

**POLICY & PROCEDURES**

<b>CHAPTER:</b>	3	Institutional Operations	<b>3. 4. 4</b>
<b>SECTION:</b>	4	Special Management	<b>EFFECTIVE DATE:</b> 4 / 8 / 2020
<b>SUBJECT:</b>	4	<b>Disciplinary Segregation</b>	
<b>STANDARDS: ACA – 4 – ALDF: 2A-47, 2A-50, 2A-53, 2A-58, 59, 2A-62, 63, 64, 65.</b>			
<b>APPROVED:</b>			<b>REVISION DATE;</b> 4 / 8 / 20
<hr/> Dale Glass <b>COMMISSIONER OF CORRECTIONS</b>			<b>REVISION DATE:</b> 6 / 24 / 20
Rescind: 3.4.4 dated 10/12/16 Cancel:			

**I. POLICY**

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

**II. RESPONSIBILITIES**

All Division of Corrections staff 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, and Administrative Segregation.

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

**Classification Committee:** A committee chaired by the Unit Manager/designee consisting of Caseworkers, Classification staff, 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,

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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.

**Disciplinary Segregation:** A status of confinement indicating the removal of an inmate from the general population, with loss of some privileges, due to minor and/or major violations.

**"Facility Administrator:"** Noted in ACA Standards above; for the purpose of this policy means the Detention Center Superintendent or designee.

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

**Pre-hearing Detention:** Lockdown used to separate an inmate immediately after committing a major (and some minor) violation. The inmate may be locked down in own cell or may be taken to the Administrative Segregation Housing Unit. This type of detention may be required depending upon the seriousness of the violation, or may be used at the discretion of the Supervisor in order to protect the inmate and to maintain the security of the facility.

**Special Management Segregation** (ACA 2A-62 et. Seq): For the purpose of this policy and clarifications, in this Division, this term is the same as Segregation Housing Unit and refers only to management of inmates with special needs as defined in DOC policy #3.4.1: Administrative Segregation and Protective Custody.

#### **IV. PROCEDURES**

##### **A. General Information**

1. Inmates referred to, and placed on, Segregation are escorted by appropriate number of staff, as indicated by the inmates' classification status; and moved in accordance with procedures found in DOC #3.1.7: Inmate Movement.
2. Inmates referred to, and placed on, Segregation are restrained as indicated by the inmate's classification status and according to procedures found in DOC #3.1.20: Restraints.
3. All inmates in Disciplinary Segregation are placed in cell units with a food pass, (see Procedure A, item #3 below).

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4. Only inmates of the same classification and gender may be celled together. All double-bunk Segregation (Cell) Placements must consider both inmates identified enemies, current criminal charges, 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, (see DOC #3.6.1: Classifications).
5. Double cell occupants will receive recreation and shower at the same time, with proper staff coverage; unless otherwise authorized by Supervisor. Inmates are entitled to one hour of active recreation per day outside of their cell, seven days per week unless security dictates otherwise. (See ACA Standard: 2A-64 above).

**B. Placement**

1. Inmates will be placed on a disciplinary segregation only after a Pre-Disciplinary hearing and sanctions have been issued (See DOC# 3.3.6: Major Violations/ Disciplinary Hearing). Inmate's personal property will be inventoried, signed by staff, and counter-signed by inmate if available, and secured as soon as possible.
2. Staff will ensure inmate's individual confinement record is documented in the IJMS journal entries and in accordance with Post Order.
3. When there is need for space in Disciplinary Segregation unit, the Shift Supervisor will review list of possible releases provided by classification.
4. Classification will determine who to place on possible release list by:
  - a. Considering inmates with lesser degree of violation and/or who has fewer days to serve out their Disciplinary Segregation time,
  - b. Ensuring that inmate does not have pending violations, and
  - c. The released inmate will be returned to general population by Classification or Custody staff.
5. Whenever an inmate in disciplinary segregation makes a complaint pertaining to their health or medical condition, the complaint will be reported immediately to the medical staff or to the Shift/Area Supervisor who contacts a member of the medical staff immediately and is documented in IJMS/Event Log and/or Log Book.

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6. No more than two inmates may be assigned to one cell in the disciplinary segregation housing providing there are two bunk beds.
7. Inmate will be credited with time served in pre-hearing detention against any sanction imposed following a disciplinary hearing.
8. Inmates assigned to disciplinary segregation will not have personal contact nor communicate with inmates in the general population.
9. Inmates may be placed on the Disciplinary Segregation for a maximum of 10 days (see DOC #3.3.6: Rule Violations and Disciplinary Hearing) and will be administered as follows:
  - a. A maximum of 5 continuous calendar days for minor conduct violations.
  - b. A maximum of 10 continuous calendar days for all major violations arising out of one incident.
10. If an inmate receives a new violation while in segregation, the inmate will be given due process to determine if a new disciplinary segregation is warranted.
11. When an inmate is recommended for an additional confinement beyond the initial 10 days due to being found guilty of additional violation, the inmate will be given two (2) days break off Disciplinary segregation. Inmate will remain in the unit during this (2) days and will be afforded all privileges accordingly. Inmate will be returned to Disciplinary segregation status after the (2) days, to serve the remaining time.
12. Inmate will never serve more than ten (10) days without a (2) day break off Disciplinary Segregation status.
13. If an inmate is found guilty of multiple counts of violations or guilty of violations from two different disciplinary citations, penalty from both citations may be served consecutively or concurrently as determined by the hearing committee.
14. When an inmate spends more than 120 days in segregation in a calendar year or 90 days in one episode, the assigned Caseworker will refer the inmate to a mental health staff for evaluation. The Classification Committee will review the Mental Health's recommendation. The result will be forwarded to Detention Center Superintendent.
15. When an inmate in disciplinary segregation displays continuous disruptive behavior, or flooding of cell the Area Supervisor in consultation with the Shift Supervisor may use Restraint Chair to protect property, safeguard inmates and maintain security.

