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**ADMINISTRATIVE REGULATION  
NUMBER**

434

**OPR: OPERATIONS**

## **DISCIPLINARY SEGREGATION**

### **I. GENERAL**

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures governing the placement and supervision of inmates in disciplinary segregation.

### **II. POLICY**

It is the policy of the ADOC to ensure the proper security, custody, and control of inmates housed in disciplinary segregation.

### **III. DEFINITION(S) AND ACRONYM(S)**

- A. **Disciplinary Segregation:** An approved sanction of a disciplinary hearing resulting in an inmate’s separation from the general population for a specified period of time.
- B. **Institutional Segregation Review Board (ISRB):** A committee comprised of the Warden (or Warden’s Designee), Classification Supervisor, Chaplain, and Psychologist (or Mental Health Professional) for the purpose of reviewing the status of an inmate confined in segregation.

### **IV. RESPONSIBILITIES**

- A. Wardens are responsible for developing institutional Standard Operating Procedures (SOPs), as necessary, for the implementation of AR 434, *Disciplinary Segregation*.
- B. Wardens assigned to female facilities are responsible for including gender responsive and trauma informed principles in institutional SOPs.
- C. ADOC employees are responsible for adhering to the provisions of this regulation.

## V. PROCEDURES

- A. An inmate may be placed in disciplinary segregation for a specified period of time after an approved disciplinary hearing with a sanction of disciplinary segregation.
- B. Inmates assigned to disciplinary segregation, may be housed in a double cell.
- C. In-Processing:
  - 1. Prior to the inmate being confined into disciplinary segregation, the following shall occur:
    - a. The inmate shall receive a medical examination if not already assigned in a segregation cell. The inmate shall receive a mental health assessment within 72 hours of being placed in a segregation cell.
    - b. An inmate shall be strip searched in accordance with AR 336, *Inmate Searches*.
    - c. ADOC Form 434-C, *Disciplinary Segregation Card* will be completed and made visible at the cell entrance.
    - d. An inmate shall be allowed one (1) telephone call.
  - 2. Property
    - a. A search will be conducted of all inmates and property being processed into disciplinary segregation.
    - b. Inventoried property will be stored until an inmate is released from disciplinary segregation.
  - 3. Cell Condition Checklist
    - a. ADOC Form 434-B, *Segregation Cell Checklist* shall be completed and signed by the law enforcement employee and the inmate upon being assigned to and when the inmate is released from the cell.
    - b. A new ADOC Form 434-B, *Segregation Cell Checklist* shall be completed whenever an inmate is moved to another cell.
    - c. An inmate who destroys or damages any part of the cell may remain in that cell provided no safety or security problems exist and shall be charged with the appropriate disciplinary rule violation.

4. Inmates entering disciplinary segregation will be given a verbal and written orientation (refer to Annex A, *Disciplinary Segregation Orientation*) and will be documented on ADOC Form 434-A.

#### H. Living Conditions

1. A healthy environment for an inmate is required and will include, at a minimum, the following:
  - a. Clean and orderly surroundings;
  - b. Toilet facilities and a sink with hot and cold water;
  - c. Adequate lighting, ventilation, and heating;
  - d. A wholesome diet;
  - e. Clean and fitted seasonable clothing;
  - f. Beds constructed off of the floor; and
  - g. Access to shower and exercise area.
2. An inmate shall be provided basic needs for personal hygiene.
  - a. An inmate shall be issued soap, towel, face cloth, toothbrush, toothpaste, and clean clothing. A female inmate will also be issued feminine hygiene products. See ADOC Form 434-C, *Disciplinary Segregation Card*, for specific items and quantities.
  - b. An inmate shall be allowed to shower every other day. A notation shall be made on ADOC Form 434-A, *Segregation Unit Record Sheet* as to whether or not an inmate showered.
  - c. An inmate shall shave in accordance with ADOC grooming requirements using shaving powder or clippers.
    - (1) Inmates shall be issued an adequate amount of shaving powder or clippers during the shower period. Under no circumstances should an inmate be allowed to retain shaving powder or possess clippers in his or her cell.
    - (2) Inmates shall be issued the clippers during the shower period. Under no circumstances should the inmate be allowed to have the clippers in the cell.

