



WYOMING DEPARTMENT OF CORRECTIONS

Policy and Procedure #3.302

Administrative Segregation

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Authority: Wyoming Statute(s): 25-1-104; 25-1-105 ACA Standard(s): 4-4249; 4-4251; 4-4252; 4-4253; 4-4254; 4-4256; 4-4261; 4-4270 4-4273	Effective Date: June 1, 2005 Revision/Review History: Summary of Revision/Review: Establishes a new uniform WDOC policy and procedure pertaining to administrative segregation.	
Cross Reference of Policy: P&P #1.014, <i>Investigations</i> ; P&P # 3.304, <i>Protective Custody</i> ; P&P # 3.305, <i>Temporary Restriction Order</i> ; WDOC Code of Inmate Discipline	Supersedes Existing Policy:	
Approved: /s/ R. O. Lampert Robert O. Lampert, Director		4-1-05 Date

The policy and procedures set forth herein are intended to establish directives for staff members and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty or property interests for staff members or inmates, or an independent duty owed by the WDOC to staff members, inmates, or third parties. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REFERENCE

1. ATTACHMENTS
 - A. WDOC Form # 302, Recommendation for and Notice of Administrative Segregation Hearing.
 - B. WDOC Form # 303, Summary Report.
 - C. WDOC Form # 304, Administrative Segregation Placement Order.
 - D. WDOC Form # 305, Administrative Segregation Management Team Review.
2. OTHER – None Noted



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I. PURPOSE

- A. **Guidelines and Methods for Administering Administrative Segregation.** The purpose of this policy is to establish uniform policy governing administrative segregation placement, review and release for inmates in Wyoming Department of Corrections (WDOC) correctional facilities who may constitute a continuing and/or immediate threat to the safety, security, and orderly operation of the facility.

II. POLICY

- A. **General Policy.** It is the policy of the WDOC to administratively segregate inmates in WDOC correctional facilities whose notoriety, actions, affiliations or threats may jeopardize the safety, security, and orderly operation of the facility, staff, visitors or other inmates, and/or those inmates that require separation related to health care needs, when those needs cannot be met in other designated general population or infirmary housing. Use of administrative segregation is a preventative and management assignment process and is to be distinguished from punitive and disciplinary segregation.

III. DEFINITIONS

- A. **Administrative Segregation:** *(For this policy only.)* A non-punitive form of separation of inmates apart from the general population, used when the continued presence of the inmate in general population would pose a threat to self, staff, visitors, other offenders, property, health care needs, or the security or orderly operation of the facility.
- B. **Chief Executive Officer (CEO):** A CEO is identified, but not limited to, the following positions: Director, Deputy Director, division administrators, deputy administrators, wardens, district supervisors, adult community corrections coordinator, and adult community corrections directors.
- C. **Correctional Facility:** Any adult correctional facility operated by the Wyoming Department of Corrections or correctional facilities and county jails under contract with the Wyoming Department of Corrections.
- D. **Department of Corrections Employee:** Any person employed full-time, part-time, or under temporary appointment by the Wyoming Department of Corrections; any person under contractual arrangement to provide services to the department; any person employed by private or public sector agencies who is serving under department-sanctioned special assignment to provide services or support to department programs.



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- E. Health Care:** *(For this policy only.)* Medical and/or mental health services.
- F. Hearing Committee:** *(For this policy only.)* Committee made up of three staff members, as appointed by this policy, assembled for the purpose of conducting an administrative segregation hearing.
- G. Inmate:** A person who is incarcerated in any Wyoming Department of Corrections' correctional facility, county jail, municipal jail or in-state/out-of-state contract facilities, to include adult community corrections centers, who is committed to the custody or supervision of the Wyoming Department of Corrections.
- H. Investigating Officer:** *(For this policy only.)* Staff member assigned responsibility for investigating issues associated with an administrative segregation hearing.
- I. Level of Isolation:** *(For this policy only.)* There are three levels of isolation identified, based on National Commission on Correctional Health Care (NCCHC) standards for segregated inmates, as follows:
- 1. Limited Isolation:** Inmates who are allowed periods of recreation or social contact among themselves while separated from general population.
 - 2. Moderate Isolation:** Inmates who are segregated and have limited contact with staff or other inmates.
 - 3. Extreme Isolation:** Inmates who have little or no contact with other individuals.
- J. Long-term Administrative Segregation:** Administrative segregation expected to exceed thirty (30) consecutive calendar days.
- K. Pre-disciplinary Segregation:** A form of temporary disciplinary segregation used for an inmate pending resolution of a major disciplinary infraction when the alleged rule violation is of such seriousness that the good order and security of the correctional facility requires the immediate removal of the inmate from the general population, or it is determined that the inmate who has been charged with committing a major rule violation is an immediate threat to the community or the physical safety of other individuals. In an institution, it is imposed in accordance with the WDOC Code of Inmate Discipline.



