I. PURPOSE

The purpose of this General Order is to provide directives for housing inmates who require administrative segregation and for inmates requiring constant observation within the Adult Detention Center.

II. POLICY

It shall be the policy of the Corrections/Court Services Division that inmates requiring segregation may be housed separately to maintain the safety and security of the facility. At no time shall inmates be placed into Administrative Segregation cells for indiscriminate reasons. Placement into Administrative Segregation shall be accomplished through documentation, and evaluation of reason(s) for Administrative Segregation status. Classification, medical staff, and Mental Health shall perform an evaluation of all inmates placed on Administrative Segregation at a minimum of every fifteen (15) days. When Administrative Segregation is no longer necessary, the inmate shall be reassigned to general population in a timely manner.

Records must be maintained of all routine and significant activities, occurrences and matters of interest relating to inmates relegated to special confinement such as admissions, visits, showers, exercise period, meals unusual behavior, mail and release. When segregation units are part of a regular housing unit, entries of activities, which encompass both general and segregation units, should be clearly documented as separate entries in the duty post activity log.

DEFINITIONS:

Administrative Segregation: Individual housing separate from general population that is necessitated by an inmate’s behavior, physical condition, or a valid need for protection. Administrative Segregation includes Disciplinary Isolation, Pre-Disciplinary Isolation, Protective Custody, Medical Segregation, segregation during an investigation or inquiry or due to a threat to the safe and orderly operation of the jail. Inmates assigned to any form of Administrative Segregation will be housed in an area separate and apart from general population. Segregation housing may consist of a separate housing unit, or cells within an existing unit.
Cell Restriction: A sanction that can be imposed by staff through the disciplinary process. Inmates under cell restriction are secured in an individual cell.

Isolation: Isolation is a penalty that may be imposed on an inmate who has been convicted of a Class I and/or Class II offense. Isolation involves the transfer of an inmate to a special housing area for the term of his/her sanction.

Isolation Procedures – Supporting documentation as a result of a Disciplinary Hearing involving isolation sanctions.

Pre-Disciplinary Isolation – Disciplinary Action Report will serve as the supporting documentation or pose an immediate threat to staff or to the security of the facility.

Medical Segregation: The separate housing of an inmate for medical reasons within the Medical Unit. Refer to General Order # 507.2, Medical Services.

Protective Custody: A form of Administrative Segregation from all inmates, for an inmate requesting or requiring protection from other inmates. The request, either voluntary or due to staff recommendations, will be submitted in a memo with supporting documentation from a supervisor, to the Assistant Division Commander of Confinement for review and approval. The inmate’s status will be reviewed every fifteen (15) days.

Segregation: Housing which is apart from general population housing units.

Medical Segregation – Any medical or mental health request requiring segregation within a housing unit or in the Medical Section.

III. PROCEDURE

A. Placement Procedures

1. Any placement of an inmate in a cell for the purpose of segregation must be supported by an appropriate report, memorandum or other timely documentation from the authority making the housing assignment.

2. Documentation shall be made on the duty post activity log at the time the inmate first occupies the cell. Staff will record the following information on the log:

   a. Name of the inmate, inmate number
   
   b. Assigned cell number
   
   c. Inmate’s segregation status (i.e. Medical, Protective Custody, Disciplinary, etc.)
3. Security checks will be made at a minimum of every thirty (30) minutes, unless a supervisor determines there is a need for closer observation. Deputies will observe living, breathing flesh and/or body movement during these checks.

4. Upon assuming the duty post, deputies must identify those inmates that are on Administrative Segregation and indicate them at the opening of their post log.

B. Evaluation Procedures

1. Regardless of classification level, inmates may be placed on Administrative Segregation for disciplinary reasons, medical reasons, and security reasons or for protective custody. Privileges or services will be removed only for documented security reasons and/or after due process.

2. Any inmate placed on Administrative Segregation must be interviewed by a Classification Section deputy, Medical staff *(daily)*, and Mental Health staff weekly to evaluate for any adverse effects from long-term segregation. This personal interview with an inmate is to determine mental alertness, general health condition, and the need for continued segregation. The evaluation will include a review of the need for segregation so that no inmate remains in segregation longer than necessary.

   a. During the interview, medical staff will also evaluate and inmates vital signs, weight and general health conditions.

3. At the conclusion of the interview, the Classification Section deputy will write a memo to the file outlining the discussion had with the inmate and the medical personnel, and Mental Health staff completing a weekly segregation check.

