

<b>DATE:</b>	<b>January 20, 2021</b>
<b>NUMBER:</b>	<b>J.3.V</b>
<b>SUBJECT:</b>	<b>SEGREGATION-DEFINITION AND USE</b>

**PROCEDURE**

**I. ADMINISTRATIVE SEGREGATION LOCATIONS**

Inmates classified as administrative segregation will be segregated from the mainline population. At the Vista Detention Facility the following locations are designated as administrative segregation housing areas: East House Modules 1, 4 and 6; North House Modules 2 and 3; South House Module 5.

**II. LOGGING OF ACTIVITIES IN JIMS**

Deputies assigned to these houses will maintain a record regarding the schedule of activities under the Jail Information Management System (JIMS) Inmate History.

All administrative segregation housing units shall follow a schedule whereby inmates are afforded reasonable access to the recreation yard, telephones, and showers. [REDACTED]

[REDACTED] The schedule will alternate days and times to allow inmates access to telephones and dayrooms at different times of day. The East and North House Deputies will be responsible for updating the Excel schedule from the VDF SharePoint. Inmates scheduled for dayroom will be allowed a minimum of fifty (50) minutes of dayroom time for reasonable access to phones and showers when the facility is in normal operations.

**III. PROPERTY(DISCIPLINARY SEPARATION SOUTH HOUSE MODULE 5)**

Inmate's property will be placed in the disciplinary separation lockers near the main gate to South House Module 1. In the event that an inmate is documented as a "disciplinary problem" and/or consistently requires "tactical extraction", the Watch Commander or their designee may approve the removal of personal property while the inmate is pending a disciplinary hearing. The removal of an inmate's personal property while they are pending a disciplinary hearing and the name of the approving Watch Commander must be documented in the Rule Violation Report.

**IV. HOUSING**

- A. If inmates are cleared from administrative segregation or disciplinary separation to mainline, the inmate shall be treated as an administratively segregated inmate until the inmate is completely removed from administrative segregation housing. Only one cell shall be opened in the module and only one inmate shall be allowed in the dayroom for transfer to a mainline housing unit.
- B. Housing assignments in administrative segregation will be made with the utmost attention to safety of staff and facility security. The pairing of inmates in administrative segregation will be done with compatibility and propensity for violence against staff in mind.

1. In all administrative segregation housing units, dayroom time shall be conducted in the following manner: If the inmate accepts his dayroom time, the deputy shall direct the inmate to gather all items the inmate wants to use during his dayroom and exit the cell. When the inmate exits the cell, the deputy will check to ensure the door locking mechanism is in proper working order and is clear of debris. The deputy shall lock the inmate into the dayroom for the duration of the allotted dayroom time.
2. Due to the unique situation their combined high risk indicators creates, two greenbander inmates in administrative segregation will not be housed in the same cell. [REDACTED]  
[REDACTED]
3. Cellmates who act in a combined effort to break inmate rules and regulations will be separated.
4. Due to the high risk nature of the inmates housed in administrative segregation modules, [REDACTED]  
[REDACTED]
5. Administrative segregation inmates requiring escort from administrative segregation modules, [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]
6. The housing deputy is ultimately responsible for security of module and house entry sliders/doors and inmate movement on their floor. [REDACTED]  
[REDACTED]  
[REDACTED]