

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Administrative Segregation - Tier II		
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Authority: <i>Bryson/Ward</i>	Originating Division: <i>Facilities Division</i>	Access Listing: <i>Level II: Required Inmate Library Access</i>

I. Introduction and Summary:

It is the policy of Facilities Operations to protect staff and offenders from offenders whose violent acts have been repetitive and serious and to confine in the most appropriate, restrictive option offenders who present a serious threat to escape from a guarded perimeter. The goal is to provide as normal a routine as possible for those offenders who fall into neither of the above classes, thereby enabling as many offenders as possible to progress to a lower custodial status.

The Tier II program is established to protect staff, offenders, and the public from offenders, who commit or lead others to commit violent, disruptive, predatory, or riotous actions, or who otherwise pose a serious threat to the safety and security of the institutional operation. The Tier II program is a part of a comprehensive facility-wide stratification plan that will manage the institutional conduct and programmatic need of the assigned population. The purpose of creating an effective stratification plan is to enhance staff's ability to safely and efficiently manage offenders in designated beds, buildings and during movement.

This Tier II Program policy establishes the criteria and guidelines for assigning offenders into the program. This program is an offender management process and is not a punishment measure.

II. Authority:

This policy was formerly listed as IIB09-0003.

Board of Corrections Rule 125-3-2-.10.

Related Georgia Department of Corrections Standard Operating Procedures:

(203.03) IIA04-0002 - Incident Report

(205.07) IIA07-0007 - Post Orders

(227.03) IIA14-0001 - Access to Courts;

(214.01) IIA15-0001 - Operation of C&T Programs

(227.05) IIB01-0005 - Visitation of Inmates

(222.10) IIB01-0006 - Security Procedures during Transport of Inmates

(227.01) IIB01-0007 - Inmate/Probationer Access to Telephones

(226.01) IIB01-0013 - Searches, Security Inspections, and Use of Permanent Logs

(209.03) IIB02-0004 – Disciplinary Isolation

(207.04) IIB03-0004 - Offender Work Details

(206.01) IIB06-0001 - Offender Personal Property Standards

(228.01) IIB01-0018 - Safety/Sanitation Inspections

(209.01) IIB02-0001 – Offender Discipline

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- (209.04) IIB08-0001 - Use of Force and Restraint for Offender Control
(209.05) IIB08-0005 – Stripped Cells and Temporary Confiscation of Personal Property
(209.06) IIB09-0001 - Administrative Segregation
(209.07) IIB09-0002 - Disciplinary Segregation: Tier I Program
(220.04) IIB18-0001 - Offender Orientation
(219.01) IIB18-0002 - Case Management-Records Maintenance
(220.02) IIC02-0002 - Security Classification
(220.03) IIC02-0004 - Classification Committee
(222.01) IIC05-0001 - Inter-Institutional Transfer
(318.00) IIB03-0001 - Case Management and Documentation
(107.05) VB01-0008 - Programs Management
(508.01) VG01-0001 - MH/MR Organization and Administration
(508.15) VG31-0001 - MH/MR Evaluations
(508.20) VG40-0001 - MH/MR Rounds in Isolation / Administrative Segregation Units
(508.27) VG67-0001 - Time Out, Seclusion and Physical Restraint
(508.28) VG68-0001 - Managing Potentially Suicidal, Self-Injurious & Aggressive Behavior
(508.29) VG69-0001 - Suicide Precautions
(508.30) VG70-0001 - MH/MR Acute Care Unit
(507.04.33) VH30-0009 - Health Evaluation of Inmates/Probationers in Segregation/Disciplinary Isolation
(507.04.35) VH30-0011 (Examination Following Use of Force);
(209.09) IIB09-0001- Special Management Unit: Tier III Program
(220.08) IIA18-0001 - Security Threat Groups

ACA Standards: 4-4249, 4-4251, 4-4252, 4-4253, 4-4254, 4-4255, 4-4257, 4-4258, 4-4259, 4-4260, 4-4261, 4-4263, 4-4264, 4-4265, 4-4266, 4-4267, 4-4268, 4-4269, 4-4270, 4-4271, 4-4272, 4-4273, 4-4235, 4-4184, 4-4185, 4-4281, 4-4400 and 4-4140.