C. Administrative Segregation

1. Assignment of Administrative Segregation

   a. Any supervisor may initiate Administrative Segregation for an inmate based upon clear and convincing documentation that justifies the need for the inmate’s protection or for the facility’s safe and orderly operation. Administrative Segregation should only be used with supporting documentation and when there are no lesser alternatives available.

   b. The supervisor must submit a memo to the Classification Supervisor, outlining the decision to place an inmate into Administrative Segregation. All supporting documentation must be attached to the memo and forwarded to the Classification Supervisor to review and request a classification override to an Administrative Segregation status. In the case of inmates
placed on Administrative Segregation for disciplinary reason, the incident report will serve as justified documentation.

c. The Classification Supervisor will submit a memo to the Assistant Division Commander of Confinement outlining the approval to an Administrative Segregation status.

d. Once the Assistant Division Commander of Confinement reviews the approval for the Administrative Segregation, the Classification Supervisor will make notification to Medical, mental health, and to the inmate, notifying him/her that they have been placed into an Administrative Segregation status and they may appeal the decision to the Division Commander within five (5) working days.

e. Prior to any inmate being placed into Administrative Segregation, the inmate will be screened by Medical staff and cleared for isolation.

f. The Classification section staff will review all Administrative Segregation cases every fifteen (15) days to determine if or when the inmate may be reassigned to general population.

2. Release from Administrative Segregation

a. Release from Administrative Segregation may be authorized when one or more of the following conditions exist:

1) The condition that required the inmate be placed in Administrative Segregation is no longer present.

2) Information and/or evidence developed during the period of confinement indicates that conditions have changed and the inmate no longer poses a threat to himself, others or to the security of the facility.

3) Any other reason determined by the Division Commander to be in the best interest of the inmate or facility.

3. Conditions of Administrative Segregation

a. Segregated inmates may attend programs at different times than the general population if deemed appropriate by a supervisor and if the program facilitator is willing to conduct a separate session for the inmate(s).
b. Segregated inmates may attend programs together after checking for keep separates, this will only be allowed at the discretion of the Shift Supervisor.

c. Personal property allowances and living conditions will remain as close as possible to those offered in general population.

d. Inmates in Administrative Segregation will have no restrictions regarding telephone use, unless for disciplinary reasons after due process, other than those presented by availability of equipment.

e. The log will be maintained the same as outlined above in section A. Each log will note all activities, whether normal or unusual, during their observation periods.

f. All activities such as meal service, showers, exercise periods, telephone access, and related services will be clearly noted in the duty post activity log.

D. Cell Restriction

1. Cell restriction may be used as one of the means of inmate management imposed through the disciplinary process.

   a. Any inmate on cell restriction, housed in a general population housing unit, will be allowed out of their cell for a period of time no less than and not to exceed sixty (60) minutes in duration per day for hygiene and phone calls. The time an inmate is allowed out of their cell for meal service does not apply to the sixty (60) minutes of time permitted.

   b. Deputies will manage cell restriction within the housing unit. Refer to General Order # 505.8, Code of Inmate Offenses and Discipline.

E. Disciplinary Isolation

1. Those inmates transferred to Disciplinary Isolation will be provided the same physical living conditions as those in general population. From 0800 hours through 2200 hours, the following property may be removed from the cells of those inmates serving disciplinary isolation:

   a. Mattress

   b. Sheets (2)

   c. All clothing except for one issued set
d. All undergarments except for one set (underwear, t-shirt, socks and bra)

e. Shoes (one of the two pairs issued)

2. Upon transfer to disciplinary isolation, the following happens:

a. Personal property will be searched. All items not listed below will be seized. Items not determined to be contraband will be stored within the property room, with the following exceptions:

1 Bible or Religious Work
1 Pen
1 Writing Tablet
10 Stamps and Envelopes
1 Shampoo and Conditioner
1 Deodorant
1 Radio w/ batteries

1 Toothbrush
1 Tube of Toothpaste
1 Bar of Soap
1 Comb or Brush
1 FaceCream/Hand Cream/Lotion
Medically Approved Items
1 Headphone

Any canteen food items already in inmate’s possession
Legal Materials {pertaining to current case(s)}

b. Clothing to be retained is limited to:

3 Red Shirts
3 Red Trousers

1 Pair of Shoes
3 Sets of Underclothes and Socks

2. Privileges Suspended:

Program Participation
Visitation
Personal Telephone Calls
Television
Canteen (except for purchase of stationary and hygiene items)
Visitation (except with attorney and clergy)
Mail can be sent and received as under normal conditions

Meals will be the same for all inmates in the facility unless a special diet is required for religious or medical reasons.

