MICHIGAN DEPARTMENT OF CORRECTIONS **POLICY DIRECTIVE**	EFFECTIVE DATE 09/27/10	NUMBER 04.05.120
SUBJECT SEGREGATION STANDARDS	SUPERSEDES 04.05.120 (12/07/09)	
	AUTHORITY MCL 791.203, 791.204, 791.251 et seq., 791.262, 791.264; Administrative Rules 791.4401, 791.5501	
	ACA STANDARDS 4-4249 through 4-4273, 4-4400	
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POLICY STATEMENT:

Prisoners shall be given a hearing prior to placement in any form of segregation other than temporary segregation. All segregation prisoners shall be provided with property, program, and activity access as outlined in this policy.

RELATED POLICIES:

03.03.105 Prisoner Discipline
04.05.112 Managing Disruptive Prisoners
04.06.182 Mentally Disabled Prisoners in Segregation

POLICY:

DEFINITIONS

A. Housing Unit Team: Resident Unit Manager (RUM), Assistant Resident Unit Supervisor (ARUS), Case Manager, housing Sergeant, and Resident Unit Officer (RUO) regularly assigned to a prisoner's specific housing unit.

B. Qualified Mental Health Professional: A health professional who is trained and experienced in the areas of mental illness, developmental disabilities, or cognitive impairments and is licensed by the State of Michigan or, if licensure is not required, certified to practice within the scope of his/her training.

C. Security Classification Committee (SCC): A committee appointed by the Warden pursuant to PD 05.01.130 "Prisoner Security Classification" which is responsible for ensuring proper prisoner placement at that institution.

GENERAL INFORMATION

D. Segregation cells are designated cells used to physically separate prisoners with special management needs from the general population and limit that prisoner's movement inside the institution. Such confinement is used to achieve effective administrative management, maximum disciplinary control, and individual prisoner protection.

E. Only those institutions identified in Attachment A shall have segregation cells. Only authorized segregation cells shall be used to house prisoners who need to be separated from the general population except as otherwise provided by this policy or as specifically authorized by the Correctional Facilities Administration (CFA) Deputy Director.

F. This policy does not apply to a holding area within the institution in which a prisoner who needs to be immediately separated from the general population may be placed for a few hours while staff determine the appropriate action to be taken (e.g., transfer; placement in temporary segregation; return to general population). Holding areas shall not be used in lieu of temporary segregation or any other form of segregation.

G. A prisoner is considered classified to administrative segregation on the date SCC formally classifies the prisoner regardless of when the prisoner is physically placed in an administrative segregation unit. A prisoner classified to administrative segregation remains in that classification regardless of his/her housing placement or any imposed disciplinary sanctions (e.g., detention) until s/he is reclassified.

H. A prisoner who was discharged or paroled while on administrative segregation status who is subsequently received as a new commitment at a reception facility shall be screened for appropriate classification in accordance with PD 05.01.130 "Prisoner Security Classification"; however, if the prisoner was in administrative segregation pursuant to Paragraph L, no. 6, at the time of discharge, the prisoner shall remain classified to administrative segregation unless otherwise authorized by the CFA Deputy Director and the Chief Medical Officer.

I. Questions regarding required hearings for classification to segregation may be directed to the Office of Legal Affairs.

TYPES OF SEGREGATION

TEMPORARY SEGREGATION

J. Temporary segregation is used when it is necessary to remove a prisoner from general population pending a hearing for a major/Class I misconduct violation, classification to administrative segregation, pending an investigation of a prisoner's need for protection, or transfer. A prisoner's placement in temporary segregation, including the reason for such placement, shall be documented in writing and approved by the Warden or designee within 72 hours after the prisoner's placement in temporary segregation. The prisoner does not have to be provided written notice of placement in temporary segregation; however, once it becomes the intent to classify the prisoner to administrative segregation, a Notice of Intent to Classify to Segregation (CSJ-447) shall be issued as set forth in Paragraph Q..

K. Wardens shall ensure that prisoners are not confined in temporary segregation for more than seven business days except under the following circumstances; the day on which a prisoner is placed in temporary segregation is not counted in this time limit but the day on which the prisoner is released is counted:

1. A hearing officer in the State Office of Administrative Hearings and Rules (SOAHR) found reasonable cause for delay at a hearing conducted on a major/Class I misconduct violation or on proposed placement in administrative segregation.

2. The prisoner was classified to administrative segregation at an institution which does not have such housing and is awaiting transfer to an institution with such housing. In such cases, the prisoner shall be transferred as soon as possible.

3. The prisoner is awaiting transfer to an institution which can meet the prisoner's protection needs. In such cases, the prisoner shall be transferred as soon as possible.

ADMINISTRATIVE SEGREGATION

L. Administrative segregation is the most restrictive level of security classification. A prisoner may be classified to administrative segregation only for the following reasons:

1. The prisoner demonstrates an inability to be managed with general population privileges.

2. The prisoner is a serious threat to the physical safety of staff or other prisoners or to the good order of the facility.

