

City of St. Louis Department of Public Safety/Division of Corrections  
**POLICY & PROCEDURES**

<b>CHAPTER:</b>	3	Institutional Operations	<b>3.4.1</b>
<b>SECTION:</b>	4	Special Management	<b>EFFECTIVE DATE:</b>  4 / 8 / 2020
<b>SUBJECT:</b>	1	<b>ADMINISTRATIVE SEGREGATION &amp; PROTECTIVE CUSTODY</b>	
<b>STANDARDS: ACA – 4 – ALDF:</b> <a href="#">2A-44</a> , <a href="#">45</a> , <a href="#">46</a> , <a href="#">2A-48</a> , <a href="#">49</a> , <a href="#">2A-52</a> , <a href="#">53</a> , <a href="#">54</a> , <a href="#">55</a> , <a href="#">56</a> , <a href="#">58</a> , <a href="#">59</a> , <a href="#">60</a> , <a href="#">61</a> , <a href="#">62</a> , <a href="#">63</a> , <a href="#">64</a> , <a href="#">65</a> , <a href="#">66</a>			
<b>APPROVED:</b>  _____ <b>Dale Glass</b> <b>COMMISSIONER OF CORRECTIONS</b>			<b>REVIEW DATE:</b> 4 / 8 / 20
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Rescinds: 3.4.1 dated 3/27/17 Cancel:			

**I. POLICY**

It is the policy of the St. Louis City Division of Corrections to house inmates identified as needing placement in special management housing designed to restrict movement and limit contact with general population inmates in order to provide close supervision.

Correctional Staff directly observe inmates assigned to special management housing and record observations of inmate demeanor and behavior in a permanent log to identify conditions of improvement or deterioration.

The confinement status is periodically reviewed and based on a set of established criteria for those inmates eligible for return to general population.

**II. RESPONSIBILITIES**

All Division of Corrections staff, contractors and volunteers having direct contact with the inmate population are responsible for adhering to the following procedures.

**III. DEFINITIONS**

**Administrative Segregation Housing:** A housing unit designed to separate and manage inmates with the following statuses of confinement: Disciplinary Segregation, Protective Custody, and Special Management Segregation.

**Administrative Segregation:** A status of confinement resulting in separation from general population when an inmate's continued presence in the population poses a threat to self, other inmates, safety and security of property, staff, or the facility.

**Classification Committee:** A committee chaired by the Unit Manager/designee consisting of Caseworkers, Classification Officer, and a Custody Supervisor. Members of the committee will meet once a week to review the classification status of inmates assigned to administrative segregation, disciplinary segregation and protective custody, and make recommendation to the Appointing authority/designee. Three committee members must be present during a review process.

**Designee:** The staff chosen to replace the person normally occupying a specific position during absence.

**High Risk:** A status of confinement assigned to Administrative, Disciplinary and Special Management Status inmates. The inmate has a documented history of any or a combination of the of the following: escape, attempted escape, assault on staff/inmates, severe mental or emotional disturbance with a propensity for violence, has known management issues, or has been sentenced to a State Department of Corrections or Federal Correctional Facility.

**Maximum Assault Status:** The inmate has a documented history of threatening bodily harm or serious assault on staff or inmates.

**Program Staff:** A group of persons consisting of medical, mental health, caseworkers and other assigned staff personnel.

**Protective Custody:** A status of confinement assigned to administrative segregation inmates, indicating the removal of an inmate from the general population to prevent harm to the inmate.

**Special Management Status:** A status of confinement assigned to inmates that display unusual or bizarre behavior, inmates diagnosed with a severe mental disability, inmates that are physically handicapped, or inmates diagnosed with a contagious or infectious medical condition, etc. These factors pose a risk of harm to the inmate or others if the inmate is housed in the general population.

**Special Management (ACA 2A-61 et. Seq):** For the purpose of this policy and clarifications, in this Division, this term is synonymous to "special management status" with respect to inmates with special needs as defined in this policy. The Division does not operate a Mental Health Housing Unit.

