

**MARIN COUNTY SHERIFF'S DEPARTMENT  
CUSTODY DIVISION POLICY AND PROCEDURE MANUAL**

**CHAPTER 4 - HOUSING**  
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April 17, 2018

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**ADMINISTRATIVE SEGREGATION**

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**POLICY**

Inmates who are determined to be assaultive toward staff or other inmates, an escape threat, need protection from other inmates, a threat to the security or the orderly running of the facility will be classified as Administrative Segregation. Administrative Segregation inmates who display behavior which results in the destruction of property or reveal an intent to cause physical harm to self or others, may be reclassified as Administrative Segregation No Mix and be restrained in waist chains and leg irons while out of their cell.

**PROCEDURE**

If an inmate is classified as Administrative Segregation during the classification interview, he or she will be dressed in a red uniform. If the inmate requests, or is later determined to require Administrative Segregation status, the Classification Unit will be notified. The inmate will be interviewed by a Classification Deputy to determine if Administrative Segregation status is necessary. If a Classification Deputy is unavailable, the Booking / Pod Deputy will complete the classification process as needed. The placement will be reviewed by a Classification Deputy within 72 hours of placement, and there after reviewed every 15 days. Male inmates classified as Administrative Segregation will be housed in the Lockdown Pod. If the Lockdown POD is full an Administrative Segregation inmate may be placed into a mainline Pod and classified as General Population Maximum Security (GPMax). Female Administrative Segregation inmates are housed in a cell alone in the Female Pod. All Administrative Segregation housing will be reviewed by the Classification Sergeant.

Administrative Segregation inmates will not be deprived of privileges other than is necessary to obtain the objective of protecting the inmates and staff. Administrative Segregation inmates do not have recreation time out with another Administrative Segregation inmate unless they are cell mates. Administrative Segregation inmates are allowed a minimum of 1 hour and 15 minutes out of their cells every other day. During this time they may go to the yard, use the phone and/or use the multi-purpose room library. Each time an inmate is out of their cell, or refuses to use their time, an entry is placed into the Beat Book screen in CMS.

Inmates engaged in high risk behavior such as but not limited to; assaults, threats to assault inmates and/or staff, destruction of property, suicidal behavior or inciting mass disturbances of the facility may be subject to the use of mechanical restraints, such as waist chains and leg irons, while out of their cell. Inmates, including those that are classified as having mental health issues, who have displayed this level of dangerous behavior, will be classified as Administrative Segregation No Mix. The inmate will be dressed in a red and white striped shirt with solid red pants. Male inmates will be housed in either

Lockdown or Special Housing accordingly. Female inmates will be housed in a cell alone in Pod F.

A Classification Deputy shall prepare the restraint order and include documentation to justify the need for the order. The Classification/Transportation Sergeant will review the order and submit it to the Facility Commander for approval. If approved, the Facility Commander will sign the order. The Classification Deputy shall update the Management Tab in RMS to indicate a restraint order is in place. A copy of the restraint order shall be placed in the inmate's file and a copy shall be posted on the pod panel.

Per Title 15, restraint devices include any devices which immobilize an inmate's extremities and/or prevent the inmate from being ambulatory. Physical restraints should be utilized only when it appears less restrictive alternatives would be ineffective in controlling the disordered behavior. Per Title 15, the inmate shall be allowed out of their cell for a minimum of 3 hours over a 7 day period to exercise. A shower will be offered at least every other day. A minimum of two deputy sheriffs shall place waist chains and leg irons on the inmate prior to the removal of the inmate from their cell. If the inmate requests to use the shower, only one hand shall be removed from the restraints in order to allow the inmate to cleanse themselves. At the end of the inmate's time out, the inmate will be escorted back to their cell and the restraints shall be removed.

If the inmate refuses to be placed in the restraints, their recreation time out will be documented as a refusal and the inmate will not be allowed out of their cell. A refusal to comply with the restraint order does not constitute a violation of Title 15. Title 15 mandates that the inmate is given the opportunity to shower at least every other day and have the opportunity for recreation time out of their cell. In the event that the inmate's refusal to wear the restraints results in them not showering every other day, medical staff will be notified.

**RELATED STANDARDS:**

Title 15, Article 5, Section 1058  
Title 15, Article 6, Section 1065  
Title 15, Article 12, Section 1266  
Chapter 1, Subchapter 4

**DATE REVISED**

08/03/94  
08/07/08  
02/19/09

By order of,

JAMIE SCARDINA  
BUREAU COMMANDER