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- L. Reasonable Grounds:** *(For this policy only.)* Information that is of such credibility that it would induce a reasonably prudent person to use it in the conduct of their affairs.
- M. Requesting Officer:** *(For this policy only.)* Staff member requesting an inmate be placed on administrative segregation.
- N. Reviewing Committee:** *(For this policy only.)* The unit management team or the hearing committee.
- O. Reviewing Officer:** *(For this policy only.)* The associate warden conducting the review of the request for placement on administrative segregation and subsequent referral to the hearing committee.
- P. Security Threat Group:** Also commonly referred to as a gang. Any group of two or more individuals who:
1. Have a common name, identifying symbol, or characteristic which serves to distinguish themselves from others.
 2. Have members, affiliates, and/or associates who individually or collectively engage, or have engaged, in a pattern of illicit activity or acts of misconduct that violates Wyoming Department of Corrections rules including promoting racism.
 3. Have the potential to act in concert to present a threat, or a potential threat, to staff, public, visitors, inmates, offenders or the secure and orderly operation of the correctional facility.
- Q. Shift Commander:** The ranking correctional supervisor responsible for overall supervision of a scheduled correctional shift a correctional facility.
- R. Shift Supervisor:** The senior correctional officer within a facility unit responsible for the supervision of the scheduled correctional shift for that unit.
- S. Short-term Administrative Segregation:** Administrative segregation that generally does not exceed thirty (30) calendar days. Not to be used in lieu of temporary restriction order where applicable.
- T. Staff:** *(For this policy only.)* WDOC employees (temporary or permanent), contractors, volunteers, on-site vendors, and persons from other agencies, organizations, and businesses whose work is performed primarily on or within WDOC facilities.



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- U. **Transit Detention:** (*For this policy only.*) Temporary isolation of an inmate on short-term administrative segregation status pending transfer to another correctional institution or upon receipt at a new correctional facility pending review and assignment.

IV. PROCEDURE

A. Forms of Administrative Segregation

1. **Short-term administrative segregation.** Placement into administrative segregation prior to a hearing for a period of up to thirty (30) calendar days for any of the following reasons:
 - i. Medical/mental health observation;
 - ii. Pending investigation – when the investigation will take longer than the time afforded through use of a Temporary Restriction Order (TRO) pursuant to WDOC Policy and Procedure #3.305, *Temporary Restriction Order*, Temporary Protective Custody (TPC) placement pursuant to WDOC Policy and Procedure #3.304, *Protective Custody*, or pre-disciplinary segregation placement pursuant to the WDOC Code of Inmate Discipline; or
 - iii. Transit Detention.
2. **Long-term administrative segregation.** Placement into administrative segregation for a period of time that is expected to be more than thirty (30) calendar days in length, following a hearing, for any of the following reasons:
 - i. Behavioral risk;
 - ii. Medical/mental health care; or
 - iii. Security risk.

B. Placement into Administrative Segregation

1. **Use of TRO and TPC Processes.** WDOC Policy and Procedure #3.305, *Temporary Restriction Order*, and/or WDOC Policy and Procedure #3.304, *Protective Custody*, shall be used to manage inmates prior to the determination of admission to administrative segregation if immediate separation from population is needed.



