

## **022 - Complex Case Committee Referrals**

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for referring inmates to the Complex Case Committee (CCC).

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the Population Management Bureau (PMB).

### **ORDER:**

PMB personnel receiving a request to refer an inmate to the CCC shall consult with their immediate supervisor, who shall evaluate the inmate's Incident Report Tracking System (IRTS) history, mental health history, and any other factors that would warrant the inmate's referral to the CCC.

If the supervisor makes the determination that the inmate's specific history merits a referral to the CCC, they shall present their findings to the PMB Central Housing Unit and Classification lieutenant, who shall brief the PMB captain.

The PMB captain will make the decision whether to refer the inmate to the CCC, or not. If the captain determines the inmate will be referred to the CCC, the supervisor receiving the initial referral shall enter the request into the Custody Automated Report Tracking System (CARTS).

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