5-03/175.20 - Special Handling Purge and Review Functions

The IRC watch deputy, IRC liaison, and CRDF classification sergeant shall update/purge the special handling cards under the following circumstances:

- The inmate's keep-away(s) have been released from custody (K-2 through K-5 only); and
- The originator of the special handling request wants the inmate declassified or reclassified.

IRC liaison and CRDF classification sergeant will review all new and purged special handling cards for completeness and validity. They will make required modifications in newly assigned special handling codes and will also initiate special handling requests based on information obtained from their own investigations and interviews with inmates.