

Section 14: Administrative Segregation
Subject: Administrative Segregation
Minimum Standard: 5120:1-8-15 (A)(B)(C)(D)(E)(F)
Revised: 06/1993, 06/2000, 01/2012, 10/2015

Authorized: _____ **Effective date:** _____
Sheriff Paul A. Sigsworth

POLICY

The Erie County Jail shall have written policies and procedures that govern the administrative segregation of inmates from the general population. The use of administrative segregation as a penalty shall be prohibited. Administrative segregation shall be employed to separate an inmate from the general population whenever one or more of the following exist; the inmate presents an inability to conform to established standards of behavior for general population, the inmate poses a threat to self, others, or the security of the jail, the inmate presents a need for protection as determined by the jail administrator or designee, the inmate is at risk of spreading a communicable disease, the jail administrator or designee has otherwise determined that such segregation is necessary and in the best interest of the inmate, staff, or the safe and secure operation of the jail. Within twenty-four hours of administrative segregation, the inmate shall be provided with written documentation of the reason for confinement. The inmate shall be provided an opportunity for a written or oral response to the jail administrator or designee, to be reviewed within seventy-two hours for determination of continued confinement. Inmates held in administrative segregation for thirty consecutive days shall receive an administrative review by the jail administrator or designee. Inmates in administrative segregation shall receive all privileges and rights unless the inmate poses a threat to the security of the jail or the health and welfare of themselves or others. Any suspension or modification of privileges and/or rights shall be documented.

PROCEDURE

A. Use of Administration Segregation

1. Penalty

- a. The use of Administrative Segregation as a penalty shall be prohibited.
- b. Administrative Segregation is not a disciplinary action and should not be used as a tool of punishment.

2. The use of Administration Segregation shall be employed to separate an inmate from the general population whenever one or more of the following exists:

- a. The inmate presents an inability to conform to established standards of behavior for general population.
- b. The inmate poses a threat to self, others, or the security of the jail.
- c. The inmate presents a need for protection as determined by the jail administrator or designee.
- d. The inmate is at risk of spreading a communicable disease.
- e. The jail administrator or designee has otherwise determined that such segregation is necessary and in the best interest of the inmate, staff, or the safe and secure operation of the jail.

Section 14: Administrative Segregation
Subject: Administrative Segregation (Continued)
Minimum Standard: 5120:1-8-15 (A)(B)(C)(D)(E)(F)
Revised: 06/1993, 06/2000, 01/2012, 10/2015

B. Request for Administrative Segregation

1. It is the responsibility of any Shift Supervisor to submit a request for Administrative Segregation to the Jail Administrator.
 - a. The Supervisor must provide documentation to support the condition(s) existing for Administrative Segregation classification.
2. The Jail Administrator will review documentation that was submitted by the Shift Supervisor.
 - a. If conditions exist, the Jail Administrator or his direct designee may approve the classification of an inmate to Administrative Segregation.

C. Notification of Administration Segregation

1. Within twenty-four hours of Administrative Segregation, the inmate shall be provided with written documentation of the reason for confinement and any restrictions of privileges and/or rights being placed upon the inmate.

D. Response to Administration Segregation

1. The inmate shall be provided an opportunity for a written or oral response to the Jail Administrator or designee.

E. Administrative Review

1. The Jail Administrator will review the written or oral response from the inmate placed into administration segregation within 72 hours for determination of continued confinement.
2. Inmates held in Administrative Segregation for 30 consecutive days shall receive an Administrative Review to determine if continued Administrative Segregation is warranted.
 - a. If continued Administrative Segregation is warranted, then a review of continuation shall be conducted by the Jail Administrator or designee no less than once every 30 days thereafter.
3. All Administrative Reviews will be documented, and the inmate provided with written documentation of the outcome to include, but not limited to, reason for continued confinement and any restrictions of privileges and/or rights being placed upon the inmate.

F. Rights

1. The Jail Administrator or designee shall ensure inmates in administrative segregation living conditions, rights and access to programs, services and privileges available to inmates in general population are available to them.
2. Inmates in Administrative Segregation shall have access to, but not limited to:
 - a. Dayroom activities.
 - b. Recreation.
 - c. Telephone.
 - d. Visitation.

Section 14: Administrative Segregation

Subject: Administrative Segregation (Continued)

Minimum Standard: 5120:1-8-15 (A)(B)(C)(D)(E)(F)

Revised: 06/1993, 06/2000, 01/2012, 10/2015

3. Restrictions may be exercised in order to protect the safety and security of the jail and its occupants, or the health and welfare of the inmate or others.
 - a. Any restrictions shall be limited to the degree necessary to ensure such protection, not to be imposed longer than is justifiable, be approved by the Jail Administrator or designee, and should be documented.