

 <p style="text-align: center;"> <b>ADMINISTRATIVE POLICIES AND PROCEDURES</b>            State of Tennessee            Department of Correction         </p>	Index #: 404.11	Page 1 of 5
	Effective Date: March 20, 2019	
	Distribution: B	
	Supersedes: 404.11 (10/15/17)	
Approved by: Tony Parker		
Subject: MANDATORY SEGREGATION		

- I. AUTHORITY: TCA 4-3-603 and TCA 4-3-606.
- II. PURPOSE: To establish uniform procedures governing the assignment of inmates to mandatory segregation.
- III. APPLICATION: Assistant Commissioner of Prisons, Assistant Commissioner of Operational Support, Assistant Commissioner of Rehabilitative Services, Director of Classification, Correctional Administrators, Wardens, Superintendents, institutional staff, and inmates.
- IV. DEFINITIONS:
  - A. Mandatory Segregation: Assignment to maximum security housing of those inmates committed to the Department under the sentence of death.
  - B. Protective Custody Segregation: The purposeful separation of safekeeping inmates from the general Tennessee Department of Correction (TDOC) inmate population who do not appear to pose risk of harm or escape.
  - C. Safekeeping: Defendants who have been court-ordered to TDOC physical custody and who have not been adjudicated and/or formally sentenced.
  - D. Unit Review Panel: A group of staff appointed by the unit manager who meets regularly to assess each inmate's circumstances and makes recommendations for any suitable changes in the inmate's status.
- V. POLICY: Inmates who are sentenced to death shall be assigned to mandatory segregation; safekeeping inmates may be assigned to mandatory segregation per the classification process as described in Policy #401.05.
- VI. PROCEDURES:
  - A. Inmates under a sentence of death shall be:
    1. Assigned to a TDOC facility by the Director of Classification/designee.
    2. Designated as maximum custody and assigned to mandatory segregation on LIBD.
    3. Received in compliance with Policy #401.02 (including the assignment of a TDOC number if such does not exist and the establishment of the inmate institutional file).

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4. Accepted by the receiving facility only when accompanied by appropriate and complete judicial documents.
  5. Oriented in compliance with Policy #404.05.
  6. Initially classified in accordance with Policy #401.04.
  7. Reviewed annually thereafter in compliance with Policy #401.04.
  8. Reclassified to an appropriate custody level and/or facility upon official notification by TDOC General Counsel and Sentence Management Service staff that the sentence of death has been voided and a new sentence ordered.
- B. All inmates on mandatory segregation will be reviewed by authorized staff assigned by the Warden every seven days for the first 60 days and every 30 days thereafter. The review shall consist at a minimum of the following
1. Inmate's disciplinary record
  2. Criminal activity in prison or jails
  3. Record of violent reactions to stressful situations
  4. Adjustment to unit activities
  5. Willingness and ability to live harmoniously among others
  6. Attitude towards authority
  7. Personal hygiene
  8. Incompatibility with other inmates
  9. Participation in daily cell inspection process
- C. Safekeeping inmates shall be:
1. Assigned to a TDOC facility by the Director of Classification/designee.
  2. Admitted to a Level IV facility (RMSI - males), TPFW (females), to MCCX (males) or DSNF (males) and placed under mandatory segregation if transferred from a jail for the following reasons:
    - a. Escape/attempted escape from a local facility
    - b. Violent/assaultive conduct
    - c. Pending trial for first degree murder
    - d. Protection needs

