

PINELLAS COUNTY SHERIFF'S OFFICE

LEADING THE WAY FOR A SAFER PINELLAS

SEGREGATION - RESTRICTIVE HOUSING		
STANDARD OPERATING PROCEDURE	DISTRIBUTION:	ALL MEMBERS OF THE DEPARTMENT OF DETENTION AND CORRECTIONS
	EFFECTIVE:	07-31-18
	AMENDS:	05-14-17
	RESCINDS:	DCB 10.01, 10.19), 10.21, 14.10, 16.14
	FIRST POLICY:	12-20-10
	LAST REVIEWED:	07-26-19
ACCREDITATION STANDARDS:		ACA: 1A-09, 2A-34, 2A-44, 2A-46, 2A-47, 2A-51, 2A-53, 2A-54, 2A-55, 2A-56, 2A-60, 2A-61, 6A-07 FMJS: 2.09, 4.11, 13.13, 13.14

**DET
07-01**

I. PURPOSE:

The purpose of this Standard Operating Procedure is to establish guidelines for the security, housing, and documentation of restrictive housing inmates at the Pinellas County Jail.

II. DISCUSSION:

Inmates will be protected against personal abuse, corporal punishment, personal injury, disease, property damage and harassment. Inmates are normally housed in general population housing; however, some inmates are required to be separated from others as a result of their classification status. The types of segregation are administrative, protective custody, medical, pre-disciplinary confinement and disciplinary confinement. If a separation of inmates is deemed necessary, but restrictive housing is not necessary, detention staff shall complete the Incompatibles portion of the incident report being completed regarding the separation.

III. DEFINITIONS:

- A. Administrative Segregation – Any cell so designated, either in regular population or in a restrictive housing area, that serves as housing for Inmates identified by staff as requiring single cell housing due to a reasonable belief they may pose a risk to themselves or others. Administrative Segregation is only used when the continued presence of an inmate in general population poses a serious threat to the life and / or safety of the inmate, other inmates, staff, property, or the security of the facility. Inmates so designated will be provided notice of the reasons for their restrictive housing. Access to services and activities will be retained unless such access would adversely affect the safety and security of the facility, the inmate, and / or others. Inmates with serious medical problems who are disruptive and become a security risk are to be classified as administrative segregation and shall be housed according to this classification. Medical staff will make scheduled visits for the purpose of monitoring, administering medication and routine treatment until the inmate is released from medical care.
- B. Protective Custody Segregation - Any cell so designated, either in regular population or in a restrictive housing area, that serves as housing for Inmates identified by staff as requiring protection, or who provide staff with information that leads to a reasonable belief they will be endangered if placed in general population. Protective Custody is only used when the continued presence of an inmate in general population may pose a serious threat to the life of the inmate. Inmates so designated will be provided notice of the reasons for their placement in Protective Custody Segregation Status. Access to services and activities will be retained unless such access would adversely affect the safety and security of the facility or the inmate.
- C. Pre-disciplinary Confinement Segregation – Any cell so designated, either in regular population or in a restrictive housing area, in which an inmate who is suspected of committing a rule violation is confined for a specific period of time prior to a disciplinary hearing. This status is used only when it is necessary

to protect the inmate or others, or investigative or other security concerns exist that warrants the inmate being segregated until the disciplinary process has been completed.

- D. Disciplinary Confinement Segregation – Any cell so designated, either in regular population or in a restrictive housing area, in which an inmate is confined for a specific period of time once found guilty of a violation and the disciplinary appeal process is exhausted.
- E. Medical Segregation – Any cell so designated, either in regular population or in a restrictive housing area, in which an inmate is confined for a specific period of time due to medical reasons. This type of restrictive housing will be ordered by a qualified healthcare provider, and release from this status will only be authorized by a qualified healthcare provider. Refer to [SOP DET 13-39, Mental Health Services and Suicide Prevention](#) and [SOP DET 13-43, Segregated Inmates](#) concerning the use of medical segregation.
- F. Close Observation Inmates – An inmate assigned to a single cell that requires regularly documented physical observation by certified detention staff at intervals not to exceed 15 minutes.

