



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON**  
OFFENDER/SPANISH MANUALS

REVISION DATE  
3/6/20

PAGE NUMBER  
1 of 11

NUMBER  
**DOC 320.200**

**POLICY**

TITLE  
**ADMINISTRATIVE SEGREGATION**

**REVIEW/REVISION HISTORY:**

- Effective: 11/30/84 DOC 430.010
- Revised: 10/1/85
- Revised: 9/1/88 DOC 320.200
- Revised: 5/9/00
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- Revised: 3/7/07 AB 07-004
- Revised: 3/19/08
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- Revised: 7/9/09
- Revised: 8/9/10
- Revised: 6/14/12
- Revised: 10/26/16
- Revised: 3/6/20

**SUMMARY OF REVISION/REVIEW:**

Major changes. Please read carefully!

**APPROVED:**

Signature on file

\_\_\_\_\_  
**STEPHEN SINCLAIR**, Secretary  
Department of Corrections

2/10/20  
\_\_\_\_\_  
Date Signed

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**REFERENCES:**

DOC 100.100 is hereby incorporated into this policy; [WAC 137-32](#); [DOC 300.380 Classification and Custody Facility Plan Review](#); [DOC 320.250 Maximum \(MAX\) Custody Placement/Transfer/Release](#); [DOC 320.255 Restrictive Housing](#); [DOC 450.500 Language Services for Limited English Proficient \(LEP\) Offenders](#)

**POLICY:**

- I. The purpose of Administrative Segregation (Ad Seg) is to temporarily remove an incarcerated individual from the general population until a timely and informed decision can be made about appropriate housing based on behavior. Procedures governing Ad Seg of incarcerated individuals in Prisons will comply with WAC 137-32.
- II. An individual may be assigned to Ad Seg when the individual:
  - A. Poses a significant risk to the safety and security of employees, contract staff, volunteers, and/or other individuals.
  - B. Requests protection or is deemed by employees/contract staff to require protection.
  - C. Is pending transfer or in transit to a more secure facility.
  - D. Poses a serious escape risk.
  - E. Is pending investigation for behavior that represents a significant threat.

**DIRECTIVE:**

- I. General Requirements
  - A. The Mission Housing Administrator (MHA) is responsible for overall management of the Ad Seg process, including Segregation Management in the individual's electronic file.
    1. The MHA will audit Segregation Management reports monthly to check for accuracy.
  - B. Individuals will be managed in general population at the lowest appropriate custody level unless:
    1. It has been determined that an individual is currently under the influence of drugs or alcohol,
    2. Circumstances and behavior make placement on Ad Seg necessary, and/or

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- a. The following behavior will not alone be considered a significant risk under normal circumstances:
  - 1) Diluted or dirty Urinalysis (UA) results
  - 2) An individual's refusal to submit to a UA
  - 3) Possession of alcohol
  - 4) Possession of a cell phone
  - 5) Tattooing
  - 6) Interfering with count
  - 7) Horseplay
  
3. The individual presents a physical threat.
  
- C. Whenever possible, individuals will be taken to Health Services for a medical screening before initially being placed in segregation on Ad Seg unless there is a risk to someone's safety.
  1. The authorizing employee will immediately notify health services employees/contract staff of the placement to provide assessment and review if the individual was not taken to Health Services before placement.
  
- D. The following employees may authorize placement on Ad Seg using Segregation Management in the individual's electronic file:
  1. Superintendent/designee
  2. Associate Superintendent
  3. Captain
  4. Correctional Program/Correctional Mental Health Program Manager (CPM/CMHPM)
  5. Lieutenant
  6. Correctional Unit/Correctional Mental Health Unit Supervisor (CUS/CMHUS)
  7. Facility Duty Officer
  8. Intelligence and Investigation Unit (IIU) Investigator 3
  9. Shift Sergeant at a stand-alone Level 2 facility as authorized by the facility Duty Officer
  
- E. The Superintendent/designee must approve placement on Ad Seg and document the approval on the Segregation Management screen in the individual's electronic file within 2 business days. The designee must be:
  1. An Associate Superintendent in a Level 3 or higher facility.

