

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Administrative Segregation		
<b>Policy Number:</b> 209.06	<b>Effective Date:</b> 2/7/2018	<b>Page Number:</b> 1 of 14
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Facilities Division	<b>Access Listing:</b> Level II: Required Offender Access

**I. Introduction and Summary:**

It is the policy of the Georgia Department of Corrections (GDC) to establish and provide effective administrative segregation management procedures for offenders who have otherwise participated in or were associated with activity such that greater management of the offender's interaction with other persons is necessary to ensure the safety, security and orderly operation of GDC facilities, or protection of the public. Administrative Segregation is not intended for a means of abuse, any form of corporal punishment, or harassment of an offender. Administrative Segregation shall be utilized for those offenders who are removed from general population, serving disciplinary sanctions, pending reclassification, pending transfer, pending protective custody review, and pending investigation.

**II. Authority:**

- A. GDC Board Rules: 125-3-1-.03, 125-3-2-.10(e) 125-3-5-.06 (1), and 125-4-4-.08;
- B. GDC Standard Operating Procedures (SOPs): 103.06, Investigations of Allegations of Sexual Contact, 106.11, Special Religious Request, 107.02, Access to Services and Programs, 208.01, Management of Inmates Diagnosed Positive for the HIV Antibody: 205.06, Administrative Duty Officer: 205.07 Post Orders, 227.05, Visitation of Offenders, 226.01, Searches, Security Inspections and Use of Permanent Logs, 209.10, Offender Drug Testing, 209.03, Disciplinary Isolation, 227.06, Offender Receipt of Mail, 227.02, Statewide Grievance Procedures, 206.02, Management of Offender Property or Contraband, 209.04, Use of Force, 209.05, Stripped Cells, 211.04, Intensive Therapeutic Program, 228.01, Safety and Sanitation Inspections, 409.04.12, Food Service Staff, 506.01, Training Registration Fee Requests, 507.04.01, State Inmate in County Correctional Institutions, 507.04.32, Transcription of Medical Orders, and 507.04.43, Medication Distribution System; and
- C. ACA Standards: 4-4140; 4-4141; 4-4155, 4-4235, 4-4249, 4-4250, 4-4251, 4-4252, 4-4253, 4-4254, 4-4255, 4-4256, 4-4257, 4-4258, 4-4259, 4-4260, 4-4261, 4-4262, 4-4263, 4-4264, 4-4265, 4-4266, 4-4267, 4-4268, 4-4269, 4-4270, 4-4271, 4-4272, 4-4273, 4-4281, and 4-4400.

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**III. Definitions:**

- A. **Administrative Segregation** - The Classification Committee, Deputy Warden/Assistant Superintendent/Unit Supervisor, or in an emergency, the Warden/Superintendent may place in Administrative Segregation an offender whose continued presence in the general population poses a serious threat to life, property, self, staff, or other offenders, or to the security or orderly running of the facility. Offenders in administrative segregation because of behavioral problems should be provided with programs conducive to their well-being.
- B. **Protective Custody** - Offenders requesting or requiring protection from the general population may be placed in protective custody. Offenders in protective custody should be allowed to participate in as many as possible of the programs afforded the general population, providing such participation does not threaten facility security.

**IV. Statement of Policy and Applicable Procedure:**

This policy is applicable to all facilities housing GDC offenders.

- A. The Deputy Warden/Assistant Superintendent/Unit Supervisor may place an offender in the Administrative Segregation Unit for the following reasons:
1. Protective Custody:
    - a. Voluntary; or
    - b. Involuntary.
  2. Awaiting disciplinary hearing for a violation of Facility/Center rules;
  3. Awaiting investigation of a serious violation of Facility/Center rules or regulations;
  4. Awaiting investigation of trial for a criminal act;

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5. Pending a transfer or is holdover status during transfer; or

6. Pending classification.

**B. Voluntary Assignment to Administrative Segregation (Protective Custody (PC)):** An offender may request placement in Administrative Segregation for Protective Custody.