IV. PROCEDURE

- A. The process of selection, supervision and assignment of staff to work with inmates in restrictive housing units shall be established by the Department Commander or designee. Staff is closely supervised and their performance is evaluated at least annually. The following selection criteria shall be used:
 - 1. Completion of probationary period
 - 2. Experience
 - 3. Suitability for this population
 - 4. Specialized Training
- B. Basic decency and humane treatment will be maintained regardless of the reason(s) for placing an inmate in restrictive housing. Before placement in a restrictive housing unit or detention cell, each inmate will be thoroughly searched. The inmate's cell shall be inspected prior to the inmate being placed in the cell.
 - 1. Restrictive housing units / cells will be well ventilated, adequately lighted and maintained in a sanitary condition at all times.
 - 2. Except in emergencies, the number of inmates will not exceed design capacity. Restrictive housing cells will be equipped and furnished with bedding supplies in a manner similar to general population.
 - 3. Each inmate will be responsible for and given the opportunity to clean his / her cell daily unless doing so would create a security hazard. If a hazard exists, the inmate will be temporarily placed in another cell and the cell will be cleaned under close supervision.
- C. Administrative / Pre-Disciplinary Confinement / Protective Custody / Medical will not be punitive in nature. Inmates will be provided with living conditions, programming and privileges equal to inmates in general population except where there is an overriding documented security concern requiring the restriction of certain privileges or activities. Such action must be approved by the Department Commander or designee. No time limit will be placed on the length of assignment to a restrictive housing status (pending mandated reviews) other than pre-disciplinary or disciplinary segregation. Inmates on a restrictive housing status who are also on Red Dot status must be handcuffed and shackled from the time they leave their housing area until they return.
- D. The Division Commander or Department Commander may order an inmate onto a restrictive housing status described in section (IV, C) of this policy at any time. When such an order is given the Classification Specialist shall document all the provided information in JIMS. The inmate will then be added to the applicable review process.

- E. With the exception of medical segregation and disciplinary confinement segregation, shift commanders, lieutenants and Classification Specialists may place an inmate on a restrictive housing status for the following reasons:
1. An inmate fits the description of one of the classifications listed in section (III.) of this policy.
 2. An inmate may be placed on Administrative Segregation status upon the order of a Shift Commander or lieutenant when there is a documented need for such a placement and the shift commander or lieutenant believes the inmate does not meet the criteria of another specific restrictive housing status as described in section (III) of this policy. The shift commander or lieutenant will explain their reasoning in the corresponding incident report. Any such placement will be automatically reviewed by the Classification Lieutenant (or the Custody Management Division Captain or designee in the lieutenant's absence) within 24 hours and the most appropriate housing classification will be determined.
 3. An inmate who is briefly staying at this facility while in transit from one facility to another facility.
 4. An inmate who is to be housed under the Sexual Violent Predator / Jimmy Ryce Act.
- F. Processes for the placement of inmates onto a restrictive housing status by shift commanders and lieutenants.
1. Placement of an inmate on Administrative Segregation by a Shift Commander or lieutenant. The shift commander or lieutenant shall:
 - a. Authorize the placement of inmate onto administrative segregation status if an inmate meets the criteria for administrative segregation as defined in section (III, A.) or (IV, E, 2.) of this policy.
 - b. Ensure classification is notified. A classification specialist shall notify the clinical supervisor on duty of the inmate placement on administrative segregation status. The clinical supervisor shall assign a healthcare review to the appropriate qualified healthcare staff.
 - c. An incident report shall be initiated detailing the circumstances surrounding the inmate being placed on administrative segregation status, including all notifications made. Any applicable documentation such as photographs, requests, etc. will be attached.
 - d. The *Segregation* section of the incident report shall be completed electronically. A Classification Specialist shall complete a Restrictive Housing Order and a Classification Section Supervisor shall review the documentation within 24 hours. If the inmate does not appear to be classified properly under section (III) of this policy, the report shall be reviewed by the Classification Lieutenant (or Custody Management Division Captain or designee) and the most appropriate housing classification will be determined as soon as possible.
 2. Placement of inmate on Protective Custody segregation status when initiated by a Shift Commander or lieutenant. The shift commander or lieutenant shall;
 - a. Authorize the placement of inmate onto Protective Custody segregation status only if an inmate meets the criteria for protective custody segregation as defined in section (III, B) of this policy.
 - b. Ensure classification is notified. A classification specialist shall notify the clinical supervisor on duty of the inmate's placement on protective custody status. The clinical supervisor shall assign a healthcare review to the appropriate qualified healthcare staff.
 - c. An incident report shall be initiated detailing the circumstances surrounding the inmate being placed on protective custody status, including all notifications made. Any applicable documentation such as photographs, requests, etc. will be attached.
 - d. The Segregation section of the incident report shall be completed electronically. A Classification Specialist shall complete a Restrictive Housing Order and A Classification Section Supervisor shall review the documentation within 24 hours. If the inmate does not appear to be classified

