

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 06/01/2019	NUMBER 04.05.120
SUBJECT SEGREGATION STANDARDS	SUPERSEDES 04.05.120 (09/27/2010); DOM 2019-3	
	AUTHORITY MCL 791.203, MCL 791.204, MCL 791.251 et seq., MCL 791.262, MCL 791.264, MCL 791.267; Administrative Rules 791.4401, 791.5501; Prison Rape Elimination Act (PREA) of 2003	
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POLICY STATEMENT:

Prisoners shall be given a hearing before 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: Assistant Deputy Warden (ADW), Resident Unit Manager (RUM), Assistant Resident Unit Supervisor (ARUS), Prison Counselor, and Corrections Officer regularly assigned to a prisoner's specific housing unit.
- B. Qualified Mental Health Professional: A Physician, Psychiatrist, Nurse Practitioner, Physician's Assistant, Psychologist, Social Worker, or Registered Nurse who meets the requirements set forth in Mental Health Code, MCL 330.1001 *et seq.*, and is trained and experienced in the areas of mental illness or mental disabilities.
- C. Security Classification Committee (SCC): A committee appointed by the Warden pursuant to PD 05.01.130 "Prisoner Security Classification" that is responsible for ensuring proper prisoner placement at that facility.

GENERAL INFORMATION

- D. For purposes of this policy, detention is referred to as punitive segregation.
- E. For purposes of this policy, "prisoner" includes parolees and probationers housed at the Detroit Reentry Center.
- F. 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.
- G. Only those facilities 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.
- H. This policy does not apply to a holding cell or any other holding area within the facility in which a prisoner

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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). When a prisoner is placed in an area designated for prisoners who refuse to return to their assigned housing unit, the Warden or Duty Administrative Officer shall be immediately notified via e-mail. Additionally, the prisoner may be issued a disobeying direct order misconduct for refusing to return to his/her cell. Holding areas shall not be used in lieu of temporary segregation or any other form of segregation. Any prisoner who needs to be housed in a temporary holding area for longer than a few hours must be transferred to an appropriate facility.

- I. 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.
- J. A prisoner in segregation may be restrained to a chair or seating area during interviews, hearings, programming, and teleconferences to ensure the safety and security of staff, other prisoners, and Department property. The prisoner shall be under constant staff supervision while secured to the chair or seating area and shall be removed as soon as the interview, hearing, program, or teleconference is over.
- K. 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 Q. 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.
- L. Questions regarding required hearings for classification to segregation may be directed to the Office of Legal Affairs.

TYPES OF SEGREGATION

TEMPORARY SEGREGATION

- M. Temporary segregation is used when it is necessary to remove a prisoner from general population (e.g., pending a hearing for a Class I misconduct violation, classification to administrative segregation, pending an investigation, transfer, etc.). 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 Administrative Segregation (CSJ-447) shall be issued as set forth in Paragraph V.
- N. Prisoners at high risk for sexual victimization or who are alleged to have suffered sexual abuse shall not be placed in involuntary temporary segregation unless an assessment of all available alternatives is completed and a determination has been made that no less restrictive means of separation from likely abusers exists. If the review cannot be conducted immediately, the prisoner may be held in temporary segregation for up to 24 hours while the review is completed.
- O. If no less restrictive means of separating a prisoner from likely abusers exists, the prisoner shall be assigned to temporary segregation only until an alternative means of separation from likely abusers can be arranged and should not exceed 30 calendar days pending investigation unless extenuating circumstances exist. If the prisoner is held in temporary segregation for more than 30 calendar days, the facility shall afford the prisoner a review to determine whether there is a continuing need for separation. The facility shall clearly document the basis for the facility's concern for the prisoner's safety and the reason why no less restrictive means of separation can be arranged. Prisoners placed in temporary

segregation for this purpose shall have access to programs, privileges, education, and work opportunities to the extent possible. If the facility restricts access to these 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.

