



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON
OFFENDER/SPANISH MANUALS

REVISION DATE
10/26/16

PAGE NUMBER
1 of 10

NUMBER
DOC 320.200

POLICY

TITLE
ADMINISTRATIVE SEGREGATION

REVIEW/REVISION HISTORY:

- Effective: 11/30/84 DOC 430.010
- Revised: 10/1/85
- Revised: 9/1/88 DOC 320.200
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- Revised: 11/27/06
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- Revised: 3/19/08
- Revised: 11/4/08 AB 08-032
- Revised: 7/9/09
- Revised: 8/9/10
- Revised: 6/14/12
- Revised: 10/26/16

SUMMARY OF REVISION/REVIEW:

Major changes including the definition of staff throughout, MHA responsibilities, and documentation in the Segregation Management screen in the offender's electronic file. Read carefully!


APPROVED:

Signature on file

RICHARD "DICK" MORGAN, Secretary
Department of Corrections

9/30/16

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [WAC 137-32](#); [ACA 4-4250](#); [ACA 4-4251](#); [ACA 4-4253](#); [ACA 4-4254](#); [ACA 4-4404](#); [DOC 300.380 Classification and Custody Facility Plan Review](#); [DOC 320.250 Maximum \(MAX\) Custody Placement/Transfer/Release](#); [DOC 320.260 Secured Housing Units](#); [DOC 450.500 Language Services for Limited English Proficient \(LEP\) Offenders](#)

POLICY:

- I. The purpose of Administrative Segregation (Ad Seg) is to temporarily remove an offender from the general population until a timely and informed decision can be made about appropriate housing based on his/her behavior. Procedures governing Ad Seg of offenders in Prisons will comply with WAC 137-32.
- II. An offender may be assigned to Ad Seg when s/he:
 - A. Poses a threat to self, employees, contract staff, volunteers, other offenders, property, or the orderly operation of the facility.
 - B. Requests protection or is deemed by employees/contract staff to require protection. [4-4251]
 - C. Is pending transfer or in transit to a more secure facility. [4-4404]
 - D. Poses a serious escape risk.
 - E. Is pending investigation.

DIRECTIVE:

- I. General Requirements
 - A. The Mission Housing Administrator (MHA) is responsible for overall management of the Ad Seg process, including Segregation Management in the Offender Management Network of Information (OMNI) system.
 1. The MHA will audit OMNI Segregation Management reports at least monthly to monitor accuracy.
 - B. Whenever possible, offenders will be taken to Health Services for a medical screening before initially being placed in Ad Seg unless there is a risk to employee/contract staff safety.
 - C. The following employees may authorize placement of offenders in Ad Seg using Segregation Management in the offender's electronic file:
 1. Superintendent/designee


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2. Associate Superintendent
3. Captain
4. Correctional Program/Correctional Mental Health Program Manager (CPM/CMHPM)
5. Shift Lieutenant
6. Correctional Unit/Correctional Mental Health Unit Supervisor (CUS/CMHUS)
7. Facility Duty Officer
8. Intelligence and Investigation Unit (IIU) Chief Investigator
9. Shift Sergeant at stand-alone minimum security facilities as authorized by the facility Duty Officer


- D. The Superintendent/designee must approve placement of offenders in Ad Seg and document the approval on the Segregation Management screen in the offender's electronic file within 72 hours.
1. Designee must be an Associate Superintendent in major facilities or the CPM in stand-alone minimum security facilities.
- E. The Superintendent will designate an Ad Seg Hearing Officer at the level of Correctional Specialist or above at major facilities and Classification Counselor 3 or above at stand-alone minimum security facilities.
- F. Ad Seg referrals, authorizations, approvals, extensions, and reviews will be completed on the Segregation Management screen in the offender's electronic file.
1. If the action cannot be completed in the offender's electronic file, it will be documented on the applicable form as follows, and the Segregation Management screen will be updated as soon as practical:
 - a. DOC 05-092 Administrative Segregation Review
 - b. DOC 05-101 Administrative Segregation Referral
 - c. DOC 17-075 Segregation Authorization
 2. The Segregation Management screen in the offender's electronic file will be updated within 24 hours when a placement designation (i.e., Ad Seg, pre-hearing confinement, disciplinary segregation) changes.

II. Initial Placement

- A. [4-4251] The authorizing employee must determine that placement on Ad Seg status is appropriate and document the reasons in the Placement Referral section of the Segregation Management screen in the offender's electronic file.