3. The prisoner is a serious escape risk.

4. The prisoner is under investigation by an outside authority for suspected felonious behavior and it is reasonably believed that the prisoner needs to be segregated while the investigation is pending. If classified to administrative segregation for this reason, the prisoner shall be reclassified when it is no longer believed that the prisoner needs to be segregated due to the pending investigation or the investigation is completed, whichever comes first.

5. The prisoner refuses required medical screening, testing, or treatment for a communicable disease and therefore needs to be medically quarantined pursuant to PD 03.04.110 "Control of Communicable Diseases".

6. The prisoner tests positive for HIV infection and is subsequently found guilty of a major misconduct for behavior which could transmit HIV infection, as set forth in PD 03.04.120 "Control of Communicable Bloodborne Diseases". The prisoner shall not be reclassified without prior authorization of the CFA Deputy Director and the Chief Medical Officer. The prisoner may be placed in a health care inpatient unit if necessary to receive medical care, including mental health care.

M. An administrative segregation cell may be used to house a prisoner with a communicable disease for which medical quarantine has been ordered pursuant to PD 03.04.110 “Control of Communicable Diseases”. A prisoner medically quarantined in an administrative segregation cell solely for medical reasons shall not be classified to administrative segregation due to this placement.

N. A prisoner who is on an outpatient corrections mental health services active caseload or who is receiving special education services shall be classified to administrative segregation only after consultation with a Qualified Mental Health Professional, the Mental Health Unit Chief, and/or special education teacher to determine if the prisoner’s mental health needs or limitations can be met in administrative segregation. If the prisoner is being considered for reclassification due to major/Class I misconduct, this shall include reviewing the Misconduct Sanction Assessment (CSJ-331) completed as required by PD 03.03.105 “Prisoner Discipline”. SCC shall consider the prisoner's need for correctional mental health services, including additional treatment and medication, in determining whether administrative segregation is the most appropriate placement.

Required Hearings

O. Except as set forth in Paragraph M, a prisoner may not be placed in or classified to administrative segregation without a hearing first being conducted by SOAHR pursuant to Administrative Rule 791.3315.

P. A prisoner may be classified to administrative segregation after being found guilty of major/Class I misconduct. In such cases, a second hearing is not required, but the classification shall occur promptly after the misconduct hearing or upon completion of any detention sanction. SCC shall complete a Security Reclassification Notice (CSJ-423) prior to classification to administrative segregation and indicate the reason for the classification on the form.

Q. If the proposed classification is not based on a guilty finding for major/Class I misconduct, or behavior for which a major/Class I misconduct may be written, appropriate staff shall prepare a Notice of Intent to Classify to Segregation (CSJ-447); behavior for which a major/Class I misconduct may be written shall be addressed through the misconduct process rather than through issuance of a Notice. The Notice shall set forth the facts which are believed to warrant classification to administrative segregation in sufficient detail to provide the prisoner with notice and an opportunity to defend himself/herself at the hearing. The Notice shall be reviewed with the prisoner at least 24 hours prior to the hearing. The hearing shall be conducted within seven business days after the prisoner's placement in temporary segregation unless the SOAHR hearing officer determines that there is reasonable cause for delay. The day on which a prisoner is placed in temporary segregation is not counted in the seven business day time limit; however, the day on which the hearing occurs is counted. A Notice will not be dismissed for being untimely, but will be reported by the hearing officer to the Warden and, through the appropriate

chain of command, to the Hearings Administrator in the Office of Legal Affairs. The Warden shall be responsible for notifying the appropriate Regional Prison Administrator (RPA) and the CFA Deputy Director.

R. At the hearing, the SOAHR hearing officer will determine whether the facts alleged in the Notice have been established by a preponderance of evidence, consistent with criteria set forth in the Department's Hearings Handbook. SCC shall then decide whether the facts as found by the hearing officer establish a need for administrative segregation pursuant to the standards set forth in this policy. The hearing officer's findings and the SCC decision shall be recorded on the Segregation Classification Hearing Report (CSJ-446), a copy of which shall be provided to the prisoner promptly after the SCC decision has been made.

S. If the Notice of Intent to Classify to Segregation (CSJ-447) is not upheld by the SOAHR hearing officer, the prisoner shall not be classified to segregation. The Notice and the Segregation Classification Hearing Report (CSJ-446) shall be retained in the hearing investigator's files, along with the hearing investigator's report if one was prepared, for at least two years after the date of the hearing. The reports shall not be kept in any of the prisoner's commitment files.

T. The SOAHR hearing officer's decision may be appealed by either the prisoner or the Warden by submitting a completed Request for Rehearing (CSJ-418) to the Office of Legal Affairs. The SCC decision, however, may be appealed only through the grievance process.

