

Chippewa County Correctional Facility <u>Policy & Procedure</u>	Effective Date: 3/6/2017	Policy Number: 5 . 14 . 1
	Updated: 2/5/2021	Page Number: 1 of 4
Section: Security and Control	Reference: NDS 2019 – 2.9 – Special Management Units ACA 1-CORE-3A-01	
Subject: Disciplinary Segregation	Authority: Michael D. Bitnar , Sheriff	
Rescinds: All Previously Issued Policies, Procedures, Directives, or Memoranda Relative to this Topic		

I. POLICY

It is the policy of the Chippewa County Correctional Facility to securely house inmate/detainees who are sanctioned to disciplinary segregation time.

II. FORMS

- A.** 5-14A (Administrative/Disciplinary Segregation Order)
- B.** 5-14B (Administrative/Disciplinary Segregation Review)

III. PROCEDURE

- A.** The conditions of confinement for inmate/detainees sanctioned to disciplinary segregation will depend on the amount of supervision required to control the individual and safeguard other inmate/detainees and staff.
- B.** The number of inmate/detainees housed in a cell will normally not exceed the capacity for which it was designed. A supervisor may approve excess occupancy on a temporary basis.
- C.** Inmate/detainees housed in disciplinary segregation units will have fewer privileges than those housed in administrative segregation and the general population. Certain personal property items, reading material(s), and commissary access will be restricted. Items permitted while on disciplinary segregation are as follows:
 - a.** Facility issued bedding, linens, and clothing.
 - b.** One (1) book
 - c.** One (1) bible
 - d.** Access to legal materials/paperwork
 - e.** Writing utensils/supplies

f. Hygiene items (one (1) soap, one (1) deodorant, one (1) shampoo, one (1) toothpaste, one (1) toothbrush, toilet tissue, feminine hygiene products as necessary).

D. All restricted items will be stored in the inmate/detainee's personal property box. The property box will be kept under the shelving unit located next to the library.

E. Inmate/detainees will have the opportunity to shower at least three (3) times weekly. In the event of a security threat, denial of showers will be temporary and situational.

F. Clothing and bedding will be issued/exchanged as per *CCCF Policy & Procedure 3.14 – Issuance & Exchange of Clothing, Bedding, & Towels* except in the following circumstances:

a. When prescribed by a medical professional for medical or psychiatric reasons.

b. When a supervisor determines the inmate/detainee poses a threat to self or property.

****All denials of such items will be documented via the Jail Management System****

G. Inmate/detainees on disciplinary segregation will receive the same meals served to the general population. Under no circumstances will food be used as punishment.

H. Outdoor recreation will be provided as per *CCCF Policy & Procedure 4.10 – Inmate/detainee Outdoor Recreation*. Recreation may be suspended if the inmate/detainee's recreation would pose a threat to the facility and the occupants. In the event recreation is suspended, an incident report will be written via Jail Management System. ICE/ERO will be notified when an ICE detainee is denied recreation privileges in excess of seven (7) days.

I. Inmate/detainees will retain visitation privileges. If an inmate/detainee is found to have committed an act that violates visitation rules and/or acting in a way that would reasonably indicate they are a security threat, their visit is subject to immediate cancelation. All visits will be non-contact.

J. Inmate/detainee legal visits will be non-contact and take place in the Attorney Client Room.

- K.** Inmate/detainees religious visits (e.g. clergy, chaplain, etc.) will be non-contact and conducted in the visitation room.
- L.** Inmate/detainees placed in disciplinary segregation are permitted to retain a reasonable amount of personal legal materials. Any excessive legal materials will be stored in the SGT's office and will be available 0800 – 2200 hours upon request. Requests to access such legal materials should be met as soon as possible, but in no case longer than twenty-four (24) hours after receipt of the initial request, unless there is a documented security concern.
- M.** Inmate/detainees in disciplinary segregation will have the same correspondence privileges as general population.
- N.** Telephone access for inmate/detainees in disciplinary segregation will be granted in accordance with *CCCF Policy & Procedure – 3.15 – Inmate/Detainee – Telephone Access*.
- O.** Detainees housed in disciplinary segregation shall have the same law library access as the general population. Detainees will be granted access upon request and the availability of the law library. Detainees are required to utilize the law library separately from other detainees.
- P.** A daily activity log will be maintained to document all activities while the inmate/detainee is on disciplinary segregation status.
- Q.** Medical staff will visit every detainee on disciplinary segregation at a minimum of one (1) time daily. The visit will be documented by medical staff.
- R.** The shift supervisor and/or designee will see each detainee at a minimum of one (1) time daily. The visit will be recorded via the inmate/detainee activity sheet.
- S.** Security rounds shall be conducted at least every thirty (30) minutes on an irregular schedule. For cases that warrant increased observation, staff shall observe the inmate/detainee accordingly.
- T.** Once an inmate/detainee waives a disciplinary hearing and is sanctioned time and/or is sanctioned to disciplinary time as a result of a formal hearing, the following shall occur:
 - a.** The review and/or hearing officer will complete a Administrative/Disciplinary Segregation Order (5-14A). The

officer will mark the line on the form which states “*Sanctioned to disciplinary segregation time by hearing waiver and/or formal hearing process*”.

- b. A copy of the segregation order (5-14A) will be attached to the inmate/detainee’s booking file. An electronic copy will also be submitted to the Jail Sergeant and Jail Administrator via email.
- c. A copy of the segregation order will be given to the inmate/detainee within twenty-four (24) hours unless the form would jeopardize the orderly operation of the facility.
- d. Once the inmate/detainee is released from disciplinary segregation status, the segregation order will be completed and attached to the inmate/detainee’s booking file. ICE/ERO will be notified of an ICE detainee’s release from disciplinary segregation.
- e. Review(s) of Disciplinary Segregation will be conducted as follows:
 - 1. Reviews will be conducted for ICE detainees.
 - 2. All reviews will be completed using the 5-14B (Administrative/Disciplinary Segregation Review) form.
 - 3. The Jail Sergeant and/or designee will review the order every seven (7) days until the 30th day in segregation. After the first thirty (30) days has passed the Sergeant will review each case on thirty (30) day intervals.