properly under section (III) of this policy, the report shall be reviewed by the Classification Lieutenant (or Custody Management Division Captain or designee) and the most appropriate housing classification will be determined as soon as possible.

3. Inmate request to voluntarily be placed on Protective Custody segregation status.

Any inmate requesting protective custody segregation status will notify a staff member, who will in turn notify a shift supervisor. The Shift Supervisor will discuss the request with the inmate. The shift supervisor will then discuss the inmate's request with the Shift Commander or lieutenant. If necessary, the shift commander or lieutenant will discuss the request with the inmate. The Shift Commander or lieutenant shall,

- a. Discuss the situation with the classification supervisor to determine if alternative solutions are available and to determine if the situation warrants protective custody segregation status or a different type of restrictive housing status or housing as defined in section (III.) of this policy.
- b. If no other solutions are available, the process described in section (IV. F, 2.) of this policy shall be followed to admit the inmate into Protective Custody segregation status.

4. Placement of an inmate on Pre-Disciplinary Confinement segregation status by a shift commander or lieutenant. The shift commander or lieutenant shall,

- a. Authorize placement of inmate onto Pre-disciplinary confinement segregation status only if an inmate meets the criteria for pre-disciplinary confinement segregation as defined in section (III, C.) of this policy.
- b. Ensure classification is notified. A classification specialist shall notify the clinical supervisor on duty of the inmate placement onto pre-disciplinary confinement segregation status. The clinical supervisor shall assign a healthcare review to the appropriate qualified healthcare staff.
- c. An incident report shall be initiated detailing the circumstances surrounding the inmate being placed on pre-disciplinary segregation status, including all notifications made. Any applicable documentation such as photographs, requests, etc. will be attached.
- d. The *Segregation* section of the incident report shall be completed electronically. A Classification Specialist shall complete a Restrictive Housing Order and A Classification Section Supervisor shall review the documentation within 24 hours. If the inmate does not appear to be classified properly under section (III) of this policy, the report shall be reviewed by the Classification Lieutenant (or Custody Management Division Captain or designee) and the most appropriate housing classification will be determined as soon as possible.

G. Disciplinary confinement – An inmate will only be placed onto disciplinary confinement status by the classification section once the inmate has received sanctions after committing a rule violation and only after the disciplinary process, including the appeal process, has been completed. No inmate is to be placed onto this restrictive housing status until the classification section has ordered the inmate to be placed on this status through the JIMS system.

H. Medical Segregation – Medical restrictive housing is ordered for medical reasons by an authorized member of the medical staff through the classification section. Reasons for an inmate being placed on this restrictive housing status are governed by medical policy.

I. The following specific procedures should be followed when addressing inmates housed under F.S. § 394.910, *Involuntary Civil Commitment for Sexually Violent Predators Treatment and Care Act / Jimmy Ryce Act*. Such inmates will be classified under this designation upon entrance to the facility. Should an inmate fall under this designation while already housed in the facility, the inmate will be immediately reclassified under this designation.