III. Definitions:

- A. **Classification Committee:** For purposes of the Tier II program, the Classification Committee will consist of the Administrative Segregation: Tier II Program Unit Manager, Administrative Segregation: Tier II Program OIC, assigned counselor and as applicable, the assigned Mental Health counselor.

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- B. **Tier II Program:** Long Term Administrative Segregation stratification plan that manages the institutional conduct and programmatic need of offenders assigned to the program.
- C. **Moderated Cells:** Designated cells in Tier II, Phase I, that are the most restrictive cells designed to house assaultive offenders who are violent, aggressive and refuse to comply with the Tier II conduct program requirements.
- D. **Offenders under Transition (O.U.T.) Program:** Cognitive Behavioral Program utilized in the Tier II facilities designed to enhance an offenders' motivation to change problem behaviors, criminal thinking, and provide pro-social skills. The curriculum is based on the cognitive behavioral treatment model and motivational interviewing techniques.

IV. Statement of Policy and Applicable Procedures:

The Tier II Program will consist of a multi-phased approach that joins together functional security procedures with effective program support. While the primary mission of a Facility is security, effective programs are essential to the daily management of offenders' behavior and the ultimate goal of preparing offenders for Reentry into society. The Tier II Program establishes an incentive program-based level of privileges for demonstrating appropriate offender behavior and program compliance. The goal is for an offender to make the appropriate adjustments so that he or she may be returned to a general population housing assignment.

A. Tier II Program Overview:

1. An offender assigned to the Tier II Program is given the opportunity to progress through Phases 1, 2, and 3 of the program based upon his or her behavior and ability to adjust. Movement between the Phases is based upon the offender meeting or failing to meet the goals outlined in the offender's individualized case plan.
2. As the offender successfully progresses through the Tier II Program, he or she is reviewed for reassignment up to and including general population, based upon the Facility's Stratification Plan and Housing Guidelines.
3. Offenders who cannot return to general population because they pose a serious threat to the safety and security of the institutional operation shall remain in Phase 3. This may include, but is not limited to, offenders who

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have documented STG activities/involvement, notoriety of crimes, high level of supervision requirements, and offenders who have either been threatened with bodily harm or who have threatened others with bodily harm. These offenders shall be reviewed every 90 days to determine assignment status.

- B. **Criteria for Admission:** Placement in the Tier II Program is the result of a Classification Committee decision that is approved by the Warden. To be eligible for placement in Tier II, an offender must have at least one of the following at the time of the request to assign the offender:
1. The offender is noted as a threat to the safe and secure operation of the Facility. This may include, but is not limited to, offenders who have documented STG activities/involvement, notoriety of crimes, high level of supervision requirements, and offenders who have either been threatened with bodily harm or threatened others with bodily harm;
 2. Escape during the previous five (5) years, involving violence or serious threat of violence;
 3. Escape(s) and escape attempts during the previous three (3) years from a State Prison, County CI or Private Prison;
 4. Leadership or participation in a major disturbance or riot during the previous five (5) years involving: (a) ten or more offenders or (b) the serious threat of loss of life or actual major property damage;
 5. Failure in the Tier I program or refusal to participate;
 6. Participation as a leader or involvement in a major disruptive event, major disturbance or directing the assault or homicide of another offender during the previous five (5) years;
 7. Possession of a firearm or of an explosive device during the previous five (5) years;
 8. Two or more disciplinary infractions for possession of a weapon within the past year;
 9. Three or more disciplinary charges within the previous 12 months that involve assaultive or excessive disruptive behavior of either Great or High severity level as defined in the Offender Discipline SOP 209.01 (IIB02-0001);

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10. Offenders with assaultive histories. **Note:** This only applies to offenders in GP status and offenders who are MH Level II. MH Level III must be screened and recommended by MH staff before consideration for placement in the Tier II Program. No MH Level IV offenders are eligible for consideration to the Tier II Program;
11. Excessive destruction of state property;
12. Transfer from GDCP SMU to a Tier II-Phase 3 or Tier II-Mental Health program; and
13. Attempting to introduce or trafficking of cellular devices, drugs, tobacco or other illegal contraband.