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- a. The CPM may approve placement in extenuating circumstances where the Superintendent/designee is unavailable for 2 business days.
2. The CPM in a stand-alone Level 2 facility.
- F. The Superintendent will designate an Ad Seg Hearing Officer at the level of Correctional Specialist or higher rank at Level 3 or higher facilities and Classification Counselor 3 or above at stand-alone Level 2 facilities.
- G. Ad Seg referrals, authorizations, approvals, extensions, and reviews will be completed on the Segregation Management screen in the individual's electronic file.
  1. If the action cannot be completed in the electronic file, it will be documented on the applicable form as follows, and the Segregation Management screen will be updated as soon as practical:
    - a. DOC 05-092 Administrative Segregation Review
    - b. DOC 05-101 Administrative Segregation Referral
    - c. DOC 17-075 Segregation Authorization
  2. Individuals will be housed in segregation for a maximum of 30 days, regardless of the placement designation (i.e., Ad Seg, pre-hearing confinement, disciplinary segregation).
- H. Facilities will conduct Ad Seg status meetings weekly to discuss all placements (e.g., investigation updates, changes in custody, pending infractions).
  1. Meetings will be chaired by the Ad Seg Hearing Officer and the following or their designee will attend:
    - a. Appropriate Associate Superintendent
    - b. CPM/CMHPM
    - c. CUS
    - d. IIU employee
    - e. Other regularly assigned investigators
    - f. Health Services, if an identified need exists
- I. Individuals may earn levels, including privileges, while on Ad Seg status in Restrictive Housing through their behavior per DOC 320.255 Restrictive Housing.
  1. Levels will be determined based on the reason for placement on Ad Seg status. Level privileges will not be granted in cases that include:

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- a. Physical violence
- b. Verbal violence/threats
- c. Drugs/narcotics
- d. Protective custody concerns that have not been validated

## II. Initial Placement

- A. The authorizing employee must determine that placement on Ad Seg status is appropriate and document the reasons in the Placement Referral section of the Segregation Management screen in the individual's electronic file.
  1. Reasons must be descriptive and capture the existing significant risk(s).
  2. Referrals should not contain confidential information.
  3. In an emergency transfer (e.g., the sending facility does not have the resources to manage the individual), an employee from the sending facility will initiate the process in the Placement Referral section of the Segregation Management screen in the electronic file and contact the receiving facility.
- B. The authorizing employee will ensure that:
  1. Immediately after initial placement, the individual will sign DOC 05-797 Ad Seg Review Notice/Appearance Waiver and the Ad Seg placement referral authorization from the electronic file to ensure notice is given to the individual at least 48 hours in advance of the review.
    - a. If the individual refuses to sign, an employee will sign as a witness and print the individual's name on the documents.
    - b. Signed documents will be scanned into the electronic imaging file with a copy given to the individual.
  2. The Ad Seg placement referral authorization will be forwarded to both the Superintendent/designee and Ad Seg Hearing Officer through Assignments in the individual's electronic file for review at or before the initial informal review, but no later than 2 business days after placement.
  3. In the absence of the Superintendent/designee, the Duty Officer will be notified to review the reasons for placement within 2 business days of the individual's segregation placement.

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- C. Upon receipt of an individual's written request for protective custody, the individual will be designated as a voluntary, temporary assignment to Ad Seg.
  - 1. The individual will provide a written, confidential statement requesting protective custody that identifies specific actions and individuals posing a threat. Copies will be forwarded to the facility's IIU and the Ad Seg Hearing Officer.
- D. Upon placement on Ad Seg status, DOC 05-091 Daily Segregation Report or an electronic version will be initiated and maintained by segregation unit employees.

### III. Ad Seg Reviews

- A. An initial informal review will be held within 2 business days of initial placement. An intermediate review will occur within 14 days following the initial informal review. A final review will be completed within 30 days of initial placement to make a final determination.
  - 1. Time on Ad Seg status begins when the individual is initially placed on Ad Seg status. The disciplinary and Ad Seg process will run concurrently.
  - 2. The Ad Seg Hearing Officer/designee will notify individuals at least 48 hours in advance of the intermediate and final reviews using DOC 05-797 Ad Seg Review Notice/Appearance Waiver. The waiver will indicate the dates of the next reviews.
  - 3. Time spent in a Close Observation Area, while an individual is assigned to Ad Seg/pre-hearing confinement/disciplinary segregation, will be considered Ad Seg time and included when scheduling reviews.
  - 4. The Ad Seg Hearing Officer and CUS will determine if an individual is eligible for level promotion during the initial review.
- B. The Ad Seg Hearing Officer will preside over meetings of a Facility Risk Management Team (FRMT) for the intermediate and final reviews. The team will include, at a minimum:
  - 1. The individual, unless participation is waived,
  - 2. The CUS/CMHUS or case manager from the individual's assigned unit,
    - a. The CUS/CMHUS or case manager can participate by telephone or provide input by email before the review.
  - 3. The Restrictive Housing CUS/CMHUS or case manager, and