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2. Short-Term Administrative Segregation

- i. An inmate shall be placed on short-term administrative segregation by the facility Chief Executive Officer (CEO) or designee only when:
 - a. Information shows the inmate's conduct or continued presence in general population may constitute an immediate and/or continuing threat to the safety, security, and orderly operation of the correctional facility; and
 - b. Additional investigation is required and the investigation will take longer than the time available through use of a TRO (WDOC Policy and Procedure # 3.305, *Temporary Restriction Order*), TPC placement (WDOC Policy and Procedure # 3.304, *Protective Custody*), or pre-disciplinary segregation placement (WDOC Code of Inmate Discipline); or
 - c. The inmate requires such placement to address specific short-term health or mental health care needs; or
 - d. For the purposes of transit detention.
- ii. Requests for placement on short-term administrative segregation may be initiated by staff members, through use of WDOC Form #302, *Recommendation for and Notice of Administrative Segregation Hearing*.
 - a. WDOC Form #302, along with all supporting documentation, shall be given to the shift supervisor for review and approval.
 - b. The applicable shift supervisor is responsible for validating the request and presence of supporting documentation and then forwarding approved requests to the associate warden designated by the facility CEO.
 - c. The designated associate warden shall review the request and do one of the following:
 - (1) Refer the recommendation for short-term administrative segregation to the facility CEO or designee and forward the WDOC Form #302 to the facility CEO or designee for action and signature; or



- (2) Deny the request and forward notification of the denial to the applicable shift supervisor, who shall notify the requesting staff member of the denial and the reason for the denial and return the inmate to appropriate housing in accordance with classification criteria.
- d. An inmate may be placed in short-term administrative segregation without a hearing for a period not to exceed thirty (30) calendar days by the CEO or his/her designee only when:
- (1) The facility CEO or designee has some evidence to believe immediate assignment is necessary to protect the safety, security, and orderly operation of the facility and additional investigation is required, which takes longer than the time available through use of a TRO (WDOC Policy and Procedure # 3.305, *Temporary Restriction Order*), TPC placement (WDOC Policy and Procedure # 3.304, *Protective Custody*), or pre-disciplinary segregation placement (WDOC Code of Inmate Discipline); or
 - (2) The inmate requires such placement to address specific short-term health or mental health care needs; or
 - (3) Placement into short-term administrative segregation is required for the purposes of transit detention.
- e. Inmates assigned to short-term administrative segregation status will remain so assigned for the shortest length of time necessary to achieve the purpose for which the assignment was prescribed.
- f. Inmates on short-term administrative segregation shall have limited contact with other individuals and shall be on moderate or extreme isolation levels only.
- g. Basic services, personal property and programs may be denied, and/or the manner in which they are provided may differ from the manner in which programs, personal property and/or services are provided to those in general population, while the inmate is on short-term administrative segregation upon order of the CEO or designee, if their provision in a routine manner would cause an immediate



and continuing threat to the safety, security, and orderly operation of the correctional facility. Such restrictions shall be reviewed every seven (7) calendar days by the unit management team for recommendation of continuation, modification or reversal.

3. Long-Term Administrative Segregation

- i. An inmate shall be placed on long-term administrative segregation only when information verified through the administrative segregation hearing process, outlined in this policy and procedure, shows the inmate may constitute an immediate and/or continuing threat to the safety, security, and orderly operation of the correctional facility, or the inmate requires such placement to address specific long-term health or mental health care needs.
- ii. Requests for placement on administrative segregation may be initiated by staff members, through use of WDOC Form #302, *Recommendation for and Notice of Administrative Segregation Hearing*.
 - a. WDOC Form #302, along with all supporting documentation, shall be given to the shift supervisor for review and approval.
 - b. The applicable shift supervisor is responsible for validating the request and presence of supporting documentation and then forwarding approved requests to the associate warden designated by the facility CEO.
 - c. The designated associate warden shall review the request and do one of the following:
 - (1) Refer the recommendation for administrative segregation to a hearing committee, appoint the committee chairperson (chairperson) and forward the WDOC Form #302 to the chairperson for action; or
 - (2) Place the request on hold for up to seventy-two (72) hours, pending receipt of additional information for consideration; or
 - (3) Deny the request and forward notification of the denial to the applicable shift supervisor, who shall notify the



requesting staff member of the denial and the reason for the denial.

d. The chairperson appointed by the associate warden shall select the remaining committee members and schedule a hearing within five (5) working days of receipt of the administrative segregation request.

(1) The chairperson shall have the WDOC Form #302 served upon the inmate, notifying the inmate of the pending hearing.

(2) Inmates shall be given forty-eight (48) hours notice prior to the hearing.

(3) Service of notice does not constitute a right to be present during the hearing.

