



ADMINISTRATIVE POLICIES
AND PROCEDURES
State of Tennessee
Department of Correction

Index #: 506.16

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Effective Date: April 1, 2019

Distribution: B

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PCN 18-6 (1/15/18)
PCN 17-77 (12/10/17)

Approved by: Tony Parker

Subject: LIVING CONDITIONS FOR SEGREGATED INMATES

- I. AUTHORITY: TCA 4-3-603, TCA 4-3-606; and Prison Rape Elimination Act of 2003 Standard 115.13(d).
- II. PURPOSE: To provide guidelines governing the living conditions of inmates segregated from the general population.
- III. APPLICATION: Assistant Commissioner of Prisons, institutional employees, privately managed facilities, and inmates, excluding any offender assigned to and actively participating in a Special Alternative Incarceration Unit (SAIU) program, Parole/Probation Violators program, or the Transition Center at Mark Luttrell (MLTC).
- IV. DEFINITIONS:
 - A. Administrative Segregation (AS): The purposeful separation of inmates believed to be a threat to the security of the institution, the welfare of staff, or to other inmates.
 - B. Contract Monitor of Compliance (CMC): TDOC employee(s) authorized by the Commissioner to monitor contract compliance at privately managed facilities.
 - C. Contract Monitor of Operations (CMO): TDOC employee(s) authorized by the Commissioner to serve as the approving authority for specific actions occurring at privately managed facilities. In the absence of the CMO, the Contract Monitor of Compliance (CMC) assigned to that facility will serve that function. In the absence of both the CMO and CMC at privately managed facilities, the necessary notification/request for authorization will be made by telephone to the Correctional Administrator (CA). If the CMO is not reachable via phone, the CMC will be contacted. If both the CMO and CMC are unavailable by telephone, the CA shall be contacted for required authorizations or notifications.
 - D. Extended Restrictive Housing: Housing that separates the offender from contact with general population while restricting an inmate to his/her cell for at least 22 hours per day and for more than 30 days for the safe operation of the facility.
 - E. Extended Restrictive Housing Step-Down Program (SDP): A program that includes a system of review and establishes criteria to prepare an inmate for transition to general population or the community. Individualized programs involve a coordinated, multi-disciplinary team approach that includes mental health, case management, and security practitioners. Medical personnel will be part of the multidisciplinary team when inmates who have chronic care or other significant medical accommodation needs participate in this program.
 - F. Mandatory Segregation: Assignment to maximum security housing of those inmates committed to the department under the sentence of death, or individuals in the physical custody of the Department by court order for safekeeping, if segregation is indicated upon the initial classification.

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- G. Protective Custody: Separation of inmates from the general population for the purpose of providing a level of safety for inmates requiring such.
 - H. Punitive Segregation: The confining of an inmate as a result of a disciplinary conviction, for no longer than 30 days, as punishment for the commission of an infraction.
 - I. Restrictive Housing: The purposeful separation of inmates from the general inmate population in confinement or housing where measures are taken to provide maximum security and/or to control their circumstances or circumscribe their freedom. This general status is for either punitive or administrative reasons that are subject to remain in their cells up to 22 hours each day.
 - J. Safekeeper: Defendants who have been court-ordered to TDOC physical custody and who have not been adjudicated and/or formally sentenced.
 - K. Segregation: The purposeful separation of inmates from the general inmate population in confinement or housing where measures are taken to provide maximum security and/or to control their circumstances or circumscribe their freedom. This general status is for either punitive or administrative reasons.
 - L. Transients: Inmates who are temporarily (not exceeding 14 days) in the in-house count of a receiving institution and in the assigned count of a sending institution.
- V. POLICY: Living conditions of segregated inmates shall be approximate to those of the general population and their rights and privileges shall not be limited to any further extent than is necessary for their own well-being and for the good order of the institution.
- VI. PROCEDURES:
- A. Housing Provisions
 - 1. All segregated inmates, according to their status, shall be separated by cells from each other and other general population inmates. (See Policy #506.14) Segregated inmates should be able to converse with other segregated inmates in the same unit.
 - 2. Punitive segregation inmates from general population may be housed in any unit at any location, unless otherwise prohibited by this policy. Inmates assigned to administrative segregation (AS) may not be reassigned to a unit with a lower security designation in order to serve punitive segregation time.
 - a. Punitive segregation inmates may be single-celled or selectively double-celled with another punitive segregation inmate.
 - b. If punitive segregation inmates are housed in maximum security units, they shall be maintained, programmed safely, and separate from those on AS status.