- (3) Razor blades are strictly prohibited in all Segregation areas. Inmates in possession of razors shall be subject to disciplinary action.
  - d. An inmate shall maintain a haircut in accordance with ADOC grooming requirements.
3. An inmate shall be issued or allowed the following:
  - a. One (1) bar of soap
  - b. One (1) face cloth
  - c. One (1) toothbrush
  - d. One (1) tube of toothpaste
  - e. One (1) towel
  - f. Five (5) pair of socks;
  - g. Two (2) pants and two (2) shirts; or, two (2) jumpsuits;
  - h. Five (5) pairs of under shorts (males);
  - i. Five (5) under shirts;
  - j. One (1) pair of slip on tennis shoes;
  - k. One (1) pair of shower slides;
  - l. Two (2) sheets;
  - m. One (1) pillow case;
  - n. One (1) blanket;
  - o. One (1) mattress;
  - p. One (1) pillow;
  - q. One (1) jacket (October 15<sup>th</sup> – April 15<sup>th</sup>);
  - r. Seven (7) pairs of panties (females);
  - s. Seven (7) bras (females);
  - t. Two (2) pair of pajamas (females);

- u. Feminine hygiene products as necessary;
  - v. One (1) hair comb and brush
  - w. One (1) Drinking cup.
  - x. Stamps
  - y. Envelopes
  - z. Writing Paper
  - aa. One (1) writing instrument
4. An inmate shall be provided the same opportunities for writing and receipt of letters as is available to the general population.
- a. No inmate is allowed to handle another inmate's mail.
  - b. The assigned officer will collect and deliver mail from and to the inmate.
  - c. All packages or mail will be checked before being sent out or issued.
5. Inmates may have in their possession the following reading material:
- a. One (1) approved religious book;
  - b. One (1) Alcoholics / Narcotics Anonymous book; and
  - c. One (1) Treatment / Educational book (issued by the ADOC).
6. An inmate shall have access to legal reference material from the law library.
- a. An inmate shall be allowed legal reference material and supplies by submitting an inmate request slip to the appropriate authority.
  - b. Writing paper and envelopes shall be issued upon request, (up to 10 sheets of paper and 2 envelopes).
  - c. A notary public shall be made available weekly.
  - d. Inmates may be allowed to possess their current legal material.
7. Meals

- a. An inmate shall be afforded the opportunity to eat three (3) times daily except on Sundays and holidays. Meals shall be the same as those in the general population. Special diets required through medical services shall be adhered to.
- b. In the event an inmate throws substance(s) of any kind, an alternative meal may be served as approved by Warden/designee.
- c. A notation shall be made on the ADOC Form 434-A, *Segregation Unit Record Sheet*, as to whether or not an inmate received a meal.

8. Exercise

- a. An inmate shall be afforded the opportunity to exercise outside of their cells for at least five (5) hours per week during a seven (7) day period, weather permitting.
- b. An inmate shall be restrained while being escorted to and from the secure exercise areas. An inmate may be permitted to exercise in an area designated for that purpose without handcuffs, unless there is a threat to institutional safety or security.
- c. A notation shall be made on ADOC Form 434-A, *Segregation Unit Record Sheet*, as to whether or not an inmate exercises.

I. Inmates in disciplinary segregation **will not** be permitted the following:

1. Radios and televisions.
2. Canteen privileges
3. Telephone calls, except verified emergency and attorney calls.
4. Visitation privileges.
5. Hobby / craft items.
6. KOP medications with the exception of emergency critical medications.

J. Operations

1. Staffing

All law enforcement officers who work with inmates in the disciplinary segregation area shall have permanent status and will participate in training in managing inmates in segregation, except when extenuating circumstances dictate otherwise.

