

POLICY & PROCEDURES

CHAPTER:	3	Institutional Operations	3. 4. 2
SECTION:	4	Special Management	EFFECTIVE DATE: 4 / 8 / 2020
SUBJECT:	2	Administrative Segregation & Step-down Program	
STANDARDS: ACA – 4 – ALDF: 2A-47 , 2A-49 , 2A-66			
APPROVED: _____			REVIEW DATE: 4 / 8 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE; 6 / 24 / 20
Rescind: 3.4.2 dated 11/14/05 Cancel:			

I. POLICY

It is the policy of St. Louis City Division of Corrections to provide a structured environment for inmates who are unable to adjust to general population environment and/or conform to institutional rules of behavior.

II. RESPONSIBILITIES

All Division of Corrections employees having direct contact with the inmate population are responsible for adhering to the following procedures.

III. DEFINITIONS

Review Committee: At MSI, the "Review Committee" consists of the Chief of Security, Unit Manager, and a Caseworker. At CJC, the Classification Committee functions as review committee.

Step-down Program: This is an involuntary program designed to modify the behavior of inmates demonstrating poor adjustment in the general population. It is a non-disciplinary status of confinement which removes an inmate from general population or restricts the individual's access to general population.

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IV. PROCEDURES

A. General Information

1. The General Population Step-Down Program will be contained in the Administrative Segregation Housing. The official confinement status of inmates in this program is Administrative Segregation / Step-down.
2. Entry into the Step-down program is achieved via an established evaluative system managed by Support Services staff. Correctional Officers assigned to manage Segregation Units will be expected to learn the program objectives and rules.
3. The assigned staff will be active participants in the program by supporting the program's objectives and interacting with the program participants in a professional and therapeutic manner. A "therapeutic manner" means that program rules regarding rewards and negative consequences is addressed through an established system.
4. Each assignment to the Step-Down Program would be limited to 60 calendar days unless an extension is requested and approved by the Detention Center Superintendent.
5. The Division complies with ACA standards with respect to inmates assigned to administrative segregation housing, the review processes used to release inmates from segregation, and protection of inmates' rights and privileges as pertains to inmates assigned to Administrative Segregation. (ACA: 2A-48; 2A-49; and 2A-66).

B. Placement

1. The Chief of Security and Unit Manager may, with the approval of the Detention Center Superintendent, evaluate an inmate for the step-down status. In determining whether to place an inmate in the Step-down Program, the Chief of Security/Unit Manager may consider, among other factors:
 - a. The safety and security of the facility or the inmate;
 - b. The inmate's behavioral and disciplinary history;
 - c. The reports and recommendations concerning the inmate;
 - d. The interview and any submissions of relevant material and information;

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- e. The need for good order and security of the institution; and
 - f. Other legitimate penological interests.
2. There are three ways that an inmate may become assigned to the Step-Down Program:
- a. As a result of a recommendation by the Adjustment Committee in connection with a conduct violation.
 - b. When the inmate remains in assigned housing and a recommendation is received in the form of an Incident Report from the Security or Unit staff that the inmate could benefit from a more structured environment, a review committee will review the details of the Incident Report. The Review Committee will determine if sufficient information exists to warrant program referral and placement without the benefit of due process afforded by an Adjustment Committee hearing.
3. When an inmate's behavior warrants an emergency removal from general population, the following steps will be taken:
- a. The Shift Supervisor can temporarily place the inmate in the Administrative Segregation Housing with supporting documentation.
 - b. The placement is reviewed within 72 hours by the Review Committee, then every 30 days if placement is approved.
 - c. The Unit Manager or review committee will complete the appropriate sections of a Temporary Administrative Segregation Confinement Form (TASC) and attach it to the Incident Report and other relevant documents and forwarded them to Detention Center Superintendent.
 - d. The Detention Center Superintendent will approve, modify or deny the placement.

C. Review

1. Upon placement in Administrative Segregation Housing, the inmate is seen by the Review Committee within 72 business hours. The committee members discuss the program plan with the inmate. The plan will include:
- a. The anticipated duration of the program plan. The duration of the program shall be from 14 days minimum up to 30 days with possible extensions requested and approved by the Detention Center Superintendent.
 - b. Personal goals and behavior modification counseling.

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- c. Program expectations
 - d. Homework Assignments.
2. The Review Committee determines the length of program participation based on the following factors:
 - a. Nature of the initial incident.
 - b. Inmate's current conduct.
 - c. Inmate's willingness to participate.
 - d. Educational/vocational needs.
 - e. Inmate's mental health status (inmates who meet criteria for placement in a mental health program should be referred for consideration).
 3. The Review Committee consisting of a minimum of 3 members will interview an inmate assigned to the program every thirty (30) days, excluding weekends and holidays, and as needed, to review the Inmate Confinement Record and other documentation to determine if an inmate is in compliance with the program plan.
 4. During weekly interview sessions, and based on the inmates educational capabilities and willingness to participate, program participants are assigned reading and writing assignments to be turned in during the next scheduled interview.
 5. The Review Committee documents each interview on the Inmate Confinement Record to include: date of interview, purpose of the interview, homework assignment, general interview topic, minimum release date, and committee member's signature.
 6. Participation in the program may be terminated if the inmate:
 - a. Refuses to participate
 - b. Is unable or incapable of participating
 - c. Fails to progress
 - d. Does not successfully complete the program

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7. If the inmate successfully completes the program, the Review Committee will release the inmate from the program with no further restrictions.
8. If participation is terminated, the inmate may be placed in Temporary Administrative Segregation Confinement until a review hearing is held. The Review Committee may again assign the inmate to Administrative Segregation for 30 days and may request an extension.

D. Supervision

Supervision is conducted in accordance with Division Policy #3.4.1 – Administrative Segregation & Protective Custody Policy.

E. General Condition:

1. Inmate assigned on Administrative Segregation Housing will be treated fairly and provided with prescribed medication, access to programs and services, clothing that are not degrading, and access to basic personal items for use in their cells unless there is imminent danger that an inmate or any other inmate (s) will destroy an item or induce self-injury. Inmates assigned on Administrative Segregation Housing may receive limited privileges.
2. The Housing Unit Officer documents in IJMS/Daily Activity Log when inmates exit cells to use the Telephone (in cell or out), shower, watch TV; had visitation, etc.
3. The Housing Unit Officer allows inmates that are on Administrative Segregation out of their cells for at least one (1) hour 7 days a week unless the safety and security standards dictate otherwise and is approved by the Shift Supervisor.
4. Inmates housed in Administrative Segregation Housing Units receive visits by their assigned Caseworker at least once a week and thru the use of the Inmate Request Form, (see policy 5.7.7 Staff/Inmate Communication).
5. Inmates housed in Administrative Segregation Housing Units receive visits from Correctional Staff (i.e. Chaplain, Medical Personnel, etc.) according to procedures found in 5.7.7 Staff / Inmate Communication.

F. Programs and Services – provided in accordance with Division Policy #3.4.1 – Administrative Segregation & Protective Custody Policy.

G. Cell Items – provided in accordance with Division Policy #3.4.1 – Administrative Segregation & Protective Custody Policy.

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- H. Removal of Property:** Inmate Property Control Procedures will be followed in accordance with Division Policy #3.4.1 – Administrative Segregation & Protective Custody Policy.

- I. Reports/Logs:** A daily roster of inmates housed in the unit shall be maintained. An Inmate Confinement Record shall be initiated and maintained on every inmate assigned to the Special Management Unit in accordance with Division Policy #3.4.1 – Administrative Segregation & Protective Custody Policy.