Laundry will be exchanged twice each week.

Razors will be provided upon request on Sundays.
When an inmate is on disciplinary isolation within fifteen (15) calendar days, a medical assessment and personal interview will be conducted and then performed every fifteen (15) days thereafter.

6VAC15-40-990: Administrative Segregation

Written policy, procedure and practice shall provide for administrative segregation of inmates who pose a security threat to the facility or other inmates and for inmates requiring protective custody.

Compliance Documentation:
- Review written policy and procedures
- Review inmate records
- Observation
- Interview staff/inmates

Segregation should only be used when there is no other viable alternative to protect the inmate, staff, public, property and the security and order of the facility, and then only to the extent necessary to return the inmate(s) and facility to normal operation. Review of the status of those assigned to special confinements should be performed on a specific and routine basis to determine if the reason for such confinement still exists.

6VAC15-40-1000: Physical Living Conditions for Disciplinary Detention and Administrative Segregation

Written policy, procedure and practice shall ensure that, inmate behavior permitting, the disciplinary detention and administrative segregation units provide physical living conditions that approximate those offered the general inmate population.

Compliance Documentation:
- Review written policy and procedures
- Interview staff
- Observation

6VAC15-40-1020: Records of Activities in Disciplinary Detention and Administrative Segregation Units

Written policy, procedure and practice shall ensure that a record is kept of scheduled activities in disciplinary detention and administrative segregation units.

Compliance Documentation:
- Review written policy and procedures
- Review log

Records must be maintained of all routine and significant activities, occurrences and matters of interest relating to inmates relegated to special confinement such as admissions, visits, showers, exercise
period, meals, unusual behavior, mail and release. When segregation units are part of a regular housing unit, entries of activities, which encompass both general and segregation units, should be clearly documented.

**6VAC15-40-1030: Assessment of Inmate in Administrative Segregation or Disciplinary Detention**

Written policy, procedure and practice shall require that a documented assessment by medical personnel, that shall include a personal interview and medical evaluation of vital signs, is conducted when an inmate remains in administrative segregation or disciplinary detention beyond 15 days and every 15 days thereafter.

**Compliance Documentation:**
- Review written policy and procedures
- Review evaluation (not to exceed 15 days)
- Interview staff

When an inmate is segregated from the general population for administrative purposes, protective custody or disciplinary reasons, a health evaluation, which includes a personal interview and monitoring of vital signs to evaluate both mental and physical well-being of the inmate, is conducted no later than 15 days after placement and at least every 15 days thereafter. The evaluation or the inmate’s refusal to be evaluated must be documented in the inmate record.

**6VAC15-40-1180: Special Purpose Areas**

The facility shall have a special purpose area to provide for the temporary detention and care of persons under the influence of alcohol or narcotics; or for a person who is uncontrollably violent or self-destructive and those requiring medical attention.

**Compliance Documentation:**
- Interview staff/inmates
- Observation

**PREA STANDARD #**

**§ 115.43 Protective custody.**

(a) Inmates at high risk for sexual victimization shall not be placed in involuntary segregated housing unless an assessment of all available alternatives has been made, and a determination has been made that there is no available alternative means of separation from likely abusers. If a facility cannot conduct such an assessment immediately, the facility may hold the inmate in involuntary segregated housing for less than 24 hours while completing the assessment.

(b) Inmates placed in segregated housing for this purpose shall have access to programs, privileges, education, and work opportunities to the extent possible. If the facility restricts access to programs, privileges, education, or work opportunities, the facility shall document:
   (1) The opportunities that have been limited;
   (2) The duration of the limitation; and
   (3) The reasons for such limitations.
(c) The facility shall assign such inmates to involuntary segregated housing only until an alternative means of separation from likely abusers can be arranged, and such an assignment shall not ordinarily exceed a period of 30 days.

(d) If an involuntary segregated housing assignment is made pursuant to paragraph (a) of this section, the facility shall clearly document:
(1) The basis for the facility’s concern for the inmate’s safety; and
(2) The reason why no alternative means of separation can be arranged.

(e) Every 30 days, the facility shall afford each such inmate a review to determine whether there is a continuing need for separation from the general population.

§ 115.68 Post-allegation protective custody.

Any use of segregated housing to protect an inmate who is alleged to have suffered sexual abuse shall be subject to the requirements of § 115.43.

This General Order becomes effective September 22, 2016, and rescinds all previous rules and regulations pertaining to the subject.