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3. If an inmate in segregation status is deprived of any authorized item or activity, a report of the deprived item or activity shall be immediately prepared and forwarded to the Associate Warden of Security, Associate Warden of Treatment, or shift captain. At privately managed facilities, a copy of the report shall be forwarded to the assistant Warden and/or Chief of Security, with a copy forwarded to the CMO for review and approval no later than the next business day. In all instances, a copy shall be placed in the inmate's institutional record.
4. Safekeepers shall be assessed using the Department's classification process for safekeepers to determine the appropriate recommendation for the safekeeper's housing, programming and status.

B. Health and Hygiene Provisions

1. Adequate ventilation, heat, and lighting shall be provided. The units and cells shall be cleaned daily and maintained in a sanitary condition.
2. Doors to the cells of segregated inmates should be equipped with a service window/flap at mid-level for the passing in and out of food trays and other necessities. Under no circumstances shall food trays or medicine be passed under the bottom frame of the cell door or through the lower level window/flap to the inmate.
3. Inmates on segregation shall be afforded the following on a daily basis, except where noted:
 - a. Access to medical/nursing staff and prescribed medication. (See Policy #113.31)
 - b. Opportunity to shower/bathe/shave three times weekly (Monday, Wednesday, Friday or Tuesday, Thursday, and Saturday) and have access to barber and hair care services as needed. Inmates on razor restriction may have their beards and/or mustaches trimmed as approved by the Warden. Inmates who have been classified as maximum custody, inmates housed in mental health supportive living units (LOC III and above), mental health LOC IV and above, or under sentence of death (Level C) will be permanently razor restricted and will only be allowed a clipper shave through barber and hair care service. No type of scissors shall be used. Inmates are not allowed to possess personal or state issued razors. Inmates under sentence of death with a Level of A or B will be allowed razors as outlined in the local RMSI policy.
 - c. Restraints shall be utilized as stated in Section VI.(C)(1).
 - d. Meals of the same content as the general population
 - (1) The food shall be served hot or cold as appropriate.
 - (2) The food shall be served with palatable appearance.

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- (3) Therapeutic and Religious diets shall be available to inmates in segregation when requested.
 - (4) Diet jelly and syrup may be substituted for regular.
 - (5) Plastic serving utensils and trays will be used.
 - (6) Styrofoam trays may be used when an inmate is assaultive.
- e. Should the behavior of an inmate be of a nature that serving utensils cannot be issued without jeopardizing the safety and security of institutional personnel and inmates, the Warden/designee/CMO at privately managed facilities or in his/her absence the shift supervisor, may order the serving of finger foods for a time period not to exceed three days. Should the shift supervisor, in the absence of the Warden/designee/CMO authorize the serving of finger foods, the Warden/designee/CMO will sign the order the next business day following the authorization.
- (1) Finger foods will be accordance with those items listed on the approved finger food master menu.
 - (2) The Warden/designee/CMO must make this order in writing with a copy placed in Volume II, Section III, of the inmate's institutional record. The Health Administrator/designee will review and approve the order to ensure there are no existing health problems that contradict use of the diet.
 - (3) The order must specify the date(s) on which finger foods will be served and the reason for this action.
 - (4) Should the Warden determine that the inmate's behavior requires the serving of finger foods beyond the three day time period, the Assistant Commissioner of Prisons/designee will be contacted for approval to extend this restriction.
4. Inmates on segregation shall be afforded exercise periods as follows:
- a. Segregated inmates shall be afforded an exercise period five days per week (Monday through Friday) commencing on the first day following their placement, with the following exceptions:
 - (1) If the behavior of the inmate is judged by the Warden to be dangerous or unmanageable, the Warden may order that the daily exercise period not be granted for a period of time not to exceed 30 days. At privately managed facilities, prior approval of the CMO is required.