1. The offender should submit the request in writing. The request must explain why the offender needs protective custody and it should list who the offender thinks might hurt him/her, if known.

2. The Deputy Warden/Assistant Superintendent/Unit Supervisor shall review the request. If the request has merit, the offender will be placed in administrative segregation/protective custody.

3. The investigation shall include an interview with the offender. The notes of the interview will be retained in a secure area apart from the offender's institutional file.

4. If the Deputy Warden/Assistant Superintendent/Unit Supervisor determines that the results of the investigation do not justify Protective Custody, the offender may be returned to the general population.

5. The Deputy Warden/Assistant Superintendent/Unit Supervisor shall attempt to institute alternative means of control to resolve the problem presented by the offender.

6. Offenders in Protective Custody shall not be double bunked except in emergency situations. In an emergency situation, the Deputy Warden/Assistant Superintendent/Unit Supervisor will notify the Warden/Superintendent of the situation and the Warden/Superintendent shall contact the Regional Director for approval. This approval shall not exceed 72-hours. Offenders housed in this manner beyond the 72-hour time limit shall be approved in writing by the Director of Field Operations.

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**C. Involuntary Assignment to Administrative Segregation (PC):** The Deputy Warden/Assistant Superintendent/Unit Supervisor or Shift Supervisor can order immediate segregation when it is necessary to protect the offender or others.

**D. Protective Custody Assignment (Voluntary or Involuntary):** Use the Administrative Segregation Assignment Memorandum, Attachment 1, to document each offender assignment to Protective Custody; that is, whether the assignment was voluntary or involuntary to include documentation of the offender’s rebuttal. The offender shall receive a copy of Attachment 1. See section E., below, for review and distribution procedures.

**E. Involuntary Assignment to Administrative Segregation:**

1. **Reasons for Placement in Administrative Segregation:** The following actions shall be taken prior to an offender being placed in Administrative Segregation for any of the reasons set forth in Section IV. A.1.b. or A.2.-6. of this SOP:
  - a. The Deputy Warden/Assistant Superintendent/Unit Supervisor assigns the offender to Administrative Segregation, using the Administrative Segregation Assignment Memorandum, Attachment 1.
  - b. In the absence of the Deputy Warden/Assistant Superintendent/Unit Supervisor, the senior officer present, with the notification and approval of the facility/center Duty Officer, may place an offender in Administrative Segregation and will forward the Administrative Segregation Assignment Memorandum, Attachment 1, to the Deputy Warden/Assistant Superintendent/Unit Supervisor for review.
  
2. Within 72-hours of placement in Administrative Segregation, the Deputy Warden/Assistant Superintendent/Unit Supervisor shall determine one of the following regarding the offender’s status:
  - a. Return the offender to the appropriate housing unit, or
  - b. Order the offender to remain in Administrative Segregation.

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3. The Deputy Warden's/Assistant Superintendent's/Unit Supervisor's decision will be documented on the Administrative Segregation Assignment Memo, Attachment 1, and will not be subject to appeal by the offender.

**Note:** Prior to placement of an offender in Administrative Segregation for **any reason** (pending disciplinary hearing, protective custody, etc.), the correctional officer will notify a licensed health care provider as soon as possible. Refer to SOP 507.04.32 for specific guidelines to be followed by the licensed health care provider.

4. The offender will be provided a copy of Administrative Segregation Assignment Memo, Attachment 1, stating the reason(s) why he/she is being placed in Administrative Segregation at the time of placement. This also includes when the offender's status changes. For example, if the original assignment was pending disciplinary hearing and the offender receives isolation. A copy shall be forwarded to the Warden/Superintendent, Deputy Warden of Care and Treatment, and all other staff members deemed necessary by the Warden.

**F. 96-hour Formal Hearing for Voluntary/Involuntary Assignment to Protective Custody and Administrative Segregation:** Once the Deputy Warden's/Assistant Superintendent's/Unit Supervisor's 72-hour review has been completed, the Classification Committee shall have 96-hours to complete the formal hearing utilizing Attachment 2, 96-Hour Segregation Hearing Report.

