

## **5-03/175.10 - Completing the SH-J-181**

Information on the SH-J-181 should be printed or typed to eliminate any errors caused by illegible handwriting.

- Check one or more of the reasons listed for justifying special handling;
  - Give attention to the note found under "Keep Away;"
  - Keep-aways will not be acceptable with an "Until Released Date" without written approval of the IRC/CRDF watch commanders. Whenever possible, they must have a date beyond which the keep-away will no longer be required;
  - Keep the reasons, the information received or action taken by the prisoner to warrant special handling concise;
  - Badge number which a Department requires on reports; serial number, employee number, badge number, etc.;
  - Phone number shall be the requestor's business number where he may be contacted; and
  - Special handling requests will not be acceptable without the requestor's watch commander's signature.
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