

## SEGREGATION HOUSING ORDER

### SECTION A – Placement

Name of Facility \_\_\_\_\_ Facility Code \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Offender Name \_\_\_\_\_ ODOC Register Number \_\_\_\_\_

Medical Notified (immediate upon placement) \_\_\_\_\_

Name/Date/Time

I. Placement in Segregation/ Short Term Administrative Segregation (insert date on appropriate line)

Pre-hearing Detention \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Disciplinary Detention \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Transit Detention \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Medical Observation \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Admin. Segregation \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(Pending transfer to

OSP/MBCC) \_\_\_\_\_

Pending Investigation \_\_\_\_ / \_\_\_\_ / \_\_\_\_

II. Placement for:     Protective Measures     Protective Custody

\_\_\_\_ Offender has requested placement into protective measures / custody.

\_\_\_\_ I request special housing placement for my own protection \_\_\_\_\_

Offender Signature

\_\_\_\_ Offender has not requested placement into protective measures/custody, but a real and serious threat exists against this offender.

\_\_\_\_ I request removal from protective measures / custody. \_\_\_\_\_

Offender Signature

Offender given a copy of this form on:

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_ (a.m. or p.m.)

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approving Authority \_\_\_\_\_

### SECTION B –Reviews

72 Hour Review \_\_\_\_\_

\_\_\_\_\_  
Reviewing Authority (Name, Title, Date)

**Additional Reviews: Attach classification team documents or other reports for determining continued confinement / release.**

Date of Release: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approving Authority: \_\_\_\_\_

Original: Facility Head – Field

1<sup>st</sup> Copy: Offender

2<sup>nd</sup> Copy: Shift Supervisor of Segregation Housing Unit

## **Instructions for Completing Segregation Housing Order**

### **Offenders placed in Segregation Housing for Disciplinary Infractions**

1. The staff member initiating the segregation housing placement will be responsible for filling out a Segregation Housing Order (SHO). When completing Section A.I., the offender will normally be placed on "Pending an Investigation" status. Offenders may remain on "Pending an Investigation" status for no longer than 14 days.
2. Once the offender has been issued an offense report, his/her status will be changed to "Prehearing Detention" on the SHO. The offender will initial the change in status on the SHO and a copy will be provided to the offender.
3. Once the disciplinary hearing has been held, the following actions will be implemented:
  - a. The warden or designee will sign the Disciplinary Hearing Action Form.
  - b. The appropriate unit manager/designee will ensure that a Facility Classification Committee (FCC) is held if the offender is to be transferred, and the status changed to "Transit Detention" and so indicated on the SHO. The offender will initial the change in status on the SHO and a copy will be provided to the offender.
  - c. Or, change status to "Disciplinary Segregation" on the SHO following a disciplinary hearing if the offender is to remain at the facility and has received sanction for disciplinary segregation and SHU space is available for the serving of the sanction at that time. If SHU space is not available, the offender will be placed on the "Disciplinary Segregation Waiting List," which shall be maintained by the chief of security and the offender shall be released to the general population until such time as the disciplinary segregation sanction can be served.
  - d. If charges are dismissed, the offender shall be released from SHU unless transfer is still deemed to be warranted and the offender is placed on "Transit Detention" status.

### **Offenders Requesting Protective Measures/Custody**

1. Procedures for protective custody or protective measures will be implemented as per OP-060106 entitled "Special Offender Management System."
2. If immediate temporary placement in segregation housing is necessary, the staff member initiating the SHU placement will complete a SHO and place the offender on "Pending an Investigation" status. Section II of the Segregation Housing Order will be completed, and the offender will acknowledge consent by signing the appropriate line. Offenders who have requested protective measures/custody will not be housed or exercised with non-protective custody offenders.
3. The appropriate unit manager/designee will ensure that a FCC/UCC is held and paperwork submitted to transfer the offender. This will normally be accomplished within 24 hours of the conclusion of the investigation for protective measures (excluding weekends and holidays). Exceptions as to why the FCC/UCC is not conducted within 24 hours will be documented by the appropriate unit manager and forwarded to the deputy warden.
4. Once the FCC/UCC has been completed, the offender's status will change to "Transit Detention" and so indicated on the SHO. The offender will initial the change in status on the SHO and a copy will be provided to the offender.

### **General**

The appropriate unit manager or designee will be responsible for ensuring that the necessary changes in status are made on the SHO as they occur and ensure that the affected offender initials the change and receives a revised copy.

Objective: To document the confinement of an offender to a segregation housing unit for the purpose of removing that offender from the general offender population.

Placement Authority: The facility head may delegate authority to place an offender in a segregation housing unit to:

1. Shift supervisor or higher ranking security officer
2. Deputy warden/assistant superintendent
3. Duty officer

Offenders may be confined to a segregation housing unit when they are:

1. In transit or en route to another facility
2. Pending a disciplinary hearing (pre-hearing detention)
3. Pending investigation
4. Pending transfer
5. In need of protection (protective measures/custody)
6. Waiting for a cell in general population; however, entitled to the same privileges as general population offenders
7. Assigned to administrative segregation
8. Assigned to disciplinary segregation
9. In need of isolation for the purpose of medical/psychological evaluation/observation

Document the date of placement on the appropriate line.

Should the offender be removed from one type of segregation and placed in another type of segregation, the same form may be used by noting the date of change on the appropriate line. The offender will initial the form and receive a copy.

(R 3/13)