P. Wardens shall ensure that prisoners are not confined in temporary segregation for more than seven business days except under the circumstances listed in 1-7 below. 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. Prisoners being housed in temporary segregation longer than seven business days for the following reasons shall have their placement reviewed in accordance with Paragraph FFF:

1. An Administrative Law Judge (ALJ) from the Department of Licensing and Regulatory Affairs (LARA) found reasonable cause for delay at a hearing conducted on a Class I misconduct violation or on proposed placement in administrative segregation.
2. The prisoner was classified to administrative segregation/higher security level at a facility that does not have such housing and is awaiting transfer to a facility with such housing. In such cases, the prisoner shall be transferred as soon as possible but no later than 30 calendar days.
3. The prisoner is awaiting transfer to a facility that can meet the prisoner's protection or physical/mental health needs. In such cases, the prisoner shall be transferred as soon as possible.
4. The prisoner is part of a Prison Rape Elimination Act (PREA) investigation. In such cases, the investigation shall be completed as soon as possible.
5. The prisoner is awaiting transfer to a facility with detention cells to serve a sanction of detention. In such cases, the prisoner shall be transferred as soon as possible.
6. The prisoner is medically quarantined and no other single cell placement is available at the facility.
7. A parolee at the Detroit Reentry Center (DRC) is waiting for a parole revocation hearing.

ADMINISTRATIVE SEGREGATION

Q. 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.

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5. The prisoner refuses required medical screening, testing, or treatment for a communicable disease and requires medical quarantine 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 misconduct for behavior that presents a significant risk of transmitting 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 in consultation with the Assistant Chief Medical Officer. The prisoner may be placed in a health care inpatient unit if necessary to receive medical care, including mental health care.
- R. 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.
- S. 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 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

- T. Except as set forth in Paragraph R, a prisoner may not be placed in or classified to administrative segregation without a hearing first being conducted by an ALJ pursuant to LARA Administrative Rule 791.11903.
- U. A prisoner may be classified to administrative segregation after being found guilty of a 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) before classification to administrative segregation and indicate the reason for the classification on the form.
- V. If the proposed classification is not based on a guilty finding for a Class I misconduct, or behavior for which a Class I or Class II misconduct may be written, appropriate staff shall prepare a Notice of Intent to Classify to Administrative Segregation (CSJ-447). Behavior for which a 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 that 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 before the hearing. The hearing shall be conducted within seven business days after the prisoner's placement in temporary segregation unless the ALJ 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 ALJ 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 Assistant Deputy Director (ADD) and the CFA Deputy Director.
- W. At the hearing, the ALJ 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 ALJ establish a need for administrative

segregation pursuant to the standards set forth in this policy. The ALJ'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.

- X. If the Notice of Intent to Classify to Administrative Segregation (CSJ-447) is not upheld by the ALJ, 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.
- Y. The ALJ'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)

- Z. A prisoner shall be placed in punitive segregation only to serve a detention sanction for a Class I misconduct as ordered by an ALJ 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 ALJ. The Warden may waive all or any part of a detention period that has not been served by a prisoner as set forth in PD 03.03.105 "Prisoner Discipline."

PROPERTY, PROGRAM AND ACTIVITY ACCESS

- AA. 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 appropriate Deputy Director, that 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 meals from the therapeutic diet menu and the vegan meal if authorized for religious requirements.
 - 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.

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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 a Class I misconduct. Prisoners may be required to wear restraints if authorized by the Warden or Deputy Warden.
14. Legal property, including materials pertaining to the prisoner's personal litigation. Access to authorized excess legal property must be provided within 48 hours of the prisoner's request.
15. Institutional 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 a writing instrument. Writing Instruments shall not exceed four inches in length.
18. Written copy of segregation unit rules that 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. Prisoners shall be offered one 15 minute telephone call within seven business days of placement into segregation and one 15 minute telephone call each week thereafter unless s/he is on a telephone restriction or disciplinary sanctions. Prisoners on disciplinary sanctions for more than 30 consecutive days shall receive one 15 minute telephone call during their seven-day sanction break. Prisoners participating in a segregation incentives program shall receive telephone calls in accordance with the program's rules.
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 that 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 that shall be provided within two business days of request.
23. Prisoner store ordering arrangements for postage and envelopes, mandatory health care products, and, as approved by the CFA Deputy Director or designee for purchase by segregation prisoners, other items 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."

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- BB. In addition to the items and privileges identified in Paragraph AA, 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.
- CC. 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

- DD. Prisoners in temporary or punitive segregation shall not be permitted to possess personal property except as specifically authorized pursuant to Paragraph AA. The Warden also may prohibit prisoners in temporary or punitive segregation from purchasing items they are not authorized to possess.
- EE. 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 facility 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 AA, 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."
- FF. Prisoners housed in an administrative segregation unit shall not have property that exceeds the amount that 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.
- GG. Personal property that 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 excess 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 facility. Property in excess of these limits shall be disposed of as set forth in PD 04.07.112.