C. Process for Assignment:

1. The Classification Committee will review all recommendations for assignments of an offender to the Tier II program and submit a recommendation based upon the eligibility criteria cited above in VI.B.1-14. This recommendation will be submitted directly to the Warden or Designee for approval/disapproval. (Refer to Attachment 1).
2. Per SOP 507.04.33 (VH30-0009 “Health Evaluation of Inmates/Probationers in Segregation/Disciplinary Isolation”), upon placement of an offender in segregation, correctional staff will notify a medical provider as soon as possible. An in-person physical assessment is not required unless review of the health record or communication from the officer indicates that the offender may have a health condition that requires an immediate evaluation, or a use of force has occurred. In the event of a use of force a complete health evaluation will be conducted in accordance with SOP 507.04.35 (VH30-0011 “Examination Following Use of Force”).
3. When the offender is assigned to the Tier II Program, the Classification Committee will hold an Administrative Segregation Hearing within 96-hours in accordance with SOP 209.06 (IIB09-0001 “Administrative Segregation”). (Refer to Attachment 1(a)).
4. The Warden/Designee will review for approval/disapproval all Classification Committee recommendations for assignment to the Tier II Program. The process for approval or denial of the request must be completed within seven (7) business days.

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5. Upon the Warden's/Designee's approval, the Warden will notify, via electronic copy, the respective Regional Director of the offender's assignment in the Tier II Program. The offender will be served with a copy of this action, and it will be documented in SCRIBE. (Refer to Attachment 2).
6. The offender may exercise his due process rights by appealing his assignment to the Tier II Program by submitting written objections (via Attachment 3) to the Director of Field Operations or his/her Designee within three (3) business days from receipt of the notice. The offender must include detailed information in his appeal of the assignment. The offender's rebuttal and request for relief must be legibly written in the space provided on the appeal form and one additional page may be attached. The offender may not write on the back of the appeal form and may only write on one side of the extra page. The offender will submit the appeal to his or her assigned counselor for processing by the Tier II Program Unit Manager's office.
 - a. The Director of Field Operations or Designee shall complete the review of the offender's appeal. This review must be completed within fourteen (14) business days upon receipt of the appeal.
 - b. The Director of Field Operations' final decision shall be sent via electronic transmittal to the respective Warden for distribution with an electronic copy to the respective Regional Director.
7. In emergency situations, the Warden/Designee may authorize the immediate assignment of an offender to the Tier II Program. The Warden will then inform the respective Regional Director of this action.

D. Warden's Review of Offenders Assigned to the Tier II Program: Following assignment to the Tier II Program, the offender's counselor shall review the offender's well-being and mental status every seven (7) days, and report his/her findings to the Warden and summarize this report in a Scribe Case Note. The counselor need not convene a formal hearing for this review and report, since this constitutes a review of the offender's status for the Warden only.

D. Conditions and Privileges:

1. At a minimum, the following administrative segregation policies will apply to offenders assigned to the Tier II Program:

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- a. All cells must be equipped and furnished in a manner consistent with cells designated as Tier II cells;
- b. Each offender must be provided the opportunity for personal hygiene three (3) times per week;
- c. Food provided to offenders must be the same quality and quantity as that provided in the general population;
- d. If an offender is placed in a moderated-cell/strip-cell, SOP 209.05 (IIB08-0005) and Post Orders will govern what bedding supplies are provided;
- e. Offenders will receive the services of a counselor and a Mental Health counselor as appropriate/required;
- f. Offenders will be offered a minimum of five (5) hours per week of exercise. This exercise must be outside the cells, unless security, safety or inclement weather considerations dictate otherwise;
- g. All telephone calls will be in accordance with limitations outlined by phase assignments;
- h. The Unit Manager, assigned counselor or chaplain will deal with emergency telephone calls on a case by case basis. The highest-ranking official present may authorize an emergency call for a serious illness or death of a family member if the Unit Manager is not available. After hours and on weekends, the Duty Officer will authorize the emergency call. The staff member who authorizes the call must verify and document that the situation warrants an emergency call;
- i. If eligible, all visits in the Tier II Program, shall be limited as follows: **PHASE One (1):** 1 monthly, non-contact visit with a maximum of two (2) visitors for up to two (2) hours in duration; **PHASE Two (2):** up to two (2) non-contact visits per month with a maximum of two (2) visitors for up to two (2) hours; **PHASE Three (3):** up to three (3) non-contact visits per month with a maximum of two (2) visitors for up to two (2) hours. The Warden/Designee may make adjustments to visitation privileges based on institutional needs and space availability;

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- j. All offenders in the Tier II Program must be allowed legal access as provided in SOP 227.03 (IA14-0001 “Access to Courts”);
- k. Privileges for offenders who must remain in Phase 3 because of the safety and security of the institutional operation are outline on Attachment 4 of this policy; and
- l. As deemed necessary by the Warden/Designee, all of the above conditions or privileges are subject to modification due to extenuating operational circumstances.
- m. Subject to the facility’s interests in maintaining security and order, offenders may individually pray or individually engage in religious practices in their assigned cells or by their assigned beds. All offenders may have access to Chaplaincy visits as scheduled.

F. Progression through the Program:

- 1. Upon assignment of an offender into the Tier II Program, the assigned counselor shall use the offender’s existing case plan in Scribe to manage the offender.
- 2. 90-day Review:
 - a. At the end of the initial 90-day period, a formal face-to-face meeting between the offender and the Tier II Program Classification Committee shall be completed. (Refer to Attachment 5) This is a culmination of the previous informal 30-day contacts that have been completed as part of the routine case management practices by the assigned counselor and, if applicable, by the Mental Health counselor. The Tier II Program Classification Committee shall review the recommendation of the offender’s assigned counselor and, if applicable, Mental Health counselor.
 - b. This recommendation is to determine if the offender shall be:
 - 1) Transitioned from the current Phase to the next Phase;
 - 2) Retained in the current Phase or reassigned to a previous Phase until the next 90-day review;
 - 3) Retained in Phase 3 and reviewed every 90-days;

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- 4) Assigned to the Segregation: Tier I Program or General Population upon completion of the Administrative Segregation: Tier II Program; or
 - 5) Reassigned in the current Phase at another Level 5 facility or GDCP High Max Unit.
- c. The Tier II Program Classification Committee may meet with the assigned General Population Counselor/Mental Health Counselor if positive/negative extenuating circumstances exist regarding the behavior of the offender.
 - d. The Tier II Program Classification Committee will shall consider the following factors when formulating a recommendation for progression or regression in the program:
 - 1) Length of time in current Phase;
 - 2) Continued facility risk;
 - 3) Number, type, and frequency of disciplinary reports;
 - 4) Progress in Tier II Program Offender Management Plan as noted in Scribe Case Notes;
 - 5) Active participation in the O.U.T., the offender must successfully complete the program prior to release from Tier II;
 - 6) Demeanor with staff in the Tier II program living areas and at periodic reviews Performance Sheet documentation; and
 - 7) Performance Sheet documentation.
 - e. This review must be documented on the 90-day Review Form (Attachment 5) and in a Scribe Case Note. The Tier II Program Classification Committee shall give specific reasons for its recommendation.
3. Upon the Warden's/Designee's approval, the offender shall be served with a copy of this action and it shall be documented in Scribe. (Refer to Attachment 6).
 4. The offender may exercise his or her due process rights by appealing the Tier II Program 90-Day review and submit written objections (via attachment 7) to the Warden within three (3) business days from receipt of the notice. The offender must include detailed information appealing the assignment. The offender's rebuttal and request for relief must be legibly

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written in the space provided on the appeal form and one additional page may be attached. The offender may not write on the back of the appeal form and may only write on one side of the extra page. The offender shall submit his appeal to his assigned counselor, for processing with the Tier II Program Unit office.

