

a. *Functions.*—The Adjustment Committee and/or Treatment Team functions as a sub-committee of the Classification Committee. In addition to receiving reports of misconduct, conducting hearings, making findings, and imposing disciplinary actions, the Adjustment Committee makes direct referral for diagnosis or special handling, makes indicated program changes and otherwise has authoritative concern over institutional policies and operating procedures which affect discipline. It is also concerned with evaluating the effectiveness of its decisions and other factors which have a bearing upon inmate discipline and morale.

b. *Dispositions.*—The Adjustment Committee and/or Treatment Team has access to a broad range of dispositional alternatives, included are direct referral to various institutional program and service resources, reprimand, restrictions of various kinds, segregation and recommending the withholding or forfeiture of good time. Consistent with the Policy Statement objectives of discipline, the choice of alternatives is a composite group judgment which takes cognizance of the reasons for the adverse behavior, the setting and circumstances in which it occurred, the involved inmate's accountability and the correctional program goals set for him. The choice of disposition goes far beyond mere compliance with regulations. To be fully effective, the inmate must understand and accept the reasonableness of the limitations being imposed upon him. A system should be devised to provide follow-up of at least the more serious and persistent behavior problems dealt with.

2. USE OF SEGREGATION

In most institutions there is a separate housing unit for inmates who, at times, need to be segregated from the regular population. This unit is to be designated the Segregation Unit. In keeping with Policy Statement purpose, the Segregation Unit shall be operated in accordance with the following basic requirements of control and supervision.

a. *Segregation Conditions.*—The quarters used for segregation shall be well ventilated, adequately lighted, appropriately heated and maintained in a sanitary condition at all times.

b. *Cell Occupancy.*—Except in emergencies, the number of inmates confined to each cell or room shall not exceed the number for which the space was designed. Whenever an emergency arises which indicates that excess occupancy may be temporarily needed, an immediate report shall be made to the head of the institution and his approval obtained.

c. *Clothing and Bedding.*—All inmates shall be admitted to segregation (after thorough search for contraband) dressed in normal institution clothing and shall be furnished a mattress and bedding. In no circumstances shall an inmate be segregated without clothing except when prescribed by the Chief Medical Officer for medical or psychiatric reasons. If an inmate is so seriously disturbed that he is likely to destroy his clothing or bedding a medical officer shall be notified immediately and a regimen of treatment and control instituted with the concurrence of the medical officer.

d. *Food.*—As prescribed in existing regulations, segregated inmates shall be fed three times a day on the standard ration and menu of the day for the institution.

e. *Personal Hygiene.*—Segregated inmates shall have the same opportunities to maintain the level of personal hygiene available to all other inmates, e.g., toilet tissue, wash basin, shaving, tooth brushing, comb, eye glasses, etc.

f. *Duration of Segregation.*—Consistent with the need for segregation, no inmate shall be segregated longer than necessary. Special care must be taken that segregation does not become a haven for those who persistently fail to face their problems. The adjustment committee is responsible for the program needs of inmates who require or demand long-term segregation. They will conduct a formal review of such cases at least once each month and their recommendations will be brought to the attention of the head of the institution.

g. *Supervision.*—In addition to the direct supervision afforded by the unit officer, each segregated inmate shall be seen daily by a physician or medical technician, and one or more other responsible officers designated in the local policy issuance.

h. *Correspondence and Visits.*—In the absence of direct and compelling reasons to the contrary, inmates in segregation shall not be required to forfeit correspondence and visiting privileges. (Note that this supersedes the provisions of paragraph IX of Policy Statement No. 7300.1 and is in keeping with paragraph D7c. of Policy Statement No. 7300.4).