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 contacted; and
- Special handling requests will not be acceptable without the requestor's watch commander's signature.