- a. The Warden/Designee shall complete a review of the offender's appeal of the Classification Committee's recommendation. This review must be completed within seven (7) business days upon receipt of the appeal.
5. Release from Tier II:
- a. The offender must be actively participating in the O.U.T. Program (Offenders Under Transition). If appropriate, the offender must successfully complete the program prior to release from Tier II.
 - b. Offenders shall be assigned to Tier I upon completion of Tier II, if approved, as part of their reorientation to a less strict environment. The offender shall be monitored in Tier I for up to thirty (30) days before his or her release to general population.
 - c. Thirty (30) days prior to the offender being released from Tier II and before he or she is assigned to Tier I, the following shall be completed:
 1. The Tier II Unit Manager/designee shall review the potential releases in SCRIBE following the criteria below and forward his or her recommendations, electronically, to the Warden and Regional Director. This recommendation shall be documented in SCRIBE;
 - a. Disciplinary Reports the offender received since being housed in the Tier II Program;
 - b. Profiles (Non association);
 - c. Alternative entrée meal profiles;
 - d. Case Notes;
 - e. Security Threat Group History;
 - f. Incident Reports involved in (Location of enemies and associates);
 - g. Review of Progress notes;

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- h. Movement history;
 - i. M/H Status;
 - j. Personal History Sheet;
 - k. Medical Profile and scheduled appointments;
 - l. Court Production Orders; and
 - m. County of Conviction and Residence.
2. The Warden and Regional Director shall review the recommendations. If recommended for release, the name of the offender shall be forwarded electronically to the Criminal Investigations Unit STG Coordinator.
3. The Criminal Investigations Unit STG Coordinator shall investigate the offender for any documented Security Threat Group Activities. The Statewide STG Coordinator shall be responsible for contacting the Criminal Investigations Division in order to ensure there are no active criminal investigations or involvement in any criminal activities. These investigations shall be completed within 10 (ten) business days of notification. The STG Coordinator is responsible for advising the Regional Director and the Tier Segregation Manager, electronically, of any information pertinent to the retention or release of an offender.
4. The Regional Director shall advise the Warden of the findings of the Criminal Investigations Unit. This information along with all recommendations shall be forwarded, electronically, to the Director of Field Operations who will make the final decision.
5. The Director of Field Operations shall be responsible for advising the Regional Director and the Tier Segregation Manager, electronically, of the decision.
6. The Tier Segregation Manager shall review the offender's record in SCRIBE, following the criteria in 5.1.a-m, and determine the appropriate placement of the offender based on the Director of Field Operations' decision and other recommendations. A Case Note shall be entered in SCRIBE.

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7. Prior to release from Tier I, the offender is to submit a written statement notifying the Warden and Regional Director that he or she can or cannot reside in general population.

G. Staffing:

1. Assignment to duty in the Tier II Program is regarded as hazardous. Personnel assigned are expected to deal professionally with unpleasant and irrational behavior.
2. Because of the unusual difficulty of the work to be done, the Warden (or Designee) must specifically approve the assignment of uniformed officers, counselors, medical or other staff members to the Tier II Program.