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1. [4-4404] In an emergency transfer (e.g., the sending facility does not have the resources to manage the offender), an employee from the sending facility will initiate the process in the Placement Referral section of the Segregation Management screen in the offender's electronic file and contact the receiving facility.
 2. Placement designation will not be changed to Pre-Hearing Confinement until the offender has been served with DOC 05-093 Disciplinary Hearing Notice/Appearance Waiver and DOC 17-076 Initial Serious Infraction Report.
- B. The Shift Commander/authorizing employee will ensure that:
1. The offender receives and signs DOC 05-797 Ad Seg Review Notice/Appearance Waiver and a copy of the Ad Seg placement referral authorization from the offender's electronic file immediately after initial placement so that notice is given at least 48 hours in advance of the review.
 - a. If the offender refuses to sign, an employee will sign and print his/her name on the documents as a witness. Signed documents will be scanned into the offender's electronic imaging file with a copy given to the offender.
 2. The Ad Seg placement referral authorization is forwarded to both the Superintendent/designee and Ad Seg Hearing Officer through Assignments in the offender's electronic file for review at or before the initial informal review, but not later than 72 hours after placement.
 3. In the absence of the Superintendent/designee, the Duty Officer is notified and reviews the reasons for placement within 72 hours of the offender's segregation. [4-4250]
- C. [4-4251] A voluntary protective custody offender will be initially assigned to Ad Seg upon receipt of his/her handwritten request for temporary assignment to protective custody. The offender will provide a handwritten, confidential statement requesting protective custody, which identifies specific actions and individuals posing a threat. Copies are forwarded to the facility's Intelligence Officer and the Ad Seg Hearing Officer.
- D. Upon placement of the offender in Ad Seg, DOC 05-091 Daily Report of Segregated Offender or an electronic version will be initiated and maintained by segregation unit employees.

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- E. Health services employees/contract staff are immediately called and informed of the placement to provide assessment and review if the offender was not taken to Health Services before placement.

III. Ad Seg Reviews

- A. An initial informal review will be held within 2 business days of initial placement. An intermediate review will occur within 14 business days following the initial informal review. Within 30 days of the intermediate review, a final review will be completed to make a final determination. Any further reviews require prior approval from the MHA. [4-4253]
1. Time on Ad Seg status begins when the offender is initially placed in Ad Seg. The disciplinary and Ad Seg process will run concurrently.
 2. The Ad Seg Hearing Officer/designee will notify offenders at least 48 hours in advance of the intermediate and final reviews using DOC 05-797 Ad Seg Review Notice/Appearance Waiver. The waiver will indicate the dates of the next reviews.
 3. Time spent in a Close Observation Area, while an offender is assigned to Ad Seg/pre-hearing confinement/disciplinary segregation, will be considered Ad Seg time and included when scheduling reviews.
- B. The Ad Seg Hearing Officer will preside over meetings of a Facility Risk Management Team (FRMT)/Multidisciplinary Team (MDT) for the intermediate and final reviews of an offender assigned to Ad Seg status. [4-4253] [4-4254] The team will include, at a minimum:
1. The offender, unless s/he waives participation,
 2. The CUS/CMHUS or Counselor from the offender's assigned unit,
 - a. The CUS/CMHUS or Counselor can participate by telephone or provide input by email before the review.
 3. The Restrictive Housing CUS/CMHUS or Counselor, and
 4. A custody/security representative, the rank of Sergeant or higher.
- C. Each of the following disciplines must be represented when they are relevant to the offender being reviewed. Participating team members will be documented in the Reviews section of the Segregation Management screen in the offender's electronic file. A FRMT/MDT is only considered multidisciplinary when one or more of the following are included as documented members:



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1. Medical professional, for offenders with specific medical-related PULHESDXT “P” codes of 4 or higher.
 2. Supervising Psychologist/designee, for offenders with PULHESDXT “S” codes of 3 or higher and/or “H” codes of 4.
 3. Americans with Disabilities Act (ADA) Coordinator, for offenders with PULHESDXT “L”, “E”, or “X” codes of 3 or higher.
 4. Other program area supervisors who have direct supervision of the offender’s activities and knowledge of his/her behavior.
- D. The Ad Seg Hearing Officer will ensure that all requested witnesses receive DOC 05-094 Witness Statement, and that those statements are returned to the segregated offender no less than 24 hours prior to the meeting.
1. Witness statements will be limited to statements of fact and related to the offending behavior.
- E. The offender may be present at all stages of the review, except during discussion involving information from confidential sources.
- F. The Ad Seg Hearing Officer has the authority to schedule offenders, employees/ contract staff, or other individuals to appear and present/clarify information that may be relevant to the decision. To the extent possible, confidential information presented to the Ad Seg Hearing Officer will be presented by the individual who received the information. The source will be identified to the Ad Seg Hearing Officer, except when the Superintendent directs that the identity remain confidential.
- G. When the placement is for an investigation, an update regarding the investigation will be presented to the Ad Seg Hearing Officer prior to the intermediate review. The assigned investigator will document the investigation in the summary of the Investigation section of the Segregation Management screen in the offender’s electronic file and on DOC 02-077 Investigation Report, which s/he will submit to the Ad Seg Hearing Officer no later than 6 days before the final review.
1. In extraordinary situations, the Superintendent may request an extension from the Assistant Secretary of Prisons/designee of up to 14 days beyond 47 days served. The Ad Seg extension will be forwarded to the MHA using the Extension section of the Segregation Management screen in the offender’s electronic file.