PUNITIVE SEGREGATION (DETENTION)

U. A prisoner shall be placed in punitive segregation only to serve a detention sanction for major/Class I misconduct as ordered by a SOAHR hearing officer consistent with PD 03.03.105 "Prisoner Discipline". If administratively feasible, a detention sanction shall be served in a cell designated for punitive segregation rather than in a designated administrative segregation cell. A prisoner shall not remain on detention status for longer than the period of time ordered by the hearing officer.

PROPERTY, PROGRAM AND ACTIVITY ACCESS

V. Subject to the restrictions set forth in Attachment B, a prisoner in segregation shall be provided with or allowed to possess the following:

1. Adequate health care, including prescription medication and medically necessary snacks, as authorized by health care staff.

2. Wheelchair, walker, hearing aid, prostheses, eyeglasses, and other medically necessary items authorized pursuant to PD 04.06.160 "Medical Details and Special Accommodation Notices".

3. State-issued clothing, including winter coat and winter gloves, in accordance with PD 04.07.110 "State-Issued Items and Cell/Room Furnishings".

4. A mirror, as approved by the CFA Deputy Director, which shall be provided only as part of the cell furnishings.

5. Sitting surface.

6. Writing surface.

7. Toothbrush (short handled only), toothpaste or powder, denture cup if needed, soap, shampoo, deodorant, toilet paper, comb/pick/hairbrush, shaving gear, and, for female prisoners, sanitary napkins.

8. Three meals per day served from the same menus available to general population prisoners.

This includes, as required, meals from the therapeutic diet menu and, if available at that facility, meals from a menu developed to meet the necessary religious dietary restrictions of the prisoner.

9. Opportunity to shave and shower at least three times weekly.

10. Mattress, blanket, pillow, pillow case, and two sheets with weekly linen changes, and a towel and face cloth with changes three times weekly.

11. Hair care services commensurate with general population prisoners.

12. Mail privileges in accordance with PD 05.03.118 "Prisoner Mail", including the receipt of personal correspondence and photographs.

13. Visits in accordance with PD 05.03.140 "Prisoner Visiting", except when restricted as a sanction for major/Class I misconduct. Prisoners may be required to wear restraints if authorized by the Warden or Deputy Warden.

14. Reasonable access to legal property, including materials pertaining to the prisoner's personal litigation. Access to legal property must be provided within 48 hours of the prisoner's request.

15. Institution law library services in accordance with PD 05.03.115 "Law Libraries".

16. Access to institutional general library services in accordance with PD 05.03.110 "Institutional Library Services".

17. Writing materials, including paper and pens or pencils. Pens and pencils shall not exceed four inches in length.

18. Written copy of segregation unit rules which shall include directions for requesting personal services.

19. Telephone privileges for verified serious family emergencies, as determined by the Warden or designee; for communicating with the Office of the Legislative Corrections Ombudsman upon request of that Office; and for communicating with an attorney regarding official business of the prisoner, including litigation, upon request of the attorney.

20. Reading materials from the prisoner's personal collection.

21. A minimum of one hour per day, five days per week of out-of-cell exercise, except that, for reasons of safety or security, a prisoner serving a sanction of detention or loss of privileges which includes the loss of yard may be provided such exercise only after s/he has served a period of time determined by the Warden or Deputy Warden; however, the prisoner shall not be deprived of out-of-cell exercise for more than 30 consecutive days without being provided a seven-day break during which the prisoner shall be given the opportunity for out-of-cell exercise at least one hour per day, five days per week.

22. Notary public services, which shall be provided within two business days of request.

23. Prisoner store ordering arrangements for metered envelopes, mandatory health care products, and, as approved by the Warden for purchase by segregation prisoners, over-the-counter personal care products, and hygiene products as identified on the Standardized Store List pursuant to PD 04.02.130 "Prisoner Store".

24. One ring as authorized by PD 04.07.112 “Prisoner Personal Property”.

25. Personal property necessary to the practice of the prisoner's designated religion, as set forth in PD 05.03.150 "Religious Beliefs and Practices of Prisoners".

W. In addition to the items and privileges identified in Paragraph V, a prisoner housed in an administrative segregation unit shall be permitted all of the following:

1. Recreation, educational programming, and religious programming to the extent they are administratively feasible and can be safely afforded. Such privileges shall not be provided in a group setting.

2. Personal property as set forth in the Personal Property section of this policy.

X. There shall be at least two calendars and two clocks in each administrative and punitive segregation unit. The clocks and calendars shall be of a size, and placed in such a fashion, to allow prisoners to readily tell the date and time when outside their cells.

PERSONAL PROPERTY

Y. Prisoners in temporary or punitive segregation shall not be permitted to possess personal property except as specifically authorized pursuant to Paragraph V. The Warden also may prohibit prisoners in temporary or punitive segregation from purchasing items they are not authorized to possess.