ADDITIONAL RESTRICTIONS FOR SAFETY AND SECURITY

- HH. Items and privileges described in Paragraph AA or BB may be withheld from a prisoner in segregation for serious reasons of health, safety, or security related to the item or privilege upon written approval from the Warden or Deputy Warden and in accordance with PD 04.06.160 "Medical Details and Special

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Accommodation Notices.” Prisoners shall not be denied adequate health care or meals, and shall receive 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 JJ. If the restriction was authorized by the Deputy Warden, a copy shall be forwarded to the Warden.

- II. 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 health, safety, or security concern (e.g., cell rush, forced move). The cover shall be reopened at the conclusion of the activity that caused the closure.
 2. If the prisoner has used the cell window in a manner that may create a serious health, safety, or security concern in the unit. An example of such behavior would include repeated gestures or displays in the window that 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 JJ.
- JJ. 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 a health, 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 ADD shall be notified whenever a restriction exceeds 30 calendar days.

Electricity Restriction

- KK. 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 HH and JJ.

Water Restriction

- LL. A prisoner in segregation may be placed on a water restriction consistent with the requirements set forth in Paragraphs HH and JJ. However, a water restriction shall be imposed only under the most serious water-related circumstances (e.g., flooding cell, excessive consumption of water (polydipsia)) 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 ADD.
- MM. 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 ADD. If the ADD 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 consumed 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

- NN. A prisoner in segregation may be placed on a paper or combustible restriction consistent with the requirements set forth in Paragraphs HH and JJ. 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.
- OO. If a paper restriction is imposed, all paper items shall be removed from the prisoner's cell and retained by the RUM, ARUS, or Prison Counselor 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 HH. 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.
- PP. 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.
- QQ. Items that are removed from the prisoner's cell and the dates and times the prisoner is allowed access to the papers authorized in Paragraphs OO and PP shall be documented on the Special Housing Unit Record (CAJ-278).

Food Loaf

- RR. 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 through 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.
- SS. A prisoner shall not be fed food loaf without approval of the Warden or designee. A Food Loaf Request

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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.

- TT. 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 through a drinking faucet or "bubbler" where available.
- UU. The Food Services Program Manager shall maintain standardized recipes for food loaves, including meatless recipes. The Food Services Program 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 Program Manager shall ensure that the recipes are available to all Food Service Directors of facilities that have segregation units. Only recipes approved by the Food Services Program Manager shall be used to prepare food loaves.

STAFF ROUNDS AND INSPECTIONS

- VV. 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.
- WW. Rounds shall be made of each segregation unit as set forth in PD 04.04.100 "Custody, Security and Safety Systems."
- XX. 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."
- YY. Program staff shall visit a segregated prisoner as provided by Department policy. Each visit shall be documented in the unit's logbook.
- ZZ. 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.
- AAA. 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 and the Michigan Reformatory, the Special Housing Unit Record (CAJ-278) shall be kept adjacent to the prisoner's cell and not in a centralized location. At Marquette Branch Prison and the Michigan Reformatory, it shall be kept at the officer's station due to the physical layout of the 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

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on the Special Housing Unit Record (CAJ-278). Clinical observations and referrals, however, shall be documented in the prisoner health record.

MEDICAL AND PSYCHOLOGICAL/PSYCHIATRIC ROUNDS AND ASSESSMENTS

- BBB. 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.
- CCC. 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 and 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.
- DDD. A Qualified Mental Health Professional, shall make rounds in each segregation unit at least weekly for monitoring prisoners' mental health condition. The Unit Chief shall make rounds with the Qualified Mental Health Professional at least every 30 days. All rounds shall be logged in the segregation unit logbook. 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 "Mentally Disabled Prisoners in Segregation."
- EEE. 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 health 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 health 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

- FFF. Housing unit team members and SCC shall regularly review the behavioral adjustment of each prisoner classified to administrative segregation, including prisoners classified to administrative segregation who are serving a detention sanction for misconduct. A housing unit team review shall be conducted within seven calendar days of the prisoner being classified to administrative segregation. SCC shall review the prisoner at least every 30 calendar days thereafter until the prisoner is reclassified to general population status. SCC reviews shall be an out-of-cell personal interview with each prisoner. If the prisoner chooses not to participate in the review, the highest ranking SCC member shall personally visit the prisoner to encourage his/her participation.
- GGG. 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/ADD REVIEWS

- HHH. Confinement in administrative segregation for more than 30 consecutive days requires written approval of

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the Warden. The Segregation Behavior Review form (CSJ-283) shall be used to document the Warden's approval for prisoners in administrative segregation. The Warden shall ensure a copy of the completed Segregation Behavior Review form is forwarded to the appropriate ADD 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.