## **IV. PROCEDURES**

### **A. General Information**

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1. The initial determination to place inmates in Administrative Segregation Housing is made during the Intake process at CJC in accordance with procedures found in the DOC #3.6.1: Classification.
2. Inmates ordered for immediate protective custody are reviewed by the Classification Committee no later than (72) hours after placement, and report sent to the Detention Center Superintendent who reviews and authorizes placement.
3. Correctional Staff may refer an inmate to Shift Supervisor to authorize the placement of an inmate in Administrative Segregation for the following reasons:
  - a. There is a verifiable risk of harm to the inmate, other inmates, staff, or the physical integrity of the facility.
  - b. The inmate is being temporarily detained prior to a disciplinary hearing.
  - c. The inmate is court-ordered requiring part-time confinement to the facility.
4. All referred placements are reviewed and approved or disapproved within 72 hours by the Detention Center Superintendent/Unit Manager (See 2A-44 ACA Standard, above).
5. Any Correctional Staff may refer an inmate to the Shift Supervisor to be placed on Protective Custody pending review and authorization. Reason for protective custody may include, for example, the inmate:
  - a. Is a Certified Juvenile;
  - b. Is current or former law enforcement or corrections officer or a relative of a law enforcement or corrections officer;
  - c. Is a material witness against another inmate in the custody of the Division of Corrections, or has a relationship with another inmate that could impact the safety and security of the facility or the inmate;
  - d. Request protective custody;
  - e. Has any other circumstance which may place the inmate at risk in General Population.
6. The Unit Manager recommends the referred inmate to Detention Center Superintendent who approves or disapproves PC placement.
7. The mental health staff will notify Correctional staff via a health service form when an inmate is placed on Administrative Segregation due to mental health

reasons.

8. Inmates referred to and placed in Administrative Segregation are escorted by the appropriate number of staff, as indicated by the inmate's classification status, and moved according to procedures found in DOC #3.1.7: Inmate Movement. Inmates are restrained as indicated by the inmate's classification status and according to procedures found in DOC #3.1.20: Restraints
9. Only inmates of the same status are celled together. All double-bed Segregation (Cell) placements must consider inmates' current criminal charges, co-defendants, past criminal convictions, past institutional conduct (if available), age, and physical attributes (such as height and weight). Inmates must be comparatively similar in the previously mentioned criteria to be assigned to the same cell.
10. Inmates assigned to a double occupancy cell can have recreation at the same time, with proper staff coverage.
11. The cell door to a high risk/combatative inmate's cell will be opened only with two or more correctional officers present at the door.
12. Restricted Assignments:
  - a. Inmates assigned to Protective Custody may be double celled when there is no security reason not to do so.
  - b. Cell restrictions may be directed by the Classification Committee and approved by the Unit Manager who confers with the Detention Center Superintendent.
  - c. Inmates in Administrative Segregation Housing other than disciplinary segregation will not be deprived of any authorized items or activities unless pre-approved by the Detention Center Superintendent. Mental Health staff may request restrictions pending approval of the Detention Center Superintendent.
13. When an inmate in segregation is deprived of any usual authorized items or activity, a report of the action is made and forwarded to the Unit Manager/Chief of Security who in turn seeks approval from the Detention Center Superintendent. (See 2A-58 ACA Standard, above).

**B. Placement**

1. Any Correctional Staff who observes or has knowledge of an inmate who may be a danger to self, others, or to the safety and security of the facility will notify

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the Shift/Area Supervisor immediately and submit an Incident Report, (see DOC #3.1.10 Incident Reporting).

2. The Supervisor will take immediate action, and determine if it is necessary to move the inmate from General Population to Administrative Segregation Housing.
3. If movement population is necessary the Shift Supervisor will complete the appropriate sections of a Temporary Administrative Segregation Confinement Form (TASC) and attach it to written Incident Report and other relevant documents and submit it to the Unit Manager/Chief of Security who confers with the Detention Center Superintendent.
4. When an inmate is transferred to segregation, health care personnel are informed immediately. A copy of the “Daily Housing Unit Movement Sheet” will be distributed to the Health Care Unit’s mail box.
5. If the inmate is being referred and exhibits mental health concerns, the Shift Supervisor will notify Mental Health Staff and follow procedures as written in facility policy #4.2.13: Suicide Prevention/Intervention.
6. If a cell is not available in the Administrative Segregation Housing, the Shift Supervisor reviews Early Release List, and release inmates as appropriate in order to make space. The Shift Supervisor completes appropriate sections of the TASC Form.
7. The Area Supervisor assigned to Special Management Housing receives a copy of the completed TASC Form from the Shift Supervisor and completes appropriate sections of the Daily Special Management Log or IJMS based on information provided on the Form.
8. When an inmate is assigned to Administrative Segregation housing, the Housing Officer receiving the inmate will enter the following information about the inmate, in the IJMS/Daily Management Log:
  - a. Name of inmate,
  - b. (IMN) Inmate Management Number,
  - c. Housing location
  - d. Date admitted,
  - e. Type of infraction or reason for admission,
  - f. Tentative release date, if applicable;
  - g. Special medical or psychiatric problems or needs.
  - h. Name and title of staff who inspects inmate cell and or orients the inmate on housing unit behavior
  - i. Date and time of all releases (i.e., to court, etc.),
  - j. All social and legal visits received by inmate.