Z. Prisoners classified to administrative segregation shall be permitted to possess only those items authorized for general population prisoners in the highest security level of the institution where the segregation unit is located, subject to the following limitations:

1. They may not possess any item identified on Attachment B. The Warden also may prohibit prisoners from purchasing such items while in administrative segregation.

2. Unless the item is specifically authorized pursuant to Paragraph V, the Warden may limit the purchase and possession of consumable or expendable items available for purchase through the prisoner store.

3. The Warden may restrict the purchase and/or possession of all personal clothing items, except items necessary to the practice of the prisoner's designated religion as identified in PD 05.03.150 "Religious Beliefs and Practices of Prisoners".

AA. Prisoners housed in an administrative segregation unit shall not have property which exceeds that which can be contained in one state issued duffel bag or similarly sized container(s) authorized by the CFA Deputy Director or one footlocker. This includes all personal property of the prisoner and all state-issued clothing issued to the prisoner while in segregation, except for authorized excess legal property and medically necessary non-clothing items as authorized by the appropriate health care provider and approved by the Warden.

BB. Personal property which a prisoner in segregation is not authorized to possess shall be stored for the prisoner, including all authorized excess legal property. The prisoner shall be permitted reasonable access to stored legal property within 48 hours after request and shall be permitted to exchange any of it for other legal property in his/her possession. The total amount of property possessed by a prisoner in administrative or punitive segregation, plus property stored for that prisoner, shall not exceed the quantity limit set forth in PD 04.07.112 "Prisoner Personal Property" for general population prisoners in the highest security level of the institution. Property in excess of these limits shall be disposed of as set forth in PD 04.07.112.

ADDITIONAL RESTRICTIONS FOR SAFETY AND SECURITY

CC. Items and privileges described in Paragraph V or W may be withheld from a prisoner in segregation for

serious reasons of safety or security related to the item or privilege upon written approval from the Warden or Deputy Warden and, for medically necessary items, in accordance with PD 04.06.160 "Medical Details and Special Accommodation Notices"; however, prisoners shall not be denied adequate health care, meals, and at least one shower per week. If a restriction on state-issued clothing, cell furnishings, medically necessary items, or hygiene items is approved, the Warden or Deputy Warden shall ensure that an adequate substitution is provided. In all cases, the reason for the restriction shall be documented on the Restriction of Segregation Property and Privileges form (CAJ-687), with reviews as set forth in Paragraph EE. If the restriction was authorized by the Deputy Warden, a copy shall be forwarded to the Warden.

DD. The segregation window cover of a prisoner shall be kept open at all times except under the following circumstances:

1. If a prisoner's ability to view specific staff activity in the unit may create a serious safety or security concern (e.g., cell rush, forced move). The cover shall be reopened at the conclusion of the activity which caused the closure.

2. If the prisoner has used the cell window in a manner which may create a serious safety or security concern in the unit. An example of such behavior would include repeated gestures or displays in the window which may cause disruptive activity by other prisoners in the unit due to the specific nature of the gesture or display. In such cases, the reason for the closure shall be documented on a Restriction of Segregation Property and Privileges form (CAJ-687), with reviews as set forth in Paragraph EE.

EE. No item or activity shall be withheld from a prisoner for the purpose of punishment. Restrictions of any kind shall be imposed only as long as is necessary to address the safety or security concern. All such restrictions shall be reviewed at least every seven calendar days by the Warden or Deputy Warden and a determination made as to whether the restriction needs to be continued. The appropriate RPA shall be notified whenever a restriction exceeds 30 calendar days.

Electricity Restriction

FF. If a prisoner in segregation is a known fire starter, the electricity in that prisoner's cell may be shut off consistent with the requirements set forth in Paragraphs CC and EE.

Water Restriction

GG. A prisoner in segregation may be placed on a water restriction consistent with the requirements set forth in Paragraphs CC and EE. However, a water restriction shall be imposed only under the most serious water-related circumstances (e.g., flooding cell) and only after health care staff has been contacted to determine the level of risk to the prisoner's health if the restriction is imposed. The level of risk shall be documented on the Restriction of Segregation Property and Privileges form (CAJ-687). The Warden or Deputy Warden shall consider the level of health risk when determining whether to approve the restriction. If there is a high level of health risk, a water restriction shall be imposed only with written approval of the appropriate RPA.

HH. Whenever a water restriction is imposed, water in the prisoner's cell shall be turned on at least twice per shift and during meals; however, drinking water shall remain on at all times during a heat alert unless otherwise approved by the appropriate RPA. If the RPA approves keeping drinking water turned off during a heat alert, the drinking water shall be turned on at least hourly. In all cases, the shift commander shall visit each prisoner on a water restriction at least once each shift to determine if additional drinking water needs to be provided. In all cases, a prisoner on a water restriction shall have access to drinking water as necessary to meet documented medical needs. It shall be noted in the Special Housing Unit Record (CAJ-278) whenever drinking water is offered or provided to a prisoner on a water restriction. Whenever staff become aware that a prisoner has not drunk liquids for 24 continuous hours or, during a heat alert, 12 continuous hours, the Warden and health care staff shall be

immediately notified to ensure evaluations, counseling, and monitoring are provided as set forth in PD 04.06.120 “Hunger Strike”. A prisoner showing any signs of medical or mental decompensation shall be immediately referred for evaluation as set forth in PD 03.04.100 “Health Services”, or PD 04.06.180 “Mental Health Services”, as appropriate.

