7-02/080.05 Inmate Special Handling Request Card

The "Inmate Special Handling Request" card, (SH-R-181) (Appendix VIII) should be completed indicating the reason for the special handling, and the duration of the request. If a court order that affects Transportation Bureau is involved, a copy shall be attached to the Inmate Special Handling Request card on file at the Transportation Bureau Security Officer's desk.

All requests shall be delivered to the Watch Commander of Sybil Brand Institute or the Inmate Reception Center as promptly as possible for approval, initial coding, and computer input. A copy of each request will then be forward to the Transportation Bureau Watch Commander for review and transportation coding.

Requests that affect the Transportation Bureau will be so indicated by the Security Deputy with instructions and the letter "T" in the upper right hand corner. In the Special Handling Classification Symbol box located in the lower left hand corner, the "T" code will be indicated with a circle. The Security Deputy will initial and date the card in the "TST Use Only" box in the lower right hand corner. If the special handling requirements do not effect the Transportation Bureau or court lockup operation, initials and a date will be entered, however, the "T" designation will be omitted. The Inmate Special Handling Request card will then be noted and approved by the Watch Commander.

When a court orders special transportation, a copy of the court order must be attached to the Inmate Special Handling Request card. The Watch Commander will review the court order. If it is not reasonable he will notify the Court Services Lieutenant who will contact the Court Clerk regarding a modification or cancellation of the order.

This Bureau shall be responsible for initiating an Inmate Special Handling Request cards for inmates requiring special handling, only during transportation. Inmate Special Handling Request cards initiated by this Bureau are normally for **Transportation purposes only**. Each card must be reviewed and approved by the Watch Commander. After the Watch Commander has signed his/her signature in the "Approved by Watch Commander" box, it is then forward to the Inmate Reception Center for further processing.