4. Administrative Segregation Hearing Process

i. Although notice of the hearing shall be given to the inmate, his/her presence at the hearing is not required.

a. The inmate's presence may be allowed if the committee deems his/her presence would be beneficial.

b. The inmate's presence will not be allowed if the chairperson finds that to have the inmate at the hearing would present an immediate threat to the safety, security, and orderly operation of the correctional facility, with the reason(s) for such finding being made part of the hearing record.

c. Inmates may waive their appearance for the hearing process in writing.

d. If an inmate refuses to accept notice of the hearing, the refusal shall be noted in writing, by the WDOC staff witnessing the refusal.

ii. The chairperson selected by the associate warden to chair the hearing (*see IV.B.3.ii.c.(1) above*) shall be a supervisor trained in the administrative hearing process.



- a. Neither the chairperson nor any member of hearing committee may have previously participated in the case as the requesting officer, investigating officer, or reviewing officer.
 - b. Further, no person shall serve as a member of the hearing committee who was a witness to the allegations or has personal knowledge of any disputed material fact relative to the hearing.
 - c. All hearings shall be recorded on audiotape or videotape. The tape shall be preserved for one (1) year, unless possible criminal charges are pending or until a prosecution decision is made.
- iii. The composition of the committee shall include the designated chairperson and at least two other staff members. Other staff members may include unit management, treatment, programming, medical/mental health, or security at the rank of sergeant or above.
- iv. If the committee members determine that further investigation would assist in the resolution of the proceedings, and the information sought is within the ability of the facility to procure, the chairperson may request an investigation, either at the written request of the inmate or upon the motion of the committee members.
 - a. The inmate shall be placed on short-term administrative segregation pending additional investigation for further information.
 - b. The facility CEO or designee shall appoint an investigating officer upon receiving the request for an investigation from the chairperson.
 - c. If further investigation is ordered, the person conducting the investigation shall not have participated in the case as the requesting officer, initial investigating officer, or reviewing officer.
 - d. Further, no person shall serve as the designated investigator who was a witness to the allegations or has personal knowledge of any disputed material fact relative to the hearing.



- e. Investigations shall be completed within a reasonable period of time, but in all cases shall be concluded within thirty (30) days of the original filing of the WDOC Form #302, *Recommendation for and Notice of Administrative Segregation Hearing*.
 - f. Upon completion of the investigation, the investigating officer will notify the chairperson and present his/her report for consideration.
 - g. The inmate will be allowed access to the results of the investigation at the time of the hearing unless disclosure of the investigative results would constitute a threat to the safety, security, and orderly operation of the correctional facility.
 - (1) In cases where written information is not disclosed, reasons for the non-disclosure shall be documented in the summary.
 - (2) In cases where written information is not disclosed, the contents may be summarized for the inmate to the extent that institutional and personal safety are not jeopardized.
 - h. The chairperson shall then reconvene the committee and complete the initial hearing within thirty (30) days of the inmate's placement on short-term administrative segregation.
 - i. If the inmate is away from the facility, the case shall be continued until such time as the inmate returns to the facility.
- v. The inmate, the requesting employee or other staff of WDOC who are knowledgeable of the situation may present documents and/or physical evidence during the hearing (or in writing if excluded from the hearing), subject to the following exclusion and restrictions.
- a. The evidence considered by the hearing committee will be of such reliability as would be considered by reasonable persons in the conduct of their affairs.



provided his/her opportunity to speak on his/her own behalf may ask the committee chair to pose questions of the witness. All questions that may assist in the resolution of the proceeding, as determined by the chairperson, shall be posed by the committee members.

- e. The chairperson may limit testimony when it is cumulative or irrelevant.

- (1) Witnesses may be limited by the chairperson if their testimony is determined to be unreasonable, irrelevant, or repetitious.

- (2) Inmate witnesses may also be limited if their testimony would pose a hazard to institutional security.

- (3) Any witness limitation and reason(s) shall be documented in the record.

5. **Administrative Segregation Hearing Findings.** At the conclusion of the hearing, the committee will decide whether or not the factual information supports placement of the inmate on administrative segregation.

- i. If the committee finds that the factual information supports placement on administrative segregation, the committee will recommend to the associate warden that the inmate be placed in such status, along with any recommendations concerning a level of isolation and/or restrictions of any basic services, personal property and programs.

- ii. If the committee finds that the factual information does not support placement on administrative segregation, the committee will recommend to the associate warden that the inmate remain in his/her current housing status (if the inmate had not been placed on TRO, TPC or placed on short-term administrative segregation) or be returned to his/her previous housing status.