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4. A custody/security representative with the rank of Sergeant or higher.
- C. Each of the following disciplines must be represented when they are relevant to the individual being reviewed. Participating team members will be documented in the Reviews section of the Segregation Management screen in the individual's electronic file. An FRMT is only considered multidisciplinary when one or more of the following are included as documented members:
1. Medical professional, for individuals with specific medical-related PULHESDXTR "P" codes of 4 or higher.
  2. Supervising Psychologist/designee, for individuals with PULHESDXTR:
    - a. "S" codes of 3 or higher,
    - b. "R" codes of 2, and/or
    - c. "H" codes of 4.
  3. Americans with Disabilities Act (ADA) Coordinator, for individuals with PULHESDXTR "L", "E", or "X" codes of 3 or higher.
  4. Other program area supervisors who have direct supervision of the individual's activities and knowledge of the individual's behavior.
- D. For individuals with an "S" code of 3 or higher:
1. Assigned investigators will provide placement/investigation updates to the Superintendent/designee every 3 business days.
  2. Attempts to complete assigned investigations swiftly or determination of appropriate placement in general population will be made a priority.
- E. The FRMT will document the validity of an individual's protection concerns.
1. Individuals with valid protection concerns may receive earned time credits while on Ad Seg status.
  2. Protection concerns that are not validated may result in the loss of earned time throughout the Ad Seg process.
- F. The Ad Seg Hearing Officer will ensure that all requested witnesses receive DOC 05-094 Witness Statement, and that those statements are returned to the segregated individual no less than 24 hours prior to the intermediate review.
1. Witness statements will be limited to statements of fact and related to the offending behavior.

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2. If there is no clear reason for a requested witness, the Ad Seg Hearing Officer may ask the individual for clarification and/or deny the request.
- G. The individual may be present at all stages of the review, except during discussion involving information from confidential sources.
- H. The Ad Seg Hearing Officer has the authority to schedule anyone to appear and present/clarify information that may be relevant to the decision.
  1. To the extent possible, confidential information presented to the Ad Seg Hearing Officer will be presented by the person who received the information.
    - a. The source will be identified to the Ad Seg Hearing Officer, except when the Superintendent directs that the identity remain confidential.
- I. When the placement is for an investigation, an update regarding the investigation will be presented to the Ad Seg Hearing Officer prior to the intermediate review.
  1. The assigned investigator will document the investigation:
    - a. In the summary of the Investigation section of the Segregation Management screen in the individual's electronic file, and
    - b. On DOC 02-077 Investigation Report, which the investigator will submit to the Ad Seg Hearing Officer no later than 6 days before the final review.
  2. In extraordinary situations, the Superintendent may request an extension from the MHA of up to 7 days beyond 30 days served.
    - a. The Ad Seg extension will be forwarded to the MHA using the Extension section of the Segregation Management screen in the individual's electronic file.
    - b. The Ad Seg Hearing Officer will update individuals on their status every 7 days when they have been on Ad Seg status for more than 30 days.
- J. The Ad Seg Hearing Officer will allow the individual to present testimony and/or clarify witness statements and present a written statement in lieu of, or in addition to, verbal testimony. The written statement will be included in the record.