Paper/Combustible Restriction

II. A prisoner in segregation may be placed on a paper or combustible restriction consistent with the requirements set forth in Paragraphs CC and EE. A paper restriction shall be imposed only for the most serious circumstances (e.g., starting fires; repeated covering of the cell window with paper; fashioning weapons out of paper; damaging sprinkler head) and not for general housekeeping violations (e.g., refusing to pick up or properly store paper); a combustible restriction shall be imposed only for starting fires or damaging a sprinkler head.

JJ. If a paper restriction is imposed, all paper items shall be removed from the prisoner's cell and retained by the RUM or ARUS during the time the prisoner is on the paper restriction. If a combustible restriction is imposed, all combustible items other than adequate clothing, bedding, and necessary hygiene items, as determined by the Warden or designee, may similarly be removed from the prisoner's cell subject to the restrictions set forth in Paragraph CC. A prisoner on either a paper or combustible restriction shall be allowed access to the following items at reasonable intervals under staff supervision:

1. Misconduct reports that are pending a hearing or an appeal, and Request for Rehearing forms in accordance with PD 03.03.105 "Prisoner Discipline".

2. Pending grievances and grievance forms in accordance with PD 03.02.130 "Prisoner/Parolee Grievances".

3. Documents identified by the prisoner as immediately necessary to meet a court deadline for pending litigation.

4. Items from the main law library as set forth in PD 05.03.115 "Law Libraries".

5. Mail from an attorney or law firm, a legitimate legal service organization, the Department of Attorney General, a prosecuting attorney’s office, a court, a clerk of the court, or a Friend of the Court office.

KK. Upon request, a prisoner on a paper or combustible restriction also shall be provided access to writing paper, envelopes, and other paper items with approval of the Warden or Deputy Warden.

LL. Items which are removed from the prisoner's cell and the dates and times the prisoner is allowed access to the papers authorized in Paragraphs JJ and KK shall be documented on the Special Housing Unit Record (CAJ-278).

Food Loaf

MM. A prisoner in segregation may be fed food loaf in lieu of his/her regular meals for engaging in any of the following behavior, unless the prisoner is on a medically prescribed liquid or pureed diet:

1. Misuse of food, serving tray or eating utensils.

2. Refusing or failing to return uneaten food, the serving tray, dishes, or eating utensils to the door slot.

3. Destroying a serving tray or throwing a tray or food.

4. Using containers to hold or throw other substances, such as water or human waste products.

NN. A prisoner shall not be fed food loaf without approval of the Warden or designee; a Food Loaf Request form (CAJ-689) shall be completed to document the prisoner's behavior and obtain food loaf approval. If food loaf is approved, the Warden or designee shall identify a period of time not to exceed seven calendar days during which the prisoner is to be fed food loaf and ensure that the housing unit and the Food Service Director or designee are notified of that decision. The prisoner shall be fed food loaf only for the period of time authorized by the Warden or designee. If food loaf is approved by other than the Warden, notification of that approval shall be sent to the Warden for review.

OO. When notified that a prisoner is authorized to be fed food loaf, the Food Service Director or designee shall contact appropriate health care staff to determine if the prisoner has any food allergies or other medical condition that would affect feeding the prisoner a food loaf. The prisoner shall not be fed a food loaf that contains any food item to which the prisoner is known to be allergic or is otherwise medically contraindicated. Unless the prisoner is unable to be fed food loaf for medical reasons, the prisoner shall be provided food loaf in lieu of his/her regular meals beginning at the next scheduled meal and for the duration of the approved period. The food loaf shall be tightly wrapped and sealed and carried to the prisoner's cell on a tray; however, the prisoner shall be given only the wrapped loaf and not the tray. The loaf shall be provided during the regular breakfast, lunch, and dinner times. A prisoner on food loaf shall be provided drinking water in his/her cell, which shall be through a drinking faucet or "bubbler" where available.

PP. The Manager of the Food Services Section in the Operations Division, CFA, shall maintain standardized recipes for food loaves, including meatless recipes. The Food Services Section Manager also shall develop specialized recipes when necessary to meet the religious or medical needs of the prisoner. Food loaves shall meet the nutritional and caloric requirements set forth in PD 04.07.100 "Offender Meals". The Food Services Section Manager shall ensure that the recipes are available to all Food Service Directors of institutions that have segregation units. Only recipes approved by the Food Services Section Manager shall be used to prepare food loaves.