C. **Administrative Segregation Hearing Documentation and Reviews**

- 1. The committee shall prepare a Summary Report (WDOC Form #303, *Administrative Segregation Hearing Summary Report*) documenting the process, conclusion and recommendations of the administrative segregation hearing.



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2. Within fifteen (15) calendar days of the receipt of the hearing record, the facility CEO shall review the Administrative Segregation Placement Order (WDOC Form #304), along with the committee's Summary Report (WDOC Form #303), and do one of the following:
 - i. Affirm the recommendation;
 - ii. Modify the recommendation;
 - iii. Reverse the recommendation; or
 - iv. Order a new hearing.
 3. When the facility CEO takes action to modify or reverse a recommendation, he/she must state, in writing, his/her reason(s) and immediately notify the inmate, the chairperson and the applicable unit manager of his/her action and reasons(s).
- E. Management Team Reviews of Short-Term and Long-Term Administrative Segregation and Release from Administrative Segregation**
1. Inmates assigned to administrative segregation status will remain so assigned for the shortest length of time necessary to achieve the purpose for which the assignment was prescribed.
 2. WDOC shall conduct mental health screens and maintain appropriate documentation of inmates newly arrived in administrative segregation in order to ensure that mental health needs of the inmates will be met.
 - i. A personal interview will be conducted and a written evaluation will be prepared upon completion by a qualified mental health specialist for inmates placed onto short-term or long-term administrative segregation at the time of their initial placement into that status.
 - ii. Requests for a mental health evaluation may be initiated by any employee assigned to supervise administrative segregation or by the inmate him/herself at any point during the inmate's assignment to administrative segregation.
 - iii. Inmates requesting psychological intervention will be referred to a qualified psychologist or psychiatrist for evaluation.



3. A review of the status of each inmate placed on short-term administrative segregation will be conducted by the applicable unit management team every seven (7) calendar days. A review of the status of each inmate assigned to long-term administrative segregation will be conducted every thirty (30) days for the first ninety (90) days and then every ninety (90) days thereafter by the applicable unit management team.
 - i. WDOC Form #305, *Administrative Segregation Management Team Review*, will be utilized to document all reviews and recommendations.
 - ii. The review will include an assessment of the continued need for placement on short-term or long-term administrative segregation, and a review of the need for continued restriction of basic services, to include personal property and programs, if any restrictions are in place.
 - iii. Utilizing WDOC Form #305, the unit management team will provide the results of their review and applicable recommendation to the facility CEO within seven (7) calendar days of all reviews, recommending:
 - (a) Continued placement on short-term or long-term administrative segregation with current restrictions continued; or
 - (b) Continued placement on administrative segregation with changes in restrictions as indicated; or
 - (c) Release to general population with a custody override per current classification procedures; or
 - (d) Release to general population per assigned custody.
4. Within seven (7) calendar days of receiving the unit management team's recommendation, the facility CEO will affirm, modify, or deny the recommendations, on the applicable WDOC Form #305. When the facility CEO agrees with a unit management team recommendation for release to general population, such release will be conveyed to the unit management team and be effective immediately.
 - i. When the facility CEO takes action to modify or deny a recommendation(s) of the unit management team, he/she must state, in writing, his/her reason(s) and notify the inmate and the unit management team of his/her action and reason(s).



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ii. When the unit management team recommends release from administrative segregation and the recommendation is denied by the facility CEO, the affected inmate may request a review by the WDOC Prison Division Administrator.

(a) Such reviews must be requested by inmate in writing, within seven (7) calendar days after receipt of notice of denial for release.

(b) The WDOC Prison Division Administrator shall notify the inmate and the facility CEO of his/her findings, in writing, within fourteen (14) calendar days after receipt of the inmate's request for review.

5. Anytime an inmate on administrative segregation or released from administrative segregation is moved from one housing unit to another, written notification will be sent to the medical/mental health site manager advising the manager of the inmate's housing location and the level of isolation.

F. Provision for Restriction of Basic Services, Personal Property and Programs

1. Basic services, personal property and programs may be denied, and/or the manner in which they are provided may differ from the manner in which programs, personal property and/or services are provided to those in general population, if their provision in a routine manner would cause an immediate and continuing threat to the safety, security, and orderly operation of the correctional facility. Such restrictions shall be reviewed by the unit management team for recommendation of continuation, modification or reversal every seven days for inmates on short-term administrative segregation and every thirty (30) days for inmates on long-term administrative segregation.