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- (a) The Warden/CMO must make the order in writing with a copy placed in the inmate's institutional record.
- (b) The order must specify the date(s) on which the exercise period is to be withheld and state the reasons for the action.

- (2) In no event may the segregated inmate be held longer than 30 consecutive days without being afforded an exercise period unless authorized according to #3 below.
- (3) If the Warden judges that the inmate's behavior continues to be dangerous or unmanageable, he/she may, with the written approval of the Assistant Commissioner of Prisons, repeat the action outlined in Section VI.(B)(4)(a)(1) above.
- (4) When an inmate on AS status is transferred from one facility to another, exercising will begin on the next weekday following his/her arrival.

b. Exercise periods shall be according to the following:

- (1) Inmates shall be taken to a secure outside exercise yard for one hour, weather and other circumstances permitting.
- (2) Inmates should be taken to a secure hallway or day-room for one hour during inclement weather or if other circumstances preclude use of an outdoor exercise yard.

- 5. Bedding/linens shall be provided of like kind and in like quantity with that provided the general inmate population.
- 6. Laundry services for the provision of clean bedding and clothing shall be provided commensurate with that provided the general population.

C. Use of Restraints

- 1. Administrative Segregation: Restraints shall be double locked when placed on administratively segregated inmates prior to being released from their cell. Handcuffs will be applied with the hands behind the inmate's back, leg irons applied, and tether utilized per the facility post orders. This requirement shall apply to movement either within or outside the unit when there is direct face-to-face contact by the inmate and anyone else. Once the inmate is within the secure confines of an exercise yard or shower, the restraints may be removed for the duration of the activity. Upon completion of the exercise period or shower, the restraints shall once again be placed on the inmate until properly secured in his/her cell. If it is determined that an inmate has the need to have his hands available for signature on a document or for medical treatment, handcuffs may be applied in the front but only with the use of a waist chain.

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2. Punitive segregation: Inmates on punitive segregation will not routinely be restrained when released from their cells. The Warden/designee may, however, require the application of restraints as indicated in Section VI. (C)(1) above. When this occurs at privately managed facilities, a memorandum shall be forwarded to the CMO within the next business day detailing the need for restraints and the actions taken.
3. When the building is being evacuated due to fire or other emergency cuffing is mandatory unless extreme conditions dictate another decision.
4. Inmates approved by the Warden for a job assignment within the unit may be restrained with leg irons only when performing the duties of their assigned job.
5. Inmates who are housed in extended restrictive housing and are assigned to the SDP, for the purpose of programming ONLY, shall be restrained by leg irons and cuffs in the front instead of behind the back.
6. Inmates that are pregnant shall be restrained only according to procedures as outlined in Policy #506.07.

D. Personal Property

1. At the time of placement in segregation, the inmate's personal property must be inventoried and stored, as appropriate. The property of punitive segregation inmates may be stored by the institution until their release to general population. Punitive segregation inmates shall not be allowed to have any personal property in their possession except:
 - a. State issue outer clothing
 - b. Personal nightwear
 - c. Towel, washcloth, underwear, bar soap, comb, toothbrush, toothpaste, deodorant, toilet paper, facial tissues, and shampoo, and sanitary napkins for females. [Razors will be issued as needed but must meet the directives of VI.(B)(3)(b) above]
 - d. Personal jewelry, i.e., watch, wedding band, etc.
 - e. Writing materials, i.e., pencils, paper, envelopes, and stamps
 - f. Correspondence in their possession at the time punitive segregation is initiated or received during segregation time
 - g. Medication in their possession (both prescribed and over-the-counter) at the time punitive segregation is initiated or when prescribed during segregation time