STAFF ROUNDS AND INSPECTIONS

QQ. In order to ensure the prisoner's well-being, housing unit staff shall visually check each segregated prisoner on an irregular schedule at intervals no greater in length than 30 minutes. The exact time of each check and the inspecting staff member's initials shall be recorded on the Segregation Checklist (CAJ-894) or other positive record keeping system (e.g., computerized electronic rounding) as approved by the CFA Deputy Director.

RR. Rounds shall be made of each segregation unit as set forth in PD 04.04.100 "Custody, Security and Safety Systems".

SS. Each segregated prisoner shall be seen at least daily by members of the housing unit team. Prisoners who are displaying symptoms of serious mental illness or severe mental disorder shall be promptly assessed in accordance with PD 04.06.182 "Mentally Disabled Prisoners in Segregation".

TT. Program staff shall visit a segregated prisoner upon request of segregation unit staff or as otherwise provided by Department policy. Each visit shall be documented in the unit's logbook.

UU. A logbook for recording significant unit activities, including rounds, shall be maintained for each segregation unit. Relevant information about each prisoner admitted to a segregation unit shall be recorded in the unit's logbook, including the prisoner's name and number, cell assignment, admission date, rule infraction or other reason for admission, and identified special medical or psychiatric needs.

VV. Showers, exercise, meals, cell changes, and other pertinent information shall be documented on the Special Housing Unit Record (CAJ-278) maintained for each prisoner. Except at Marquette Branch Prison, the Special Housing Unit Record shall be kept adjacent to the prisoner's cell and not in a centralized location; at Marquette Branch Prison, it shall be kept at the officer's station due to the physical layout of its segregation units. Rounds by health care staff, including those required below,

shall be documented using an electronic rounding device; where an electronic rounding device is not available, the rounds shall be documented on the Special Housing Unit Record. Clinical observations and referrals, however, shall be documented in the prisoner's electronic medical record.

MEDICAL AND PSYCHOLOGICAL/PSYCHIATRIC ROUNDS AND ASSESSMENTS

WW. Nursing or other appropriate health care staff shall make daily rounds in each segregation unit. During rounds, health care staff shall visit each prisoner, collect written requests for health care services, and follow up on any health care concerns. Rounds also shall be made at least every two weeks by a medical practitioner (i.e., a physician, physician assistant, or nurse practitioner licensed by the State of Michigan). The presence of health care staff shall be announced and documented in the unit's logbook.

XX. Whenever a prisoner is placed in segregation, health care staff shall be notified and shall provide health care services consistent with PD 03.04.100 "Health Services". The prisoner also shall be screened as set forth in PD 04.06.182 "Mentally Disabled Prisoners in Segregation". A prisoner placed in segregation who is on an outpatient mental health team active caseload who previously successfully completed treatment in an inpatient psychiatric unit or a residential treatment program shall be immediately referred to the CFA Deputy Director or designee as set forth in PD 04.06.182.

YY. The Health Unit Manager or a nursing supervisor, and a Qualified Mental Health Professional, shall make rounds in each segregation unit at least weekly for the purpose of monitoring prisoners' mental health condition. The chief psychologist shall make rounds with the Qualified Mental Health Professional at least every two months. A prisoner who exhibits signs of serious mental illness or severe mental disorder shall be immediately referred to a Qualified Mental Health Professional for further evaluation and possible treatment in accordance with PD 04.06.182.

ZZ. The Warden shall be informed immediately in writing by the attending Qualified Mental Health Professional of any condition observed in the segregation unit which may present a serious threat to a prisoner's mental health. The Qualified Mental Health Professional shall record each visit, including identified problems, in the unit's logbook.

AAA. A prisoner confined in a segregation unit for longer than 30 consecutive days shall receive a personal interview and psychological assessment by a Qualified Mental Health Professional. A prisoner requiring long-term segregation shall receive subsequent personal interviews and psychological assessments at least two months after the first assessment and at least every three months thereafter. Interviews shall be conducted out-of-cell unless the prisoner chooses not to leave his/her cell for the interview. The results of a psychological assessment shall be recorded in the prisoner's electronic medical record. If the prisoner chooses not to leave his/her cell for the interview or chooses not to participate, that also shall be recorded in the prisoner's electronic medical record. If the prisoner chooses not to participate, the Qualified Mental Health Professional shall return within five business days to attempt to conduct the interview and assessment.

REVIEW OF SEGREGATION PLACEMENT

HOUSING UNIT TEAM/SCC REVIEWS

BBB. Housing unit team members and SCC shall regularly review the behavioral adjustment of each prisoner classified to administrative segregation, including prisoners classified to administrative who are serving a detention sanction for misconduct. The reviews shall be conducted at least weekly, at intervals of no more than seven calendar days, during the first two months in segregation and at least every 30 calendar days thereafter until the prisoner is reclassified to general population status. SCC reviews shall include a personal interview with the prisoner; at least one interview each month shall be conducted out-of-cell unless the prisoner chooses not to participate in the review. If the prisoner chooses not to participate, the highest ranking SCC member shall personally visit the prisoner to encourage his/her participation.