1. For the initial Administrative Segregation hearing the offender may request that an employee who is on duty and willing to represent the offender by being the offender's advocate at this initial Administrative Segregation hearing.
2. The offender may also request that witnesses be called on his/her behalf and the Classification Committee will have the discretion to call these witnesses.
3. If the Classification Committee determines the offender should remain in Administrative Segregation, the offender may appeal that decision to the Warden/Superintendent.

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4. The offender shall have three (3) business days, after the 96-hour hearing to appeal the decision of the Classification Committee. Attachment 4, Administrative Segregation Assignment Appeal Form, shall be submitted to the Counselor conducting rounds. Upon receiving Attachment 4, the Counselor, shall issue the offender a receipt, acknowledging that the appeal was received. The Counselor shall then forward the appeal form to the Warden/Superintendent.
  5. The Warden's/Superintendent's review and decision on the appeal is final.
  6. If the offender's status changes, another 96 Hour Segregation Hearing must be conducted. For example, the original assignment was pending investigation and the status changes to pending disciplinary hearing. The offender may appeal this hearing. (see IV.F.4.)
  7. The offender shall receive a copy of Attachment 2.
- G. Housing Exceptions:** Under the following conditions, it might be necessary to house an offender in Administrative Segregation in a single cell (this section does not apply to offenders in Protective Custody, see Section IV.B. above):
1. Offender with severe medical disabilities (assigned by Medical and evaluated within 72-hours of placement).
  2. Offenders suffering from serious mental illness (assigned by Mental Health Staff and evaluated within 48-hours of placement).
  3. Sexual Predators (assigned by the Classification Committee and evaluated within 48-hours of placement).
  4. Offenders likely to be exploited or victimized by others (assigned by the Classification Committees and evaluated within 48-hours of placement).
  5. Offenders who have other special needs for single housing (assigned by the Classification Committees and evaluated within 48-hours of placement).

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**H. Conditions of Administrative Segregation:** The basic level of conditions described below applies to the Administrative Segregation Unit:

1. Cells shall be well ventilated, adequately lighted, appropriately heated and maintained in a sanitary condition always. All cells shall be equipped with beds which may be securely fastened to the wall or floor.
2. Cell occupancy, except in emergency, shall not exceed design capacity. When an emergency requires excess occupancy, a report shall be prepared immediately and delivered to the Warden/Superintendent for review and corrective action.
3. Cells in Administrative Segregation shall be equipped and furnished in a manner like cells in the general population.
4. Each offender shall be provided the same opportunities for personal hygiene available to the general population, except that an offender may be limited to showering and shaving three (3) times per week. This includes establishing a schedule for barbering, hair care services, and receipt of hygiene items (toilet paper, soap, deodorant, tooth brush/paste).
5. Offenders will have same access to Chaplaincy Services as that of the general population.
6. Each facility shall have an established laundry schedule that addresses the issue and exchange of clothing, as well as the washing schedule of clothing, bedding and linen, in the same manner as the offenders assigned to general population.
7. Each offender, shall be allowed to write and receive mail in the same manner as general population offenders.
8. Visiting and correspondence privileges accorded the general population shall be allowed to offenders in Administrative Segregation (see SOP 227.05).

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9. No restrictions shall be placed upon an offender's contact with courts or legal counsel. Each facility shall establish procedures that allows for all offenders to receive legal library services.
10. Offenders in administrative segregation shall have access to reading materials. Each facility shall establish a procedure for offenders to receive library services.
11. Food provided to offenders in Administrative Segregation shall be the same quality and quantity as that provided in the general population. Paper products may be may be provided to offenders, when food and equipment (trays), are utilized in a manner that is hazardous to self, staff, or other offenders. These meals are served on an individual basis, and based on health or safety considerations only. They must meet basic nutritional requirements, and must be approved by the Warden/Superintendent, responsible health authority, and shall not exceed seven (7) days, unless the offender's behavior dictates otherwise.
12. Offenders shall be provided the same bedding supplies as are provided persons in the general population.
13. An offender shall normally be assigned all his or her personal property consistent with the length of assignment, security needs of the unit, and in accordance with established housekeeping plans of the unit.
14. Offenders shall continue to receive the services of a Counselor. Offenders may participate in such educational, vocational and/or rehabilitative programs as can be provided within the confines of the Administrative Segregation unit, consistent with the security needs of the unit.
15. Offenders may order items from the commissary. Items from the commissary may be withheld if determined by the Correctional Supervisor to be a threat to the security of the Administrative Segregation unit.
  - a. Offenders will be limited to the equivalent of \$60.00 of Commissary items.