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- e. Health/mental health purposes if DSNF (males) is not designated by the Director of Classification/designee
- 3. May be transferred to DSNF from MCCX or RMSI when indicated for health/mental health reasons as determined and arranged by the staff of the facilities.
- 4. Processed in accordance with Policy #506.13, Identification of Inmates, but all records shall be maintained by the institution and not forwarded to the TBI.
- 5. Released per the court of jurisdiction upon receipt of valid court order.
- D. Prior to accepting custody of a new safekeeper, the Warden/designee of RMSI or DSNF (males) and/or the Warden/designee of TPFW (females) shall ensure that there is a valid safekeeping order that includes within it the basis for the court's ordering of the defendant to the custody of TDOC, prior to sentencing, and not to another local jail. Per statute, TDOC shall not accept safekeepers under the age of 18.
- E. If a valid safekeeping order is not received prior to the safekeeper's arrival then custody of that safekeeper shall not be accepted until a valid order is received, signed by the judge of the jurisdiction where the safekeeper is being received from and setting forth the basis for the order.
- F. New safekeepers shall be admitted to RMSI (males), DSNF (males), TPFW (females), or MCCX (males) for classification. During the classification process the new safekeeper shall be confined under mandatory segregation.
- G. Safekeeper Classification – See Policy #401.05
- H. The initial review and assessment of the safekeeper in accordance with Policy #401.05 shall be completed within 30 days of the safekeeper's arrival to TDOC. The safekeeper shall then be reassessed every 30 days for the first 90 days. Thereafter, if the safekeeper is still in the custody of TDOC then he/she shall be reassessed semiannually.
- I. The classification team, based upon their review/assessment of the safekeeper in accordance with Policy #401.05, shall recommend the safekeeper's custody programming and housing.
- J. The Prison Rape Elimination Act (PREA) of 2003 screening application and documentation noted on LCDG (Contact Notes) (Codes SCRN) shall be completed for each safekeeper within 72 hours of arrival. Inmates shall be rescreened within 30 days as outlined in Policy #502.06.1. A safekeeper's risk level shall be rescreened when warranted due to a referral, request, incident of sexual abuse/sexual victimization, or receipt of additional information that bears on an inmate's risk of sexual victimization or abusiveness.
- K. The Warden/designee shall appoint a Case Manager to the safekeeper who will complete a monthly report updating the safekeeper's behavior, adjustment, medical condition, visits, and any other pertinent information per the classification process as described in Policy #401.05. The Safekeeper Monthly Assessment Report for the Sheriff, CR-4168, shall be submitted to the Warden for review. The original CR-4168 shall be maintained in the safekeeper's institutional file and copies shall be sent to the county Sheriff and the Assistant Commissioner of Prisons.

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- L. Safekeeper Housing – See Policy #401.05
  - M. Safekeeper Programs and Services – See Policy #401.05
  - N. When a safekeeper is permanently transferred or released, the OMS conversation LIBD shall be terminated by the sending facility.
- VII. ACA STANDARDS: 4-4285, 4-RH-0008, and 4-RH-0009.
- VIII. EXPIRATION DATE: March 20, 2022.



**Tennessee Department of Correction**  
**Safekeeper Monthly Assessment Report for Sheriff**

Order Basis: \_\_\_\_\_

Inmates Name \_\_\_\_\_ TDOC NO. \_\_\_\_\_  
 Last First Middle

DATE OF ARRIVAL IN TDOC: \_\_\_\_\_ TDOC LOCATION: \_\_\_\_\_

PENDING OFFENSE(S): \_\_\_\_\_ CRIMINAL HISTORY: \_\_\_\_\_  
 \_\_\_\_\_

CO-DEFENDANTS: \_\_\_\_\_ DISCIPLINARY ISSUED: \_\_\_\_\_  
 \_\_\_\_\_

MEDICAL CLASS: \_\_\_\_\_ MENTAL HEALTH LEVEL: \_\_\_\_\_

INCOMPATIBLES: \_\_\_\_\_ STG: \_\_\_\_\_ EDUCATION: \_\_\_\_\_

SUMMARY OF INMATE'S BEHAVIOR, ADJUSTMENT, MEDICAL CONDITION, VISITS, AND COUNSELOR'S RECOMMENDATION.

UNIT COUNSELOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PANEL RECOMMENDATION: \_\_\_\_\_ MANDATORY SEGREGATION  
 \_\_\_\_\_ PROTECTIVE CUSTODY  
 \_\_\_\_\_ CUSTODY LEVEL \_\_\_\_\_ CLOSE \_\_\_\_\_ MEDIUM

REASON: \_\_\_\_\_

\_\_\_\_\_  
 AWT CHIEF COUNSELOR CHIEF SECURITY/ADMIN LT.

\_\_\_\_\_  
 JOB COORDINATOR MENTAL HEALTH MEDICAL

\_\_\_\_\_  
 WARDEN ( ) APPROVAL DATE  
 ( ) DENIAL