CCC. Housing unit team members and SCC shall regularly review the behavioral adjustment of each prisoner who has been in punitive segregation for more than 60 continuous calendar days. This review shall be completed within seven calendar days and every 30 calendar days thereafter until the detention sanctions have been completed. SCC reviews shall include a personal interview with the prisoner and shall be conducted out-of-cell unless the prisoner chooses not to participate. If the prisoner chooses not to participate, the highest ranking SCC member shall personally visit the prisoner to encourage his/her participation. This paragraph does not apply if the prisoner is classified to administrative segregation and is therefore being reviewed pursuant to Paragraph BBB.

DDD. Housing Unit Team and SCC reviews shall include consultation with a Qualified Mental Health Professional for prisoners who are on a corrections mental health services active caseload. All reviews shall be documented on a Segregation Behavior Review form (CSJ-283). If the prisoner chooses not to participate in the SCC interview, that shall also be documented on the form.

WARDEN/RPA REVIEWS

EEE. Confinement in administrative or punitive segregation for more than 30 consecutive days requires written approval of the Warden; for prisoners in administrative segregation; the Segregation Behavior Review form (CSJ-283) shall be used for this purpose. The Warden shall ensure a copy of the completed Segregation Behavior Review form is forwarded to the appropriate RPA for review for each prisoner confined in administrative segregation for more than 60 consecutive days. The form shall continue to be forwarded each month until the prisoner is reclassified and released from administrative segregation.

FFF. Wardens shall personally interview each prisoner in their respective institutions who has been confined in administrative or punitive segregation for six continuous months. If the prisoner continues in administrative or punitive segregation beyond the first six month period, the Warden shall interview the prisoner every six months thereafter until the prisoner is released from administrative or punitive segregation. The interviews shall be conducted out-of-cell unless the prisoner chooses not to participate. If the prisoner chooses not to participate, the Warden shall personally visit the prisoner to encourage his/her participation. The interview, or the prisoner's non-participation, shall be documented on the Segregation Behavior Review form (CSJ-283).

GGG. RPAs shall personally interview each prisoner in their respective regions who has been confined in administrative segregation for twelve continuous months. If the prisoner continues in administrative segregation beyond the first twelve month period, the RPA shall interview the prisoner every twelve months thereafter until the prisoner is released from administrative segregation. The interviews shall be conducted out-of-cell unless the prisoner chooses not to participate. The interview, or the prisoner's non-participation, shall be documented on a Segregation Behavior Review form (CSJ-283).

RELEASE FROM SEGREGATION

HHH. A prisoner shall be reclassified from administrative segregation only with the approval of SCC and the concurrence of the Warden or designee; however, a prisoner confined to administrative segregation as a result of an assault on staff resulting in serious physical injury to staff, escape, or attempted escape may be reclassified only with written approval of the Warden and the appropriate RPA. If the Warden supports reclassification, s/he shall submit a Request for Approval to Reclassify from Administrative Segregation (CSJ-283b) to the RPA to obtain approval.

III. A decision to reclassify and release a prisoner from administrative segregation shall be based upon the following factors:

1. Review of the circumstances which necessitated segregation as well as any history of prior behavior which also required segregation;

2. Assessment of the prisoner's behavior and attitude while in segregation to determine if it is

consistent with the behavior and attitude of prisoners in the general population;

3. Evaluation of the prisoner's potential to honor the trust implicit in less restrictive confinement;

4. Assessment of the prisoner's need for correctional mental health services, including additional treatment and medication and any need for placement in an in-patient psychiatric unit or any residential treatment program.

JJJ. A prisoner who is reclassified to general population shall be placed in a general population cell as soon as administratively feasible. The Manager of the Classification and Placement Section in the Operations Division, CFA, shall be responsible for monitoring bedspace availability.

KKK. A prisoner shall be removed from punitive segregation immediately upon termination of the detention sanction. A Warden shall consider a prisoner's behavior in segregation, including as documented on the prisoner's monthly Segregation Behavior Review (CSJ-283), when determining whether to excuse the prisoner's accumulated detention time pursuant to PD 03.03.105 "Prisoner Discipline".

STAFF

LLL. Segregation unit operations shall be supervised by staff of at least the rank of Assistant Deputy Warden.

MMM. Qualities of professionalism, experience, and work effectiveness demonstrated while under stressful conditions shall be considered when selecting staff for segregation unit assignments. If possible, segregation unit staff shall be rotated to a non-segregation unit assignment as often as needed to ensure effective segregation unit management.

PROCEDURES

NNN. Wardens shall ensure that procedures are developed to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the Director.