2. Segregation Unit Logs

The duty post log and ADOC Form 434-A, *Segregation Unit Record Sheet* shall be used to document all activities, including, but not limited to, all persons entering or exiting the area, security cell checks, feeding, showering, exercising, and program participation.

3. Medical / Mental Health Personnel Visits

- a. A nurse shall conduct rounds in the disciplinary segregation area(s) daily for the purpose of dispensing medication and observing the inmate's physical condition. A notation shall be made on ADOC Form 434-A, *Segregation Unit Record Sheet*, as to whether or not an inmate received medication.
- b. An inmate shall use the sick call request form to request medical / dental care.
- c. A registered nurse will triage all sick call requests within 24 hours of receipt. An inmate shall be provided routine, urgent, and emergent medical / dental / psychological care.
- d. A mental health professional shall conduct rounds in accordance with AR 624, *Mental Health Segregation Rounds* and the visit shall be annotated on ADOC Form 434-A, *Segregation Unit Record Sheet*.
- e. An inmate may request to the mental health professional to participate in programs to help support transition back to population. These programs shall be conducted individually inside the disciplinary segregation cell.

4. Security Procedures

- a. Any movement of an inmate into or out of a cell requires two (2) law enforcement officers, and the inmate shall be restrained with handcuffs behind his or her back.
- b. Observation of an inmate in disciplinary segregation shall be conducted at least every thirty (30) minutes and shall be annotated on the duty post log.

- K. Segregation Review. The Institutional Segregation Review Board shall review an inmate in accordance with AR 436, *Institutional Segregation Review*, and ADOC Classification Manual.
- L. Inmates who demonstrate good behavior while in disciplinary segregation may be given consideration for early release from segregation.
- M. Efforts will be made to collect, track, and analyze data related to length of stay, type of disciplinary, and recidivism.

## **VI. DISPOSITION**

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

## **VII. FORMS**

- A. ADOC Form 434-A, *Segregation Unit Record Sheet*.
- B. ADOC Form 434-B, *Segregation Cell Checklist*.
- C. ADOC Form 434-C *Disciplinary Segregation Card*.

## **VIII. SUPERCEDES**

- A. This regulation supercedes AR 434, *Disciplinary Segregation* dated December 22, 2004.

## **IX. PERFORMANCE**

- A. American Correctional Association (ACA), Standards for Adult Correctional Institutions, Fourth Edition.
- B. AR 303, *Visitation*.
- C. AR 306, *Contraband and Evidence Management*.
- D. AR 338, *Inmate Property*
- E. AR 403, *Procedures for Inmate Rule Violations*.
- F. AR 433, *Administrative Segregation*
- G. AR 624, *Mental Health Segregation Rounds*
- H. AR 436, *Institutional Segregation Review*
- I. The Classification Manual

**X. ANNEX:**

**A. Disciplinary Segregation Orientation**



Jefferson S. Dunn  
Commissioner

## ALABAMA DEPARTMENT OF CORRECTIONS SEGREGATION UNIT RECORD SHEET

INSTITUTION: \_\_\_\_\_

INMATE NAME: \_\_\_\_\_ AIS NO. \_\_\_\_\_ CELL: \_\_\_\_\_  
 VIOLATION OR REASON: \_\_\_\_\_ ADMITTANCE AUTH. BY: \_\_\_\_\_  
 DATE & TIME RECEIVED \_\_\_\_\_ DATE & TIME RELEASED \_\_\_\_\_  
 PERTINENT INFORMATION: \_\_\_\_\_

DATE	SHIFT	MEALS			SH	EXERCISE	MEDI -CAL VISIT	PSYCH VISIT	COMMENTS *	OIC SIGNATURE
		B	D	S						
1	MORN									
	DAY									
	EVE									
2	MORN									
	DAY									
	EVE									
3	MORN									
	DAY									
	EVE									
4	MORN									
	DAY									
	EVE									
5	MORN									
	DAY									
	EVE									
6	MORN									
	DAY									
	EVE									
7	MORN									
	DAY									
	EVE									

**Pertinent Info:** Record such information as, i.e. - Epileptic, Diabetic, Suicidal, Assaultive.

**Meals/SH:** Enter Y for Yes, N for No, or R for Refused.

**Exercise:** Enter the actual time period and where it was taken, Inside or Outside.

**Medical:** Medical staff will sign each time the inmate is seen.

**Psych:** A Mental Health Professional will sign each time the inmate is seen.

**Comments:** Record such information as, i.e. – conduct, attitude

\*Use the reverse side of the form for additional comments and include date, signature, and title.