- III. Wardens shall personally interview each prisoner in their respective facilities who has been confined in administrative segregation for six continuous months. If the prisoner continues in administrative segregation beyond the first six month period, the Warden shall interview the prisoner every six 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. 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).
- JJJ. ADDs 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 ADD 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

- KKK. 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 ADD. If the Warden supports reclassification, s/he shall submit a Request for ADD/Deputy Director Approval to Reclassify from Administrative Segregation (CSJ-283b) to the ADD to obtain approval.
- LLL. A decision to reclassify and release a prisoner from administrative segregation shall be based upon the following factors:
1. Review of the circumstances that necessitated segregation as well as any history of prior behavior that 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.
- MMM. 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 bed space availability.
- NNN. 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."

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STAFF

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

INCENTIVES IN SEGREGATION PROGRAM (IISP)

- QQQ. Prisoners classified to administrative segregation may be afforded the opportunity to participate in the IISP. Facilities that have Start programs may be excluded from the IISP with the approval of the CFA Deputy Director. The IISP program is a six stage progression of behavior expectations and incentives to encourage appropriate conduct by the prisoner. Prisoners in the program will have a clear understanding of the conduct that is expected from them for successful progression through and completion of the program. Staff shall look at the prisoner's progress in meeting these expectations when making behavior-based recommendations for or against the prisoner's reclassification. Prisoners who have satisfactorily completed the program shall be considered for reclassification. Reclassification decisions shall be made as set forth in Paragraph LLL.
- RRR. While in IISP, each prisoner's behavior shall be evaluated daily during each shift and any positive or negative behavior shall be documented. The housing unit team shall review each evaluation at least weekly to assist in determining the prisoner's progression through the program. Prisoners whose behavior does not meet minimum expectations or who abuse the incentives provided may be placed at a lower stage of the program by the housing unit team.
- SSS. The CFA Deputy Director shall ensure that a manual is maintained detailing the operation of the program. This shall include identifying behavior expectations for each stage of the program and the incentives that may be offered at each stage. At a minimum, prisoners in the program shall be provided with or allowed to possess the property, programs, and activities identified in Paragraphs AA unless restricted for reasons of safety and security or due to disciplinary sanction. However, appliances (e.g., televisions, radios) shall be permitted only as identified in the manual. If an appliance is used as an incentive, the appliance may be loaned to a prisoner in the program who neither owns nor has adequate funds to purchase the appliance. If loaned, the appliance may be one that a prisoner no longer wants and has turned over to the facility for disposal or a contraband appliance that the prisoner has agreed may be destroyed in accordance with PD 04.07.112 "Prisoner Personal Property." However, the appliance must be in good repair and thoroughly searched before being loaned for use by a prisoner in the program. Property, programs, and activities beyond the minimum standards set forth in this policy shall be afforded only as set forth in the manual.

PROCEDURES

- TTT. If necessary, to implement requirements set forth in this policy directive, Wardens shall ensure that procedures are developed or updated.

AUDIT ELEMENTS

- UUU. A Primary Audit Elements List has been developed and is available on the Department's Document Access System (DAS) to assist with self-audit of this policy pursuant to PD 01.05.100 "Self-Audits and Performance Audits."

ATTACHMENTS

- VVV. This policy directive contains the following attachments:

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1. Attachment A - Facilities With Segregation Cells
2. Attachment B - Items Not Allowed in Segregation

APPROVED: HEW 03/12/2019

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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)	Marquette Branch Prison (MBP) Oaks Correctional Facility (ECF) St. Louis Correctional Facility (SLF) Women's Huron Valley Correctional Facility (WHV)
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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) Lakeland Correctional Facility (LCF) 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)
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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) 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)
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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