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- K. The Ad Seg Hearing Officer will document an individual's refusal to attend a review in the Review section of Segregation Management in the individual's electronic file.
- L. An interpreter will be provided for an individual who does not speak/understand English or is deaf/hard of hearing. An individual may request an interpreter using DOC 05-113 Request for Interpreter per DOC 450.500 Language Services for Limited English Proficient (LEP) Offenders.
- M. If an individual is unable to understand the case, the individual may request an advisor to assist at the review by completing DOC 05-121 Request for Department Advisor.
  - 1. The advisor will be an employee, approved by the Superintendent, who is not ordinarily assigned responsibility for the individual.
- N. The Ad Seg Hearing Officer will document reviews in the applicable section of the Segregation Management screen in the individual's electronic file as an "Initial", "Intermediate", or "Final" review.
- O. The individual will sign and be provided a copy of the Ad Seg review from the electronic file with any review (e.g., final recommendation/referral to Maximum (MAX) custody, release to general population, release from disciplinary segregation to general population).
  - 1. If the individual refuses to sign, an employee will sign as a witness, and print the individual's name on the document. The document will be scanned into the individual's electronic imaging file, and a copy given to the individual.
- P. The Ad Seg Hearing Officer will forward Ad Seg reviews to the Superintendent/designee within one business day of each review using the Segregation Management screen in the individual's electronic file.
  - 1. Behavioral changes and/or program completions/referrals will not necessarily result in discharge from Ad Seg, but will be considered with all other relevant circumstances.
  - 2. Recommendations to MAX custody will be completed per DOC 320.250 Maximum (MAX) Custody Placement/Transfer/Release. The individual may be retained on Ad Seg status for a maximum of 14 additional days pending transfer to another facility or Intensive Management Unit (IMU).

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3. If the decision is to release (e.g., completion of disciplinary segregation), the Ad Seg Hearing Officer will forward a Custody Facility Plan (CFP) to the Superintendent/designee. Releases do not require review approval from the Headquarters Classification Unit.

Q. The Superintendent/designee will review the Ad Seg review recommendation and reach a decision within one business day of receipt and notify the Ad Seg Hearing Officer of the decision.

1. Within one business day of receiving the decision, the Ad Seg Hearing Officer will provide the individual a printout of the Segregation Management screen from the individual's electronic file as notice of the Superintendent/designee's decision.

#### IV. Continuation of Ad Seg Placement

A. If the individual is retained on Ad Seg status for more than 30 days, one of the following actions will occur:

1. Referral to the Headquarters MAX Custody Review Committee for placement on MAX custody,
2. Return to the general population with clear behavioral expectations for remaining there, or
3. Transfer to a more appropriate facility/unit, including an out-of-state facility, which may enhance possible return to a general housing assignment.

B. Recommended actions will be documented on the Segregation Management screen in the individual's electronic file.

#### V. Appeal

A. An individual may appeal by submitting written objections, including written information the individual considers relevant to the:

1. Superintendent for an Ad Seg review recommendation.
2. CPM for a level decision.

B. Documentation will be scanned into the individual's electronic imaging file within 24 hours of the individual's receipt of the appeal decision.

#### VI. Administrative Release

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- A. The Superintendent/designee may release an individual from Ad Seg status at any time if it is determined that the conditions or reasons for placement no longer exist. Releases will be documented on the Segregation Management screen in the individual's electronic file.
- B. A request to transfer from one facility to another as an Ad Seg release to general population will be made on the Segregation Management screen in the individual's electronic file and by completing the CFP per DOC 300.380 Classification and Custody Facility Plan Review. The request will clearly state the reason for transfer.
  1. Transfers for protection or separation concerns will be documented in the individual's electronic file.
- C. An individual who voluntarily makes a written request for protective custody may request, in writing, to be returned to the assigned housing unit at any time. This request may or may not be approved as indicated by a threat/risk assessment and housing review.
- D. When an individual is released from Ad Seg to general population, the placement referral on the Segregation Management screen in the individual's electronic file must be archived.

**DEFINITIONS:**

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

**ATTACHMENTS:**

None

**DOC FORMS:**

- [DOC 02-077 Investigation Report](#)
- [DOC 05-091 Daily Segregation Report](#)
- [DOC 05-092 Administrative Segregation Review](#)
- [DOC 05-094 Witness Statement](#)
- [DOC 05-101 Administrative Segregation Referral](#)
- [DOC 05-113 Request for Interpreter](#)
- [DOC 05-121 Request for Department Advisor](#)
- [DOC 05-797 Ad Seg Review Notice/Appearance Waiver](#)
- [DOC 17-075 Segregation Authorization](#)