**OIC Signature:** The OIC must sign all record sheets each shift.

**ALABAMA DEPARTMENT OF CORRECTIONS  
SEGREGATION CELL CHECKLIST**

Inmate's Name: \_\_\_\_\_ Cell # \_\_\_\_\_

Date: \_\_\_\_\_ Race/AIS #: \_\_\_\_\_

Custody: \_\_\_\_\_

Condition of Cell

	Yes	No
Lights functional	( )	( )
Sink functional	( )	( )
Toilet functional	( )	( )
Cell walls clean (free of pictures, markings)	( )	( )
Ceiling clean	( )	( )
Floor clean	( )	( )
Windows in good condition	( )	( )
Contraband in cell	( )	( )
Mattress in good repair	( )	( )
Vents free of debris	( )	( )

Additional Comments

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Inmate's Signature \_\_\_\_\_

Inspection Officer's Signature \_\_\_\_\_



## ALABAMA DEPARTMENT OF CORRECTIONS

### **Disciplinary Segregation Orientation**

1. It is your responsibility to abide with and obey all rules established in the Inmate Handbook, the Administrative Regulations of the Alabama Department of Corrections, and the laws of the State of Alabama.
2. All cells will be kept clean and orderly. Do not write, mark, deface, or attach objects on the ceiling, walls, or any part thereof.
3. Only authorized items are permitted. Other items may be considered contraband and will be subject to disciplinary action. Items that are authorized are:
  - a. Current legal papers.
  - b. Stationary items limited to stamps, envelopes, writing paper, and one writing instrument.
  - c. Only issued or authorized clothing and bedding articles.
  - d. Issued personal hygiene items are limited to one hair comb, one bar of soap, one toothbrush, one small tube of toothpaste, toilet tissue, one towel, and one face towel. Female inmates shall be issued personal female hygiene products and a hair brush.
4. Other personnel property items have been inventoried and stored in the property room until your release.
5. An inmate shall shave in accordance with ADOC grooming requirements using shaving powder or clippers. A shower is required every other day.
6. Radios and / or televisions will not be permitted.
7. A drinking cup may remain in the cell. No food items or eating implements will be kept in the cell. Retaining, throwing, or intentionally spilling food is a violation of institutional rules and will subject you to disciplinary action.
8. Inmates in disciplinary segregation are not permitted visitors with the exception of your attorney. Inform all potential visitors of your status and visitation restrictions.
9. Each inmate shall be afforded one (1) telephone call, when entering segregation.

ALABAMA DEPARTMENT OF CORRECTIONS

**Disciplinary Segregation Orientation (continued)**

10. A minimum of five (5) hours of exercise per seven (7) day period may be allowed when weather and security permits.
11. Sick call will be made daily. Pill call will be held a minimum of twice daily. When routine medical attention is needed, notify an on-duty officer. Fill out the sick call request (including your name, AIS number, cell number, and the nature of your illness) and give the request to the pill call nurse. Routine and emergency medical, dental, and mental health care shall be provided..
12. A unit supervisor will visit the segregation area daily.
13. Mental Health staff will visit the area five (5) times per week.
14. The Institutional Segregation Review Board will meet to consider your status and progress each week.
15. A notary public shall be made available weekly.
16. When additional questions or emergencies arise, contact the officer on duty.

A copy of the Disciplinary Segregation Orientation has been read to me and is understood

by me on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

Officer/Supervisor \_\_\_\_\_.

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Serving Officer/Supervisor

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Inmate's Name & AIS Number