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**C. Supervision**

1. The Shift/Area Supervisor will ensure two officers are assigned to the unit when cell doors are opened (i.e., showers, escorts, etc.).
2. The Correctional Officer will appropriately monitor inmate's behavior and will:
  - a. Intervenes in verbal and physical altercations according to established procedure.
  - b. Issue Disciplinary Reports for rule violations.
  - c. Adhere to all provisions of the Post Order pertaining to operation of the unit.
3. An inmate in segregation will not be deprived of any usual authorized items or activity. The exception will be during placement in Restraint Chair.
4. The assigned Caseworker will visit inmates placed in disciplinary segregation on a daily basis and speak with inmates.

**D. Feeding and Medication Pass Procedure**

1. Staff will unlock the food pass, serve the food tray, and immediately lock and secure the food pass.
2. When food tray is to be retrieved staff will open the food pass and instruct inmate to hand over the tray to staff through the opened food pass. Once the tray is retrieve, staff locks and re-secure the food pass.
3. If the inmate destroys or attempts to use the tray as weapon, the Shift/Area Supervisor uses reasonable force to restrain the inmate and retrieve tray. (See DOC #3.1.21: Use of Force).
4. If an inmate is given a soft tray in lieu of regular tray it will be documented in the inmate's IJMS Journal and in the HU Event Log by staff. (See 2A-59 ACA Standard above). The issuance of a soft tray to an inmate must be approved by the Detention Center Superintendent or Officer of the Day. The Superintendent may use sack meals in lieu.
5. Medication pass to inmates in disciplinary segregation will be as provided in DOC #4.2.19: Medication Pass.

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**E. Services**

1. Mail (See 5.7.1 Mail)
2. Medical services - request for medical services may be submitted daily, emergency medical services will be provided as needed.
3. Bedding – sheets and blanket will be exchanged at least weekly.
4. Use of telephones is limited to legal calls; any other telephone use will be determined by the Unit Manager. Inmate will be allowed one social call after (5) days with no violation.
5. Library (See DOC #3.3.8: Access to Courts and Legal Materials).
6. Visitation is limited to Attorney and Professional visits; all other visits will be as determined by the Unit Manager, (See DOC #5.7.3: Inmate Visit). Inmate will be allowed one (1) social visit every 5 days.
7. Clothing-will be issued and exchanged according to the Laundry Schedule, (See DOC #4.3.4: Inmate Clothing, Linen, and Laundry).
8. Recreation – inmate will receive recreation for a minimum of 1 hour per day, 7 days a week. (See DOC # 5.6.1: Recreation).
9. Inmate will receive personal hygiene items, and will have access to shower at least three (3) per week. (See ACA 2A-57 in DOC policy #4.3.1: Personal Hygiene and Grooming; and Post Order).
10. Inmates will receive three meals per day. Meals will consist of the same menu items for the general population. Deviations may be made only with the approval of the Detention Center Superintendent/designee.

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

1. Personal Property

Inmates may keep in their possession items that are issued to them by the Division of Corrections. All medical items including prescription eye glasses, hearing aids, inhalers, etc. must be pre-approved by medical staff.

2. Inmates placed in Disciplinary Segregation unit will be permitted to have the commissary food items in their possession at the time of placement. Inmates will not be permitted to purchase new items or receive commissary items that were

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purchased but not delivered prior to being placed in Disciplinary Segregation unit.

3. Items to keep in their cell:
  - 1 blanket
  - 2 sheets
  - 1 mattress
  - 1 mesh laundry bag (remains in cell)
  - 1 towel
  - 1 facecloth
  - 1 pair shower shoes
  
4. Items to keep on their person:
  - Medical alert bracelet (as approved by medical unit).
  - Prescription glasses/reading glasses as approved by medical. (Only prescription/reading glasses) on plastic frame will be allowed.
  - Hearing aids, inhalers, and prosthetic devices (as approved by medical unit).
  
5. Items to keep in their property bucket in their cell at all times (maximum quantity noted):
  - 1 Inmate handbook
  - 2 uniform (2 pants and 2 top tanks)
  - 3 pair socks
  - 3 pair boxers/briefs (men)
  - 3 pair boxers/panties (women)
  - 3 undershirts
  - 3 bras (women only)
  - 2 paperback books
  - 1 magazine (subscription)
  - 1 Religious Book
  - 1 Newspaper
  - Course books; i.e. GED preparation, AA texts; homebound books (not subject to "books/Magazine subscription" rule.
  - Stationery items: pencils, black or blue non-mechanical ink pens, writing tablets, paper, envelopes, notebooks, address book (not bound by metal or plastic fasteners)
  - 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, 1 toothpaste, and 1 deodorant).

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- Legal materials such as paper documents and/or paper legal correspondence specific to their cases. 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."
6. Law library access - will be provided; such will be permitted by provision of legal research material or provision of assistance by law clerks.