

## **2-07/015.00 Special Handling**

Approximately 10 percent of the court line each morning is designated for some type of special handling. Special handling may be initiated by any peace officer, or as a result of a Court Order. Personnel should follow the procedures in CSDM, 2- 07/015.05 - Requests for Special Handling Classification. It utilized the Electronic Special Handling Program. The only time an Inmate Special Handling Request Card (SH-J-181) should be completed, indicating the reason for the special handling and duration of the request, is if the Electronic Special handling Program is down. If a Court Order is involved, a copy will be attached to each request on file at IRC/CRDF or Court Services Transportation Bureau (CST).

Personnel must keep in mind that communication between Bureaus is of paramount importance, to maintain the security of the inmates and the safety of personnel. Therefore, prior to the transfer of an inmate requiring special handling, lockup personnel will ensure that all personnel in charge of or taking charge of the concerned inmate(s) are aware of the inmate's status. Special handling instructions shall be communicated verbally, and a copy of the Inmate Special Handling Request shall be attached to the appropriate transmittal. All actions taken involving an inmate named on a newly initiated and approved Electronic Special Handling Program should be consistent with the purpose for the special handling.

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