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b. Spending limits may be reduced based upon the spacing of the facility and in accordance with the housekeeping plan of the unit.

16. Offenders, shall be administered medications in the same manner as general population offenders. This will include medication in blister packs in accordance to SOP 507.04.43. If the offender’s behavior demonstrates a high potential for self-harm, blister packed medication maybe withheld at the discretion of the health care provider.

17. Whenever an offender is deprived of any of the conditions afforded in Administrative Segregation, it must be approved by the Warden/Superintendent. Refer to SOP 209.05 Stripped Cell and Temporary Confiscation of Property.

18. Exercise: Offenders in Administrative Segregation shall receive a minimum of one (1) hour of exercise per day outside of their assigned cells, five (5) days per week, unless security or safety considerations dictate otherwise.

19. Telephone Privileges: Offenders in Administrative Segregation/Protective Custody shall be allowed telephone privileges, subject to the legitimate needs of the facility, as approved by the Warden/Superintendent. No restrictions shall be made to calls related specifically to access to the attorney of record, or for reporting PREA incidents.

20. GOAL Devices: Offenders in Administrative Segregation/Protective Custody shall have the same access to GOAL Devices and the J-Pay Kiosk as that of the general population, subject to the legitimate needs of the facility.

**I. Unit Inspection:** Monitoring of the unit shall be conducted on a regular basis. This monitoring enables responsible officials to observe and evaluate conditions of confinement and talk with confined offenders. These monitoring visits shall be conducted in accordance with the following schedule:

1. Correctional shift supervisor in charge shall visit once (1) each shift.

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2. Health Care officials: When an offender is transferred to Administrative Segregation, health care personnel will be informed immediately and will provide assessment and review as indicated by the protocols established by the Health Authority. Unless medical attention is needed more frequently, each offender in segregation receives daily visits from a health care provider. The visit ensures that offenders have access to the health care system. The presence of a health care provider in segregation is announced and recorded. The frequency of the physician visits to segregation units is determined by the Health Authority. Psychologist or Psychiatrist shall visit as requested by staff, when the offender is a Mental Health offender.
3. Chief of Security: Daily/excluding weekends and holidays.
4. Counselor: One time per week.
5. Deputy Warden/Assistant Superintendent: At least one (1) Deputy Warden/Assistant Superintendent each day, excluding weekends/holidays.
6. Warden: At least twice (2) per week.
7. Institutional Duty officer: Daily.
8. Chaplain or Chaplain volunteer: At least twice (2) per week.
9. Documentation of rounds: It shall be the responsibility of everyone to document in the appropriate colored ink to provide a clear record of whom has visited the segregation unit.
  - a. Wardens and Supervisors shall document in **RED ink**.
  - b. Health Care staff shall document in **GREEN ink**.
  - c. Counselors, Chaplains, and Volunteers, shall document in **BLUE ink**.
  - d. Officers shall document in **BLACK ink**.

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**J. Classification Committee’s Continued Review of Administrative Segregation:**

1. The Classification Committee shall review the status of all offenders in Administrative Segregation and protective custody every seven (7) days for the first two (2) months and then, at least every thirty (30) days thereafter. A qualified Mental Health Professional shall personally interview and prepare a written report on any offender that remains in segregation for more than thirty (30) days. If housed beyond thirty (30) days, a psychological mental health assessment will be completed at least every three (3) months, more frequently if prescribed by the Chief Medical Authority. The Warden/Superintendent shall review and approve all offenders that remain in Administrative Segregation, for more than (30) days.
2. Classification Committee reviews shall consider the original reason for segregating an individual and his/her behavior during segregation. This shall include reports from unit staff.
3. Each review shall include an evaluation of the offender’s administrative file.