2. All inmates in administrative segregation shall have eye-glasses, dentures, legal papers, reading and writing materials, access to prescribed medications, clothing that is not degrading, and access to basic hygiene items for use in their cells, unless there is imminent danger that the inmate or any other inmate will destroy an item or induce self-injury.

3. The shift commander may temporarily deny or withhold a basic service (not to include medical or mental health services), personal property item(s), or program services if there are reasonable grounds to believe the safety, security, and orderly operation of the correctional facility would be



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jeopardized, pending review by the unit management team the next working day.

4. The reviewing committee may temporarily deny or withhold a basic service (not to include medical or mental health services), personal property item(s), or program services if there are reasonable grounds to believe the safety, security, and orderly operation of the correctional facility would be jeopardized.
 - i. All such actions must be reported to the facility CEO and either affirmed or denied as part of his/her reviews.
 - ii. No basic service or program will be permanently withheld without the expressed written approval of the facility CEO.

G. Administrative Segregation Housing Areas

1. Inmates on short-term administrative segregation and/or long-term administrative segregation may be placed in housing specifically designated or designed solely for administrative segregation purposes.
 - i. Inmates on administrative segregation in housing specifically designated or designed for administrative segregation purposes may not be permitted out of their assigned cell/room into an unsecured area with access to or by other inmates, except when under the direct supervision of an employee, unless otherwise authorized by departmental policy (e.g., attorney-client visits, mental health reviews, etc.)
 - ii. Out-of-cell time shall be on an individual basis only, unless otherwise authorized by the unit management team and approved by the facility CEO for limited isolation level.
 - iii. Restraints may be used at the discretion of the facility CEO.
2. Inmates on short-term and/or long-term administrative segregation may be given special security housing within general population or within other segregated housing areas.
 - i. Inmates on administrative segregation given special security housing within general population or within other segregated housing areas may not be permitted out of their assigned cell/room except when in actual custody of an employee.
 - ii. Restraints may be used at the discretion of the facility CEO.



H. Procedural Irregularities and Variances

1. Any inadvertent procedural irregularity shall not constitute grounds for the setting aside, vacating or modifying an administrative segregation decision except upon a clear showing of prejudice to the inmate.
2. In the event of a significant facility disturbance or emergency situation, the Prison administrator upon consultation with the facility CEO may declare suspension of the provisions of this policy.

V. Training Points

- A. What is the purpose of administrative segregation?
- B. When can short-term administrative segregation be used instead of a TRO to segregate an inmate?
- C. What is the difference between short-term administrative segregation and long-term administrative segregation?
- D. How often do reviews occur? By whom?
- E. When may the inmate request a review by the WDOC Prison Division Administrator?



RECOMMENDATION FOR AND NOTICE OF ADMINISTRATIVE SEGREGATION HEARING

Inmate Name: _____	ID#: _____	Housing Assignment: _____	Classification: _____						
Summary of Reason(s) For Recommendation (Use additional sheets if necessary.): _____ _____ _____ _____									
I certify that the foregoing statement(s) are true and correct to the best of my knowledge. <table style="width:100%; border:none;"> <tr> <td style="width:40%; border:none;">_____</td> <td style="width:30%; border:none;">_____</td> <td style="width:30%; border:none;">_____</td> </tr> <tr> <td style="border:none;">Initiating Employee Rank and Full Printed Name</td> <td style="border:none;">Signature</td> <td style="border:none;">Date</td> </tr> </table>				_____	_____	_____	Initiating Employee Rank and Full Printed Name	Signature	Date
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Shift Supervisor Review/Comments: I have reviewed the recommendation and <input type="checkbox"/> concur <input type="checkbox"/> non-concur for the following reasons: _____ _____ _____									
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Shift Supervisor Rank and Full Printed Name	Signature	Date							
Dep./Assoc. Warden Review/Comments: <input type="checkbox"/> Referred to CEO for Short-Term Administrative Segregation Placement <input type="checkbox"/> Referred To Committee For Hearing <input type="checkbox"/> Placement on Administrative Segregation Denied _____ _____									
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Facility CEO Review for Short-Term Administrative Segregation Placement <input type="checkbox"/> concur <input type="checkbox"/> non-concur _____ _____									
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Facility CEO Full Printed Name	Signature	Date							
Hearing Schedule: A hearing for placement on Administrative Segregation has been scheduled for: _____ at _____ (am) (pm). _____ _____									
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_____	_____	_____							
Chairperson Full Printed Name	Signature	Date							
Serving Employee: You are hereby served a copy of this Recommendation For and Notice of Administrative Segregation Hearing on this _____ day of _____, 20 ____, at _____ (am) (pm). If you desire witnesses or a staff representative, in accordance with WDOC Policy 3.302, you must notify the chairperson as soon as possible, but no later than 24 hours prior to the scheduled hearing. _____ _____									
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_____	_____	_____							
Serving Employee Full Printed Name	Signature	Date							
Inmate Acknowledgement: I acknowledge receipt of a copy of this Recommendation For and Notice of Administrative Segregation Hearing. _____ _____									
<table style="width:100%; border:none;"> <tr> <td style="width:40%; border:none;">_____</td> <td style="width:30%; border:none;">_____</td> <td style="width:30%; border:none;">_____</td> </tr> <tr> <td style="border:none;">Inmate Full Printed Name</td> <td style="border:none;">Signature</td> <td style="border:none;">Date</td> </tr> </table>				_____	_____	_____	Inmate Full Printed Name	Signature	Date
_____	_____	_____							
Inmate Full Printed Name	Signature	Date							

