concerning your cell, your property, and your person.
- Register concerns in an appropriate manner to any inspection team member.
- Be appropriately dressed when leaving cell.
- No boisterous, profane, vulgar or obscene language.
- 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 with in 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.

ADMINISTRATIVE HEARING

A formal hearing will be conducted within 96 hours. You have a right to request an employee advocate or an offender witness for this hearing. If the Classification Committee determines you are to remain in Administrative Segregation, then you have a right to appeal to the Warden/Superintendent. At the end of 30 days, a formal 30-day review will be completed to determine if you should remain in Administrative Segregation for reasons of the original placement.

Note: Offenders who cannot return to general population because they pose a serious threat to the safety and security of the institutional operation will remain Administrative Segregation

OFFENDER ACCESS TO SERVICES

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 will be made to deliver legal material twice weekly. All efforts will be made to deliver general library material once a week.

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 available officer contact the Chaplain for counsel relating to the emergency. Religious materials available to you in the Chaplain’s Office are Bibles, Korans, and books on a variety of subjects and services. Chaplain rounds will be made twice per week.

HEALTH CARE SERVICES

Sick call will be conducted Monday through Friday by medical staff in a designated area. To ensure patient confidentiality, envelopes and the Health Services Request Form will be picked up by the nurse on daily rounds. Urgent and emergent medical issues will be reported to shift Officer in Charge.

PERSONAL PROPERTY

An offender shall normally be assigned his/her personal property consistent with the length of assignment, security needs of the unit, and in accordance with the established housekeeping plans of the unit.

PROGRAMS

Offenders shall continue to receive the services of a counselor; they may participate in vocational, educational, and rehabilitative programs within the confines of the Administrative Segregation Unit, consistent with the security needs of the unit.

GOAL DEVICES

Offenders in Administrative Segregation shall have access to the GOAL devices and JPAY kiosks the same as general population offenders consistent with legitimate needs of the facility.

COMMISSARY

Offenders may order items from the commissary with the limit of \$60, provided this privilege has not been restricted for disciplinary reasons. Limits may be reduced based upon spacing and in accordance with housekeeping plans of the unit.

TELEPHONE

Offenders shall be allowed telephone privileges subject to legitimate needs of the facility and upon request of the offender to the area officer or supervisor, within the parameters of the status of assignment; no restrictions shall be made with allowing calls to the attorney of record or PREA.

VISITATION

Visitation privileges shall be afforded the same as general population consistent with the security needs of the facility.

CORRESPONDENCE

Each offender shall be allowed to write and receive mail in the same manner as general population offenders.

LAUNDRY SERVICES

Clothing and bedding will be laundered according to the established schedule for this Unit.

PERSONAL HYGIENE

Offenders will be provided the same opportunity for personal hygiene as general population except that an offender may be limited to showering and shaving to 3 times per week. Barbering, haircut services and hygiene will be provided according to a schedule established for this unit.

LEGAL

No restrictions shall be placed on offender’s access to courts or legal counsel.

RECREATION

Offenders shall receive a minimum of one-hour recreation per day, five days per week, outside their assigned cell, unless security or safety considerations dictate otherwise.