1. JRA inmates are determined by the courts to be sexual predators and are to be housed separately from all inmates, except for other inmates housed under this act and are classified immediately.

2. Recreation, if requested, will be separate or with other JRA inmates.
 3. Law Library assistance may be completed at the cell with requested copies.
 4. Chaplain assistance will be at cell-side.
 5. Sick Call is the same as all other inmates but must be under the observation of a deputy.
 6. Visitation is the same as other administrative segregation inmates.
 7. Counselor assistance will be the same as other sequestered inmates on the wing.
- J. See [SOP DET 03-07, Documentation of Activities](#) concerning the documentation of daily activities for restrictive housing inmates. Each individual inmate's contact log, located in JIMS, shall include all applicable information not captured by the Guard 1 Plus Time Keeping System and / or Administrative Segregation 15 Minute Watch form if the inmate is housed in a single housing cell.
- K. The Department Commander, or designee, shall see and talk to each inmate housed in a single cell at least once each morning and once each afternoon. At each of these times, the inmate's general condition and attitude shall be annotated by either the status wallet or an entry into JIMS.
- L. 15-Minute checks will be conducted on all "Close Observation" segregation inmates utilizing either the Guard 1 Plus Time Keeping System and / or an Administrative Segregation 15-Minute Watch Form.
1. Housing areas using the Guard 1 Plus Time Keeping System:
 - a. Upon arriving to assigned post, staff will ensure all Guard 1 equipment is accounted for and working properly. Equipment includes but is not limited to; The Pipe II, Status Wallets, Deputy Button, Wall Button, Pipe Downloader.
 - b. Staff will use their assigned officer button to register "The Pipe II" to themselves.
 - c. Staff will ensure that all inmates are accurately assigned to the proper cell according to the Jail Inmate Management System.
 - d. Staff will conduct a "well-being check" at least, but not limited to, every 15-minutes. This check will be documented by staff touching "The Pipe II" to the wall button where an inmate is located. Staff will then document the status of the inmate by selecting the appropriate status using the wallet.
 - e. At least once a shift, staff will download all recorded data to be reviewed by their supervisor.
 - f. Supervisors will review all data entries made by staff using the Rounds Tracker Program. This review will be notated in the housing areas JIMS log as a Supervisors Review of Log.
 - g. The Department Commander, or designee, shall see and talk to each inmate housed in a single cell at least once each morning and once each afternoon. At each of these times, the inmate's general condition and attitude shall be annotated by either the status wallet or an entry into JIMS.
 2. Housing areas using the Administrative Segregation 15-Minute Watch Form:
 - a. Complete the information at the top of the form, with the exception of the date and time of the release.
 - b. Dated information will be recorded daily. Shift information will be completed commencing with the date and time of the inmate's admittance as reflected at the top of the form.

- c. The shift supervisor will review and sign the form (in the spaces provided) daily. Initials of the supervisor are not acceptable.
 - d. The nurse will indicate, by signature, on the 15-minute sheet, the inmate was seen. If medication was administered, an "X" will be placed in the appropriate box; if no medication is administered, the box will be left blank.
 - e. The Department Commander, or designee, shall see and talk to each inmate housed in a single cell at least once each morning and once each afternoon. At each of these times, the inmate's general condition and attitude shall be annotated on the 15-Minute Watch Forms.
 - f. Completed Administrative Segregation 15-Minute Watch Forms will be collected daily and forwarded to the appropriate administrative lieutenant for further disposition.
- M. 30-Minute checks shall be conducted on all "Restrictive Housing" inmates. These checks will be completed using the Guard 1 Plus System. Checks are to be conducted at irregular intervals, not to exceed 30 minutes. If a check does exceed 30 minutes, the reason why the check was late or missed shall be annotated accordingly by submitting an entry into the JIMS log.
- 1. Supervisors will ensure checks were completed by reviewing the Rounds Tracker Program. This review will be notated in the housing areas JIMS log as a Supervisors Review of Log.
 - 2. At least once a shift, staff will download all recorded data to be reviewed by their supervisor.