9. The Shift Supervisor ensures that TASC Form and/or Incident Reports are submitted with the End of Shift Reports to the Chief of Security. The original should be forwarded to the Detention Center Superintendent for review and approval.

**C. Review of Inmates on Special Management Status and Protective Custody**

1. The Classification Committee will review inmates on special management and Protective Custody every (7) seven days for the first month and at least every (30) thirty days thereafter to determine if the inmate will remain in Administrative Segregation/Protective Custody or returned to General Population.
2. The Classification Committee will review all facts relating to the inmate's placement on the Special Management Unit, including the inmate's adjustment while assigned to the unit i.e., such as threats of violence and conduct violations earned.
3. The Classification Committee will make a recommendation to the Detention Center Superintendent for the inmate to remain on the unit, be released, or assigned to a behavior modification program. The recommendation will be included on the Classification Hearing Form.
4. The Classification Committee Chairperson will see that the Classification Hearing Forms are completed; including the next scheduled review date if a recommendation is made for the inmate to remain on the unit. The committee chairperson signs the form. It will be forwarded to the Detention Center Superintendent immediately after the hearing.
5. The Detention Center Superintendent will affirm, modify or reverse the committee's recommendation and return the Form to the Classification Committee Chairperson.
6. The review is recorded in the inmate's IJMS Journal/Daily Log. The original paper work sent to Record Retention Unit, and a copy issued to the inmate by the Classification Chairperson.

**D. Supervision**

1. The assigned Officer will visually monitor the inmates as follows:
  - a. At least every 30 minutes on an irregular schedule.
  - b. At least every 10 minutes for full suicidal inmates, (See 4.2.13 Suicide Prevention/Intervention).

2. The Officer records the time of observation and inmate behavior or demeanor on the inmate's Journal in IJMS/ Daily Activity Log.
3. The program staff will visit inmates placed in Administrative Segregation Housing weekly. Caseworkers will visit 5 days a week.
4. Officers assigned to Special Management Housing Unit must be permanent employees. Probationary employees will be assigned for training purposes only with permanent employee.

**E. Programs and Services**

1. Mail (See 5.7.1 Mail)
2. Medical services - request for medical services may be submitted daily, emergency medical services shall be provided as needed.
3. Laundry - shall issue sheets and blanket. Sheets should be exchanged at least weekly.
4. Use of telephones (See 5.7.2 Inmate Telephone Use).
5. Library (See 3.3.8: Inmate Access to court and Legal Service).
6. Visitation (See 5.7.3: Inmate Visits).
7. Recreation – at least one hour of exercise per day outside their cells, 7 days per week, (See 5.6.1 Recreation).
8. Commissary (See 5.2.1 Commissary).
9. Personal Hygiene Items (See 4.3.1 Personal Hygiene Items).

**F. Privileges, Rights and Cell Items**

1. Inmate assigned to Administrative Segregation Housing will be treated fairly, and:
  - a. Meals-inmates will receive three meals per day consist of the same menu items as the general population.
  - b. Provided with prescribed medication,
  - c. Provided access to programs and services,
  - d. Provided clothing that are not degrading, and