Distribution: White – Base File, Canary – Unit File, Pink – Hearing File, Gold - Inmate



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	Administrative Segregation Hearing Summary Report	Last Revised: 3/30/05

**ADMINISTRATIVE SEGREGATION HEARING
SUMMARY REPORT**

TO: (Name)
(Title / Institution)

DATE:

FROM: (Name)
(Title / Institution)

SUBJECT: Administrative Segregation Hearing Results – Inmate (first & last name), ID # (WDOC number).

On (date), at approximately (time), an administrative segregation hearing was held pertaining to the recommended placement of Inmate (first & last name) on administrative segregation. The following information is provided for your review and consideration.

BACKGROUND: (This segment should identify the person recommending the administrative segregation and reflect the information provided in the “Summary of Reason(s) For Recommendation” section of WDOC Form 110, Recommendation For And Notice Of Administrative Segregation Hearing, as well as the current status of the inmate.) In example – Investigative Lieutenant Marcus Smith recommended Inmate John Doe be placed on administrative segregation pending investigation into allegations of theft of state and personal property. Inmate Doe is currently on TRO in C-Unit, Pod 1, Cell 115.

WITNESSES

INTERVIEWED: (Provide identification of witnesses interviewed during the administrative segregation hearing, using the examples reflected below for staff, inmate, civilian, and parolee/probationer.)

- (Staff Sample) (Sergeant John Smith)
- (Inmate Sample) (Inmate Alex Jones, # 12345)
- (Civilian Sample) (First & last name)
(Address)
(Telephone number – (if available))
- (Parolee/Probationer Sample) (Offender Tim Doe, # 123456)

HEARING SUMMARY: (This section is used to present the significant and/or pertinent information / evidence, obtained during the administrative hearing, which enabled the committee to reach its conclusion(s) and recommendation(s).)



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COMMITTEE REMARKS: *(The hearing committee uses this section to convey information to the reader that may or may not necessarily be investigative in nature: i.e., recommendations; closing statements; observations not a part of the hearing process that should be considered (not opinions; aggravating circumstances supporting placement, such as membership or affiliation with a security threat group or documented efforts to act or recruit on behalf of a security threat group; etc.)*



ADMINISTRATIVE SEGREGATION PLACEMENT ORDER

Inmate Name: ID#: Housing Assignment: Classification:

Reason(s) For Placement on Administrative Segregation: Short-term Administrative Segregation Long-term Administrative Segregation

Committee Comments: We, the undersigned, have concluded our hearing on the above mentioned inmate and recommend placement on Administrative Segregation as stated above.

Date of Hearing: Time of Hearing: Location of Hearing:

Evidence Relied Upon:

Findings of Fact:

Committee Chairperson Rank and Full Printed Name Signature Date
Committee Member Rank and Full Printed Name Signature Date
Committee Member Rank and Full Printed Name Signature Date

Deputy/Associate Warden Review/Comments: Concur Non-concur with committee recommendation.

Deputy Warden Full Printed Name Signature Date

Warden's Administrative Review/Comments: New Hearing Ordered, or Recommendation is Affirmed Reversed Modified as follows:

Warden Full Printed Name Signature Date

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