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- a. The Ad Seg Hearing Officer will update offenders on their status every 14 days when they have been on Ad Seg status for more than 47 days.
- H. The Ad Seg Hearing Officer will allow the offender to present testimony and/or clarify witness statements. The offender may present a written statement in lieu of, or in addition to, verbal testimony. The written statement will be included in the record.
 - I. The Ad Seg Hearing Officer will document an offender's refusal to attend a review in the Review section of Segregation Management in the offender's electronic file.
 - J. An interpreter will be provided for an offender who does not speak/understand English or is deaf/hard of hearing. An offender may request an interpreter using DOC 05-113 Request for Interpreter per DOC 450.500 Language Services for Limited English Proficient (LEP) Offenders.
 - K. If an offender is unable to understand the case, s/he may request an advisor to assist at the review by completing DOC 05-121 Request for Department Advisor. The advisor will be an employee, approved by the Superintendent, who is not ordinarily assigned responsibility for the offender.
 - L. The Ad Seg Hearing Officer will document reviews in the applicable section of the Segregation Management screen in the offender's electronic file as follows:
 1. Initial Informal Review - Ad Seg Initial Review
 2. Intermediate Review - Ad Seg Intermediate Review
 3. Final Review - Ad Seg Final Review
 - M. The offender will sign and be provided a copy of the Ad Seg review from his/her electronic file with any review (e.g., final recommendation/referral to Maximum (MAX) custody, release to general population).
 1. If the offender refuses to sign, an employee will sign and print his/her name on the document as a witness, scan it into the offender's electronic imaging file, and give a copy to the offender.
 - N. [4-4254] The Ad Seg Hearing Officer will forward Ad Seg reviews to the Superintendent/designee within one working day of each review using the Segregation Management screen in the offender's electronic file.

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1. Behavioral changes and/or program completions/referrals will not necessarily result in discharge from Ad Seg, but will be considered along with all other relevant circumstances.
2. Recommendations to MAX custody will be completed per DOC 320.250 Maximum (MAX) Custody Placement/Transfer/Release. The offender may be retained on Ad Seg status for a maximum of 14 additional days pending transfer to another facility or IMU.
3. If the decision is to release, the Ad Seg Hearing Officer will forward a Custody Facility Plan (CFP) to the Superintendent/designee, when required. Releases do not require review approval from the Headquarters Classification Unit.

O. [4-4254] The Superintendent/designee will review the Ad Seg review recommendation and reach a decision within one working day of receipt.

1. The Ad Seg Hearing Officer will provide the offender a printout of the Segregation Management screen from the offender's electronic file as notice of the Superintendent/designee's decision within one working day of receiving the decision.

IV. Continuation of Ad Seg Placement


A. If the offender is retained in Ad Seg for more than 47 days, one of the following actions will occur:

1. Referral to the Headquarters MAX Custody Review Committee for placement on MAX custody,
2. Return to the general population with clear behavioral expectations for remaining there, or
3. Transfer to a more appropriate facility/unit, including an out-of-state facility, which may enhance possible return to a general housing assignment.

B. Recommended actions will be documented on the Segregation Management screen in the offender's electronic file.

V. Appeal

A. An offender may appeal an Ad Seg review recommendation by submitting written objections to the Superintendent, including written information the offender feels

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is relevant. Documentation will be scanned into the offender's electronic imaging file within 24 hours of the offender's receipt of the appeal decision.

VI. Administrative Release

- A. [4-4254] The Superintendent/designee may release an offender from Ad Seg at any time if it is determined that the conditions or reasons for placement no longer exist. Ad Seg release will be documented on the Segregation Management screen in the offender's electronic file.
- B. A request to transfer from one facility to another, as an Ad Seg release to general population, will be made on the Segregation Management screen in the offender's electronic file and by completing the CFP per DOC 300.380 Classification and Custody Facility Plan Review. The request will clearly state the reason for transfer.
 1. Transfers for protection or separation concerns will be documented in the offender's electronic file.
- C. An offender who voluntarily makes a written request for segregation or protective custody may request, in writing, to be returned to his/her housing unit at any time. This request may or may not be approved as indicated by a threat/risk assessment and housing review.
- D. When an offender is released from Ad Seg to general population, the placement referral on the Segregation Management screen in the offender's electronic file must be archived.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

- [DOC 05-091 Daily Report of Segregated Offender](#)
- [DOC 05-092 Administrative Segregation Review](#) [4-4254]
- [DOC 05-093 Disciplinary Hearing Notice/Appearance Waiver](#)
- [DOC 05-094 Witness Statement](#)
- [DOC 05-101 Administrative Segregation Referral](#)



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[DOC 05-113 Request for Interpreter](#)

[DOC 05-121 Request for Department Advisor](#)

[DOC 05-797 Ad Seg Review Notice/Appearance Waiver](#)

[DOC 17-075 Segregation Authorization](#)

[DOC 17-076 Initial Serious Infraction Report](#)