**K. Staff Assignments:** The staff of the unit shall be selected carefully and regularly evaluated by the supervisory personnel. This evaluation will be monitored through making notes through E-Performance. The Warden/Superintendent shall ensure staff are provided a special orientation and training as to the function of the unit, rules governing its operation and the needs and problems typical of offenders in the unit. The orientation and training must be documented, and maintained in the staff member’s training file Specialized departmental training will be developed to support this.

**L. Permanent Logs:** Permanent logs shall be maintained by the Correctional Officer on duty. The record shall include:

1. A record of all admissions and releases including:
  - a. The offender’s name and GDC#;

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- b. Housing location;
- c. Date of action;
- d. Time of action;
- e. Reason for admission tentative release date; and
- f. Authorizing official or committee.

- 2. A record of visitors including all official visits from staff, and time, date, and signature of visitor.
- 3. Notations of observations of unusual occurrences or behavior.
- 4. Site medical observations/visits and the medical officer conducting the visit.

**M. Accountability Log:** The dorm or housing unit officer will maintain an accountability log accurate to the minute, making it possible to give an accounting of the whereabouts of each offender assigned to the dorm/housing unit. This log shall include cell/room number, bed number, offender name, offender number, race, in or out time, assignment of offender and destination of offender.

- 1. The accountability logs shall be printed daily after 1800 hours once all daily scheduled offender moves have been completed in both SCRIBE and the offender-housing unit. All unscheduled in movement will be hand written by the assigned dorm officer on the accountability log with all information recorded as is on the printed log to include the cell/room number, bed number, race, in or out time, reason for assignment of the offender, and destination of the offender. Accountability logs will be distributed daily by the Second (2) or Third (3) shift supervisor/designee.

**N. Individual Records:** Individual records shall be maintained for each offender in Administrative Segregation to provide a document listing daily activities. Use the

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Segregation/Isolation Checklist, Attachment 3 or 3A, of this SOP. This record shall:

1. Be completed daily with 30-minute documented checks. The 30-minute checks should be documented when they occur, not at the end of the shift (“gang” entries shall never be permitted on any of the Segregation/Isolation forms).
  2. Contain a record of all activity such as bathing, exercise, medical visits, program participation, and religious visits.
  3. Be signed by the officer in charge of each shift.
  4. Cite medical observations/visits.
  5. Include comments of unusual occurrences or behavior.
  6. Be filed in accordance with GDC Rule 125-3-1-.10(e).
- O. **Release:** Prior to an offender being released from Administrative Segregation/Protective Custody, the Classification Committee or other staff group, designated by the Warden/Superintendent, shall conduct a release hearing. During the hearing, the following will be considered for release: infraction or reason for admission, disciplinary history (while in segregation), mental health/medical needs, housing needs (STG, PREA, etc.). All recommendations for release will be forwarded to the Warden/Superintendent for approval. Document the return to general population, date and time in the log book. If the offender requests return to general population from voluntary segregation (protective custody), put the offender’s request in the same file with the request for protective custody.

**V. Attachments:**

- Attachment 1: Administrative Segregation Assignment Memorandum
- Attachment 2: 96-Hour Segregation Hearing Report
- Attachment 3: Segregation/Isolation Checklist - 8 Hour Shift
- Attachment 3A: Segregation/Isolation Checklist -12 Hour Shift

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Attachment 4: Administrative Segregation Assignment Appeal Form

**VI. Record Retention of Forms Relevant to this Policy:**

Upon completion, Attachments 1, 2, 3 or 3A, and 4 shall become part of the offender's institutional file and shall be retained per the official records retention schedule of that file.