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- h. Religious reading material
 - i. Legal materials (does not include typewriter).
 - 2. Inmates in protective custody and pending investigation status are allowed property commensurate with the general population. Inmates on administrative segregation status will be allowed property commensurate with the general population except those items restricted on the Inmate Personal Property memorandum published by the commissioner. (See Policy #504.01) Personal hygiene items (e.g., toothpaste, shampoo, hair care products, liquid soap, bar soap, shaving gel, deodorant, etc.) must be of a clear, see-through type available from the institutional commissary. Only safety angle mini-toothbrushes will be permitted.
 - 3. Segregation inmates shall be limited to a total bulk of permitted property, including any state issue, of six cubic feet. Property not permitted to AS inmates must be disposed of according to Policy #504.02. Further restrictions on personal property may be approved by the Warden. At privately managed facilities, the CMO shall be notified by memorandum of any restrictions by the next business day for review and approval. Inmates assigned to the SHU may have additional property restrictions.
 - 4. The property of inmates being segregated shall be searched, inventoried, stored, and disposed of in accordance with Policy #504.02 by staff before the property leaves the sending unit, the transfer of property is to occur within eight hours of the inmate's segregation placement.
- E. Activity and Privilege Access
 - 1. Visitation
 - a. Punitively segregated inmates may be allowed visits at the Warden's discretion. These inmates may visit in an area within the unit or as scheduled with the general population. Institutional policy or procedures shall also establish visitation guidelines for protective custody inmates.
 - b. For security reasons, administrative segregation inmates (excluding inmates under sentence of death) and safekeeping inmates shall not be allowed to receive visits from anyone except immediate family, attorneys, and ministers. Visitation shall be in accordance with the guidelines established in Policies #507.01 and #507.01.1. Inmates assigned to the TDOC for safekeeping as of June 1, 2001, shall be allowed to visit with others on their approved list; however, no new visitors who are not family members may be added.

If non-family visitors are suspended or removed from the visitation list in accordance with Policy #507.01, they shall not be allowed to be added back to the approved visitation list.

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- c. For security reasons, mandatory administrative segregation inmates shall be allowed to visit according to a schedule and in a place designated by the Warden.
2. Segregated inmates' access to attorneys and the courts shall be governed by the guidelines set forth in Policies #105.09 and #501.02. Inmates of privately managed facilities shall be governed by the TDOC approved private vendor policy. State-operated and privately managed facilities shall develop local procedures to allow legal assistance by other inmates for segregated inmates.
3. Telephone access for segregated inmates shall be a 30 minute local or long distance call scheduled as follows:
 - a. Punitive - as necessary on a limited basis at the discretion of the Warden/designee, except for telephone calls to the inmate's attorney of record
 - b. All other classes of segregated inmates - at least once each calendar month
 - c. Transients - at least once each seven days
4. Commissary access shall be restricted as follows:
 - a. Punitive segregation inmates shall be limited to the following items: personal hygiene items, writing materials, and stamps.
 - b. All other segregated inmates shall be permitted to make purchases from the commissary once each week.
5. Mail privileges for segregated inmates shall be according to Policy #507.02.
6. Within 24 hours of placement, inmates assigned to segregation shall be oriented to their living conditions as appropriate. The orientation shall include, but not be limited to, access to health, hygiene, and meals, procedures for job assignments, etc.
 - a. A written information packet is acceptable provided the inmate clearly understands the information presented and has an opportunity to receive answers to questions.
 - b. Receipt of the orientation shall be documented by inmate/staff signatures on Orientation Acknowledgement, CR-2110. An inmate representative is not required for segregation orientation.
 - c. Any inmate who has received segregation orientation at the same institution within the past 12 months shall not be required to receive a second orientation.