H. Security in General:

1. The Unit Manager is responsible for:
 - a. The care, secure confinement, and control of all offenders assigned to the Tier II Program;
 - c. The overall security of the Tier II Program; and
 - d. The effective accomplishment of assigned tasks.
2. The use of all available security equipment shall be assigned and utilized to the fullest to ensure that the mission of the Department, the Facility and the Tier II Program are met.
3. The Unit Manager must ensure strict compliance with SOP (209.04) IIB08-0001 (Use of Force and Restraint for Offender Control) and all other related SOPs.
4. Hand-held metal detectors or a suitable device must be placed in or near all control rooms and utilized by all officers whenever an offender leaves the Tier II program living unit (i.e. yard call, call outs, visitation etc.). There are no exceptions – all officers must follow this procedure. The hand-held metal detectors must be utilized on all cell searches (i.e. mattresses, pillow and shoes).
4. The Chief of Security is responsible for ensuring that a thorough security inspection of the Tier II program is conducted and recorded at a minimum of once per day. All control panels, cell doors, interior of the cell, windows, locks, and chases must be inspected. A rubber mallet must be utilized in the inspection of all cell interiors, yard, structures, common

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areas, pipe chases, exterior and interior fences. See: SOP 226.01 (IIB01-0013 "Security Inspections and Use of Permanent Logs"). A complete check of all areas (cells, yards, common areas, pipe chases, exterior and interior fences) in the Unit must be conducted every thirty (30) days.

5. Incident Reports: When any incident occurs, the correctional officers or employees involved must prepare an Incident Report and submit it for review to the Shift Supervisor, Chief of Security, Unit Manager, and Deputy Warden. The report will follow reporting procedures as outlined in SOP 203.03 (IIA04-0002 "Incident Report"). All use of force reports must be forwarded by the Warden to Internal Investigations within five (5) working days after the incident. (See: SOP IIB08-0001 Use of Force and Restraint for Offender Control).
- I. Transports: Transport operations are governed by existing SOP 222.10 (IIB01-0006 "Security Procedures during Transport of Offenders").
 - J. Opening of Cells and Feeding/Handcuff Slot:
 1. The opening of cells and the use of feeding and handcuff slots guidelines shall follow the existing policy and Post Orders governing such operations. Prior to the opening of cell doors the following shall be adhered to:
 - a. A cell door must not be opened unless two (2) or more Correctional Officers are present at the cell.
 - b. In all Phases, prior to being brought out of his or her cell for any reason, an offender:
 - 1) Shall remove all clothing;
 - 2) Shall hand each item out to the officer;
 - 3) Shall allow the officer to thoroughly check each item for contraband. Hand held metal detectors shall be utilized for checking the clothing. Clothing items shall then be returned; and
 - 4) Shall be restrained with handcuffs behind his or her back. A minimum of two (2) Correctional Officers must be present and maintain maximum control and supervision.

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- c. After an offender is placed in the cell, an officer shall inspect the door locking control mechanism for proper function, and then secure the door. Only then may the handcuffs be removed and the cuff port secured.
2. Feeding/Handcuff Slot:
- a. Cell lighting shall be sufficient to ensure the safety of staff and offenders before the feeding/handcuff slot is opened.
 - b. The feeding/handcuff slot of each cell door may be in the open position only: (1) when items are actually being issued to or received from an offender (meals, medication, commissary, laundry, etc.) or (2) for the purpose of placing handcuffs on or removing handcuffs from an offender.
 - c. Before the slot is opened, the staff member shall ensure that the cell light is on. Staff shall order the offender to move to the back of the cell with his hands visible and palms up. Staff shall observe whether the offender has any objects in his or hands.
 - d. When issuing items, the slot is to be opened and the items are to be placed in the opening. The staff member is then to step back from the cell door far enough to ensure that the offender cannot grab him/her through the slot.
 - e. Upon the offender taking the item from the opening, the offender shall be instructed to step away from the door. When the offender has moved away from the door, the officer shall then close the slot.
 - f. When receiving items from an offender, the slot is to be opened and the staff member is to step back from the door. The offender is then instructed to approach the door, place the item in the opening, and then step back away from the door. The staff member may approach the door and take the item only after the offender has stepped away from the door. The officer shall then close the slot.
 - g. The Tier II Program OIC/Designee shall be notified any time an offender refuses to comply with the above requirements and shall respond appropriately.

