5-03/175.05 - Special Handling Request Form and Responsibilities of IRC/SBI

Personnel requesting special handling for a prisoner shall complete an Inmate Special Handling Request (SH-J-181), and submit it to their watch commander for approval. Completing the form does not ensure that the prisoner will be designated as a special handling prisoner; however, for the safety of all concerned, this form will ensure that the information was forwarded to and evaluated by appropriate personnel.

Requests to have prisoners placed on special handling status shall be made at the IRC/CRDF reception centers only. Telephone requests will be accepted provided a JDIC message confirmation is made to the IRC watch commander or CRDF reception sergeant within 24 hours. Any reception center personnel receiving a special handling request shall refer the person submitting the request to the concerned watch deputy.

Persons requesting the placement of inmates on status "H," "Z," "E (red)," "V," "K-10," "K-9" or "K-1," are to realize that these inmates must be escorted at all times thereafter; and also, depending on keep-away classification, require segregation during transportation and at the court lockup.

Upon receiving a request, the watch deputy (IRC/CRDF) shall contact booking front (if a new booking) and advise them to isolate the inmate pending special handling disposition.