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7. Inmate publications may be distributed to segregated inmates, excluding those in punitive segregation.
8. Inmates in segregation may be provided with individual academic study packets or be allowed to take a correspondence course, as institutional resources will permit and at the discretion of the Warden. (See Policy #117.01.1) Privately managed facilities shall follow the corporate policy regarding individual academic study packets for segregated inmates.
9. Administrative segregation, mandatory segregation, and protective custody inmates may be given limited job assignments, if eligible and at the discretion of the Warden pursuant to Policy #505.07.
10. Each inmate on segregation status shall be paid according to the pay scales specified in Policy #504.04.
11. Access to counseling, behavioral, and treatment staff shall be provided to all segregated inmates pursuant to procedures developed by the Warden and in accordance with Policy #113.84
12. Access to chaplains and religious programs shall be provided to segregated inmates pursuant to Policy #118.01.
13. Access to library services shall be provided to segregated inmates pursuant to Policy #509.01. (Privately managed facilities shall follow mandates of TDOC approved private vendor policy regarding access to library services). Inmates in punitive segregation shall only be permitted to access legal, religious study library materials, and educational material pertaining to teacher-issued assignments.
14. Segregated inmates may have visits with another inmate, designated by the Warden, to provide assistance in legal matters pursuant to Policy #501.04. The time and location of these visits shall be scheduled by the Warden/designee. No more than two visits for each inmate confined in the unit per week shall be scheduled. A maximum of two inmates may be designated to visit inmates in segregation for the purpose of providing legal assistance.
15. Administrative segregation inmates shall be scheduled for hearings before the administrative review panel in compliance with Policy #404.10.
16. Segregated inmates shall have access to the inmate grievance process pursuant to Policy #501.01.

F. Documentation:

1. On all units/pods where segregated inmates are housed, a permanently bound log shall be maintained.

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- a. Entries in the log shall be made by the officer on the post of each shift.
- b. The shift commander/unit manager or designee shall conduct unannounced rounds of inmate living and activity areas at least once during his/her shift for the purpose of detecting deficiencies and breaches of security to identify and to deter sexual abuse and sexual harassment of inmates. Members of the unit team, counselors, teachers, and other members of the program staff shall be available upon request. All staff members and official visitors who visit the housing units shall make an entry in the unit log. When there is significant interaction with a specific inmate, an entry will be made on the Segregation Unit Record CR-2857-1 (for facilities working three, eight-hour shifts) or CR-2857-2, (for facilities working two twelve-hour shifts) and the purpose of the contact shall also be entered in the offender management system (OMS) Contact Notes (LCDG).

2. On all units where segregated inmates are housed, a CR-2857-1 or CR-2857-2, shall be maintained for each individual inmate for the duration of time in segregation. Once the form is complete or the inmate is released from segregation, it shall be filed as designated by the Warden/Superintendent and retained at the institution for no less than three years. The Warden/Superintendent and health authority or their designee shall review segregation sheets monthly and document their reviews.
3. The mandates of this policy and all other instructions regarding the management of segregated inmates shall be included in the post orders of the correctional officers assigned to the unit(s) where the segregated inmates are housed.
4. All segregated units/pods shall be monitored on an irregular basis at least every 30 minutes. Documentation of these checks shall be documented in the unit/pod log book record sheet.

G. SAIU and MLTC Transition Inmates

1. Should inmates assigned to the SAIU program requiring segregation for a period of time exceeding 4 hours, the inmate shall be transported to the TCIX main compound for the segregation purpose.
2. If an inmate assigned to a transition center requires segregation for more than 24 hours, the inmate shall be transferred to a secure facility until the conclusion of the reason for segregation placement.

VII. ACA STANDARDS: 4-4249, 4-4257, 4-4258, 4-4260 through 4-4273, 4-4320, 4-RH-0003, and 4-RH-0004.

VIII. EXPIRATION DATE: April 1, 2022.



TENNESSEE DEPARTMENT OF CORRECTION SEGREGATION UNIT RECORD

INSTITUTION

INMATE NAME: _____ TDOC NUMBER: _____ CELL: _____

TYPE OF SEGREGATION (Circle One):

ADMINISTRATIVE MANDATORY PUNITIVE PH PI PC PCI

DATE RECEIVED: _____ DATE RELEASED: _____

IF PUNITIVE: CHARGE _____ PUNITIVE TIME _____

PERTINENT INFORMATION (Examples: Epileptic, Diabetic, Suicidal, Assaultive, etc.) _____