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K. Cell Searches:

1. A thorough search of the cell and locking mechanism shall be completed whenever the offender is removed from the cell during showers, medical exams, etc. (Attachment 8) A rubber mallet must be used during these searches.
2. All shift supervisors are responsible for ensuring the continuous shakedowns of cells.
3. The Chief of Security is responsible for ensuring that a shakedown of the building occurs every thirty (30) days.
4. All cell searches must be documented in the logbook. Any deficiencies detrimental to security must be immediately reported to the shift OIC and logged by the reporting officer.

L. Property Control:

1. Property Control operations are governed by existing SOP 206.01 (IIB06-0001 "Offender Personal Property Standards"). An exception may arise when an offender is placed in a moderated cell due to disruptive behavior that threatens or is potentially detrimental to the safety of staff or the welfare of the facility. Only State-Issued Property excluding offender boots (replaced by shower shoes) shall be issued.
2. When assigned to a moderated cell, an offender's property is limited to the basic issue to include limitations of foot gear. Examples of reasons why an offender may be temporarily placed in a moderated cell setting include, but are not limited to:
 - a. Offender projecting items/bodily fluid;
 - b. Offender refusing to allow tray flap to be closed;
 - c. Offender refusing to be cuffed for staff to enter or for offender to leave cell;
 - d. Offender is assaultive towards staff;
 - e. Offender flooding cell/breaking sprinkler head;
 - f. Offender damaging cell/damaging state property/ damaging items within his cell;
 - g. Offender setting fire to his property or cell; and
 - h. Continuous violations of policy, rules, & regulations while assigned to Tier II;

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3. Property may be confiscated from any offender who is abusing the property or fashioning it in such a way that it becomes a threat to security or safety.

M. Security Inspections:

1. The Unit Manager and Chief of Security must ensure compliance with SOP (226.01) IIB01-0013 (Searches, Security Inspections and Use of Permanent Logs).
2. The Unit Manager and Chief of Security must ensure that a thorough security inspection of the Tier II Unit is conducted and recorded at least once a day.
3. Shift Supervisors or their designees must conduct daily living and work area inspections using the Security Inspection Form.
 - a. Utilizing the same daily inspection form, each Monday they must send a weekly security inspection report to the Chief of Security.

N. Safety/Sanitation Inspections:

1. The highest possible standards of cleanliness, sanitation and safety must be maintained in the Tier II Program as outlined in SOP (228.01) IIB01-0018, Safety/Sanitation Inspections.
2. The Unit Manager, Chief of Security, and Shift OIC are responsible for compliance with Safety/Sanitation Inspections SOP (refer to Attachment 1 of that policy, (226.01) IIB01-0013).
3. The Unit Manager is responsible for the direction, coordination and supervision of all activities associated with maintaining high standards of sanitation, safety and security in Tier II.

O. Staff Inspection Visits:

1. The unit must be inspected on a regular basis. These inspections enable responsible officials to observe and evaluate conditions of confinement and speak with offenders.
2. These inspection visits must be conducted at least as often as listed in the following schedule:
 - a. The correctional shift supervisor in charge shall conduct visits once during each shift.

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- b. Health Care officials shall conduct an initial medical round or visit within the first 24 hours after placement in Tier II and then three times per week excluding weekends and holidays.
 - c. A Psychologist or Psychiatrist will conduct visits when requested by staff or as described in the MH policy.
 - d. The General Population Counselor/Mental Health Counselor shall conduct visits at a minimum of once per week.
 - e. The Chief of Security shall conduct visits daily, excluding weekends and holidays.
 - f. The Unit Manager shall conduct visits daily, excluding weekends and holidays.
 - g. The Institutional Duty Officer shall conduct visits daily.
 - h. The Deputy Warden shall conduct visits daily, excluding weekends and holidays.
 - i. The Warden shall conduct visits at a minimum of twice per week.
3. Documentation of rounds: It shall be the responsibility of each individual to document in the appropriate colored ink so as to provide a clear record of who has visited the segregation unit. Wardens and Supervisors shall document in **red ink**. Health Care staff shall document in **green ink**. Counselors shall document in blue ink and Officers shall document in **black ink**. This documentation is for the sign in log and all the Tier II Program flow sheets.