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- e. Provided access to basic personal items for use in their cells unless there is imminent danger that an inmate or any other inmate in the same cell will destroy an item or induce self-injury
2. Inmate assigned to Administrative Segregation Housing may receive limited privileges as authorized by the Detention Center Superintendent, or contracted medical provider.
3. Inmates on P.C. or other Administrative Segregation statuses will be allowed out of their cells for (1) hour, 7 days a week.
4. Inmates may keep in their possession items that are: (1) issued to them by the Division of Corrections (2) purchased through the facility commissary; or (3) otherwise authorized by the Unit Manager/designee or medical staff.
5. All medical items including inhalers, eye glasses, etc. must be pre-approved by medical staff.
6. Authorized in-cell items must fit and always be secured in their facility-issued property bucket. Surplus and unauthorized items are contraband and all contraband will be confiscated. The following items are authorized:
  - a. Items to keep on their bed at all times:
    - 1 blanket
    - 2 sheets
    - 1 mattress (remains in cell)
  - b. Items permitted outside of the bucket:
    - 1 mesh laundry bag (remains in cell)
    - 1 towel
    - 1 facecloth
    - 1 pair shower shoes
  - c. Items to keep on their person:
    - Medical alert bracelet (as approved by medical).
    - Inhalers and prosthetic devices (as approved by medical).
    - Prescription glasses/reading glasses, hearing aids (as approved by medical). Only prescription/reading glasses on plastic frame will be allowed.
  - d. Items to keep in their property bucket in their cell at all times as authorized and posted, except where inmate safety and security of the

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institution indicates otherwise; (maximum quantity noted):

- 1 Inmate handbook
  - 2 uniform (1 top and 1 pair of pants when not in use)
  - 3 pair socks
  - 3 pair boxers/briefs (men)
  - 3 pair boxers/panties (women)
  - 3 undershirts
  - 3 bras (women only)
  - 12 pictures (no nudes or sexual imprints or explicit, no photos depicting violence or gang activity, none larger than 4x6, no Polaroid's)
  - 2 paperback books
  - 1 magazine (subscription)
  - 1 Religious Book
  - 1 Newspaper
  - Course books; i.e. GED preparation, AA texts; Home-bound books (not subject to "2 books/Magazine subscription" rule.
  - Legal mail
  - Stationery items such as pencils, black or blue non-mechanical ink pens, writing tablets, paper, envelopes, notebooks, address book (not bound by metal or plastic fasteners.
  - Legal materials such as paper documents and/or paper legal correspondence specific to their case. CD/DVD or other electronic media will be turned over to property, and will be provided to inmate if needed for court appearance. Staff labels the item clearly as "legal."
  - One non-metallic hair comb or one hair brush without a handle;
- Toiletry items: deodorant and shampoo if facility-issued or purchased through the facility Commissary or one hygiene kit (1 toothbrush, 1 bar soap, 1toothpaste, and 1 deodorant).
7. Correspondence Mail - is permitted on the same basis as for general population inmates.
8. Inmates will not be permitted to correspond with other inmates within the institution, but they may correspond with other inmates in jurisdictions outside of the St. Louis City Division of Corrections with authorization from the Detention Center Superintendent.
9. Religious - will have access to a chaplain / religious volunteer. Special management inmates will not be permitted to attend general population religious services, for their own protection and security reasons.
- G. Removal of Property:** Inmate Property Control Procedures will be followed.
1. Inmates may not have their possession removed from their cell as a punitive

measure, but only when necessary either due to the inmate's current behavior or security:

2. Any or all items may be temporarily removed from the cell for the safety of the inmate. Items will be returned to inmate once approved by mental health staff; or as directed by the Shift Supervisor/Unit Manager who consults with the Detention Center Superintendent, Duty Officer, or Medical/Mental Health Staff.
3. Personal property may be permanently removed from the inmate's possession if determined to be excess property or security risks. Such should be documented on the Inmate Property Removal Form, and approved by the Detention Center Superintendent. Property permanently removed will be processed in accordance with Inmate Property Control Procedures. (See DOC #3.5.3: Inmate Property).

**H. IJMS /Report**

1. A daily roster of inmates housed in the unit will be maintained. Daily record of activities will be maintained in the IJMS/Daily Activity Log on each inmate and the record will include, but not limited to the following:
  - a. Dates and time of shower/shave.
  - b. Dates and time of recreation.
  - c. Meal refusal (must be documented)
  - d. Medication refusal (must be documented and reported to medical)
  - e. Date and time seen by psychologist, caseworker, etc.
  - f. Unusual inmate behavior
  - g. Date and time of phone calls
  - h. Dietary requirements
  - i. Security Rounds
2. Special security orders and special needs should be noted in the inmate's IJMS Journal. Employees are required to know and adhere to all special orders.