DATE	SHIFT	SHIFT OFFICER SIGNATURE	B	D	S	SHO	SHA	TIME EXERCISE		MEDICAL STAFF SIGNATURE	SUPERVISOR SIGNATURE	PROGRAM
								OUT	IN			
SUN	1 st											
	2 nd											
	3 rd											
MON	1 st											
	2 nd											
	3 rd											
TUE	1 st											
	2 nd											
	3 rd											
WED	1 st											
	2 nd											
	3 rd											
THUR	1 st											
	2 nd											
	3 rd											
FRI	1 st											
	2 nd											
	3 rd											
SAT	1 st											
	2 nd											
	3 rd											

Meals/Shower/Shave: Yes (Y) Not Offered (N) Refused (R)
 Exercise: Enter actual time period (i.e., 9:30 OUT/10:00 IN) : Yes (Y) Not Offered (N) Refused (R)
 Medical Staff: On a daily basis, inmates shall have access to medical/nursing staff.
 This shall be documented by signing the unit log and segregation unit record each time the inmate is seen.

DATE	SHIFT	SHIFT OFFICER SIGNATURE	B	D	S	SHO	SHA	TIME EXERCISE		MEDICAL STAFF SIGNATURE	SUPERVISOR SIGNATURE	PROGRAM
								OUT	IN			
SUN	1 st											
	2 nd											
	3 rd											
MON	1 st											
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	3 rd											
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	3 rd											

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Medical Staff: On a daily basis, inmates shall have access to medical/nursing staff.
This shall be documented by signing the unit log and segregation unit record each time the inmate is seen.

REMARKS/COMMENTS:



TENNESSEE DEPARTMENT OF CORRECTION SEGREGATION UNIT RECORD

INSTITUTION

INMATE NAME: _____ TDOC NUMBER: _____ CELL: _____

TYPE OF SEGREGATION (Circle One):

ADMINISTRATIVE MANDATORY PUNITIVE PH PI PC PCI

DATE RECEIVED: _____ DATE RELEASED: _____

IF PUNITIVE: CHARGE _____ PUNITIVE TIME _____

PERTINENT INFORMATION (Examples: Epileptic, Diabetic, Suicidal, Assaultive, etc.) _____

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THUR	1 st											
	2 nd											
FRI	1 st											
	2 nd											
SAT	1 st											
	2 nd											

Meals/Shower/Shave: Yes (Y) Not Offered (N) Refused (R)
 Exercise: Enter actual time period (i.e., 9:30 OUT/10:00 IN) : Yes (Y) Not Offered (N) Refused (R)
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Meals/Shower/Shave: Yes (Y) Not Offered (N) Refused (R)
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Medical Staff: On a daily basis, inmates shall have access to medical/nursing staff.
This shall be documented by signing the unit log and segregation unit record each time the inmate is seen.

REMARKS/COMMENTS:



TENNESSEE DEPARTMENT OF CORRECTION
ORIENTATION ACKNOWLEDGMENT

INSTITUTION

OFFENDER NAME: _____

TDOC#: _____

I have completed the orientation program/unit of this institution. I have been advised of the programs, activities and privileges available to me.

I have been issued a copy of:

- TDOC INMATE RULES AND REGULATIONS
- INSTITUTIONAL RULES AND REGULATIONS
- SPECIFIC UNIT RULES AND REGULATIONS (*CHECK ONLY IF APPLICABLE*)
- PRISON RAPE ELIMINATION ACT (PREA) INFORMATION

I have been issued a revised copy of:

- TDOC INMATE RULES AND REGULATIONS
- INSTITUTIONAL RULES AND REGULATIONS
- SPECIFIC UNIT RULES AND REGULATIONS (*CHECK ONLY IF APPLICABLE*)

I have viewed:

- VIDEO PREA INFORMATION PROVIDED DURING ORIENTATION
- ADDITIONAL VIDEO PREA INFORMATION AT RECEIVING INSTITUTION

I have been informed of:

- THE REQUIREMENTS TO PURCHASE A STATE ISSUED IDENTIFICATION CARD PRIOR TO RELEASE

Offender Signature

Date

Offender Representative

Date

Correctional Counselor

Date

Clinical Service Designee

Date

Associate Warden of Treatment/Chief Counselor

Date