P. Record Keeping:

1. The shift supervisor shall ensure that all required documentation is completed on his/her shift.
2. When an offender is assigned to Tier II Program, the floor officer shall complete a Cell Check Form (Attachment 8) prior to placement in and movement from an assigned cell.
3. Upon placement of the offender in the cell, the "30 Minute/15 Minute Watch Form/Observation Record" (Attachment 10) of this SOP must be used. The 30 minute/15 minute checks shall be documented when they occur and not at the end of the shift.

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4. Individual records providing a documented listing of daily activities shall be maintained for each offender in the Tier II Program. (Attachment 9)
 - a. Contain a record of all activities such as showering, exercise, medical visits and chaplaincy visits;
 - b. Be signed by the officer in charge of each shift; and
 - c. Cite medical observations/visits.
5. Staff shall maintain a cumulative record of all offender activities for the duration of an offender's confinement in the Unit, and shall record any deviations from normal, along with the explanations and reasons on the Performance Recording sheet. (Refer to Attachment 11)
6. Accountability Log: The housing unit officer shall maintain an accountability log accurate to the minute, making it possible to give an accountability of the whereabouts of each offender assigned to that housing unit. This log shall include cell number, bed number, offender name, offender number, race, in or out time, assignment of offender and destination of offender.

V. Attachments:

Attachment 1: Tier II Program Assignment Recommendation
Attachment 1(a): Tier II Program Initial Segregation Review
Attachment 2: Tier II Program Assignment Memo
Attachment 3: Tier II Program Assignment Appeal Form
Attachment 4: Tier II Program Handout
Attachment 5: Tier II Program 90-Day Review
Attachment 6: Tier II Program Administrative Segregation 90-Day Review Memo
Attachment 7: Tier II Program 90-Day Review Assignment Appeal Form
Attachment 8: Tier II Program Cell Check Sheet
Attachment 9: Tier II Program Checklist
Attachment 10: Tier II Program Checklist – 30-Minute and 15-Minute Watch Form
Attachment 11: Tier II Program Performance Recording Sheet

VI. Record Retention of Forms Relevant to this Policy:

- A. Attachment 1 – **Tier II Program Assignment Recommendation Form** of this SOP shall become part of the offender's case history file and shall be retained according to the official records retention schedule of that file.

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- B. Attachment 1(a) – **Tier II Initial Segregation Review Form** of this SOP shall become part of the offender’s case history file and shall be retained according to the official records retention schedule of that file.
- C. Attachment 2 – **Tier II Program Assignment Memo** of this SOP shall become part of the offender’s case history file and shall be retained according to the official records retention schedule of that file.
- D. Attachment 3 – **Tier II Program Assignment Appeal Form** of this SOP shall become part of the offender’s case history file and shall be retained according to the official records retention schedule of that file.
- E. Attachment 5 – **Tier II Program 90-Day Review Form** of this SOP shall become part of the offender’s case history file and shall be retained according to the official records retention schedule of that file.
- F. Attachment 6 – **Tier II Program 90-Day Review Memo** of this SOP shall become part of the offender’s case history file and shall be retained according to the official records retention schedule of that file.
- G. Attachment 7 – **Tier II Program 90-Day Review Assignment Appeal Form** of this SOP shall become part of the offender’s case history file and shall be retained according to the official records retention schedule of that file.
- H. Attachment 9 – **Tier II Program Checklist** of this SOP shall become part of the offender’s case history file and shall be retained according to the official records retention schedule of that file.
- I. Attachment 10 – **Tier II Program Checklist – 30-Minute and 15-Minute Watch Form** of this SOP shall become part of the offender’s case history file and shall be retained according to the official records retention schedule of that file.
- J. Attachment 11 – **Tier II Program Performance Recording Sheet** of this SOP shall become part of the offender’s case history file and shall be retained according to the official records retention schedule of that file.