AUDIT ELEMENTS

OOO. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

ATTACHMENTS

PPP. This policy directive contains the following attachments:

1. Attachment A - Institutions with Segregation Cells

2. Attachment B - Items Not Allowed in Segregation

APPROVED: PLC 09/07/10

ATTACHMENT A

INSTITUTIONS WITH SEGREGATION CELLS

ADMINISTRATIVE SEGREGATION

Only the following institutions shall have administrative segregation cells:

Alger Correctional Facility (LMF)
Baraga Correctional Facility (AMF)
Bellamy Creek Correctional Facility (IBC)
Chippewa Correctional Facility (URF)
Detroit Reentry Center (DRC)
Ionia Correctional Facility (ICF)
Kinross Correctional Facility (KCF)
Marquette Branch Prison (MBP)
Oaks Correctional Facility (ECF)
St. Louis Correctional Facility (SLF)
Women's Huron Valley Correctional Facility (WHV)

PUNITIVE SEGREGATION (DETENTION)

Only the following institutions shall have punitive segregation (detention) cells:

Alger Correctional Facility (LMF)
Baraga Correctional Facility (AMF)
Bellamy Creek Correctional Facility (IBC)
Carson City Correctional Facility (DRF)
Chippewa Correctional Facility (URF)
Detroit Reentry Center (DRC)
Earnest C. Brooks Correctional Facility (LRF)
G. Robert Cotton Correctional Facility (JCF)
Gus Harrison Correctional Facility (ARF)
Ionia Correctional Facility (ICF)
Kinross Correctional Facility (KCF)
Macomb Correctional Facility (MRF)
Marquette Branch Prison (MBP)
Michigan Reformatory (RMI)
Muskegon Correctional Facility (MCF)
Oaks Correctional Facility (ECF)
Richard A. Handlon Correctional Facility (MTU)
Saginaw Correctional Facility (SRF)
St. Louis Correctional Facility (SLF)
Thumb Correctional Facility (TCF)
Women's Huron Valley Correctional Facility (WHV)

TEMPORARY SEGREGATION

Only the following institutions shall have temporary segregation cells:

Alger Correctional Facility (LMF)
Baraga Correctional Facility (AMF)
Bellamy Creek Correctional Facility (IBC)
Carson City Correctional Facility (DRF)
Chippewa Correctional Facility (URF)
Detroit Reentry Center (DRC)
Earnest C. Brooks Correctional Facility (LRF)
G. Robert Cotton Correctional Facility (JCF)
Gus Harrison Correctional Facility (ARF)
Ionia Correctional Facility (ICF)
Kinross Correctional Facility (KCF)
Lakeland Correctional Facility (LCF)
Macomb Correctional Facility (MRF)
Marquette Branch Prison (MBP)
Michigan Reformatory (RMI)
Muskegon Correctional Facility (MCF)
Newberry Correctional Facility (NCF)
Oaks Correctional Facility (ECF)
Ojibway Correctional Facility (OCF)
Richard A. Handlon Correctional Facility (MTU)
Saginaw Correctional Facility (SRF)
St. Louis Correctional Facility (SLF)
Thumb Correctional Facility (TCF)
Women's Huron Valley Correctional Facility (WHV)

APPROVED: DHH 09/17/14

ATTACHMENT B

ITEMS NOT ALLOWED IN SEGREGATION

For security reasons, prisoners in segregation shall not be allowed to possess the following items:

1. A/C adapters
2. Appliances operated only by A/C adapters and/or batteries
3. Athletic supporters
4. Batteries - AA, AAA, C and D
5. Belts
6. Cassette tapes, if not allowed to have tape player or combination radio/tape player under no. 2 above
7. Cassette tape cases
8. Dental floss in excess of 18 inch maximum length
9. Drawstrings
10. Extension cords
11. Hangers
12 Hard-soled shoes
13. Hobbycraft materials
14. Nail clippers – this does not apply to state-issued nail clippers
15. Neck chains
16. Needles and pins
17. Padlocks
18. Paper bags
19. Paper clamps, paper clips, metal clips, staples, rubber bands
20. Portable media players and accessories
21. Shoelaces
22. Squirt bottles - this does not apply to prescription eye drops
23. Strings, ropes, cords, strips of leather
24. Sunglasses
25. T.V. converter boxes
26. Thumb tacks/push pins
27. Tweezers
28. Typewriters

Religious Items

1. Crosses/crucifixes
2. Moorish Science Temple of America badges
3. Moorish Science Temple of America lapel pins
4. Oms
5. Pentagrams/Pentacles
6. Star and Crescent pendants
7. Stars of David
8. Tefillins
9. Thor's hammers
10. Turbans

The attachments to PD 05.03.150 "Religious Beliefs and Practices of Prisoners" identify materials necessary to the practice of a prisoner's religion. The following materials are only required during group religious services; therefore, prisoners in segregation shall not be allowed to possess the following items:

1. Bow ties
2. Fez/fez bag