

TRANSIT DETENTION ORDER

SECTION A – Placement

Name of Facility _____ Facility Code _____ Date ____ / ____ / ____
Inmate Name _____ DOC Number _____

Medical Notified (immediate upon placement) : _____
Name/Date/Time

I. Placement in Transit Detention (insert date on appropriate line)

| | | |
|-----------------------|--------------------|-------|
| Pre-hearing Detention | ____ / ____ / ____ | _____ |
| Transit Detention | ____ / ____ / ____ | _____ |
| Pending Discipline | ____ / ____ / ____ | _____ |
| Protective measures | ____ / ____ / ____ | _____ |
| Pending Investigation | ____ / ____ / ____ | _____ |

II. Placement for: Protective Measures (initial appropriate box)

____ Inmate has requested placement into protective measures.

____ I request special housing placement for my own protection

Inmate Signature

____ Inmate has not requested placement into protective measures, but a real and serious threat exists against this inmate.

____ I request removal from protective measures.

Inmate Signature

Inmate given a copy of this form on:

Date ____ / ____ / ____ Time _____ (a.m. or p.m.)

Date ____ / ____ / ____

Approving Authority

SECTION B –Reviews

72 Hour Review _____

Reviewing Authority (Name, Title, Date)

Additional Reviews: Attach classification team documents or other reports for determining continued confinement/release.

Date of Release: ____ / ____ / ____

Approving Authority: _____

Original: Facility Head
1st Copy: Inmate
2nd Copy: Shift Supervisor

Instructions for Completing Transit Detention Order

Inmates Placed in Transit Detention for Disciplinary Infractions

1. The staff member initiating the transit detention placement will be responsible for filling out a Transit Detention Order (TDO). When completing Section A. item I., the inmate will normally be placed on "Pending an Investigation" status. Inmates may remain on "Pending an Investigation" status for no longer than 14 days.
2. Once the inmate has been issued an offense report, the inmate's status will be changed to "Prehearing Detention" on the TDO. The inmate will initial the change in status on the TDO and a copy will be provided to the inmate.
3. Once the disciplinary hearing has been held, the following actions will be implemented:
 - a. The facility head or designee will sign the Disciplinary Hearing Action Form.
 - b. The case manager IV will ensure that a Facility Classification Committee (FCC) is held if the inmate is to be transferred, and the status changed to "Transit Detention" and so indicated on the TDO. The inmate will initial the change in status on the TDO and a copy will be provided to the inmate.
 - c. If charges are dismissed, the inmate shall be released from TDU unless transfer is still deemed to be warranted and the inmate is placed on "Transit Detention" status.

Inmates Requesting Protective Measures/Custody

1. Procedures for protective measures will be implemented as per OP-060106 entitled "Special Inmate Management System."
2. If immediate temporary placement in transit detention is necessary, the staff member initiating the TDU placement will complete a TDO and place the inmate on "Pending an Investigation" status. Section II of the Transit Detention Order will be completed, and the inmate will acknowledge consent by signing the appropriate line. Inmates who have requested protective measures will not be housed or exercised with non-protective custody inmates.
3. The case manager IV will ensure that a FCC/UCC is held and paperwork submitted to transfer the inmate. This will normally be accomplished within 24 hours of the placement (excluding weekends and holidays). Exceptions as to why the FCC/UCC is not conducted within 24 hours will be documented by the case manager IV and forwarded to the facility head.
4. Once the FCC/UCC has been completed, the inmate's status will change to "Transit Detention" and so indicated on the TDO. The inmate will initial the change in status on the TDO and a copy will be provided to the inmate.

General

The appropriate case manager will be responsible for ensuring that the necessary changes in status are made on the TDO as they occur and ensure that the affected inmate initials the change and receives a revised copy.

Objective: To document the confinement of an inmate in a transit detention unit for the purpose of removing that inmate from the general inmate population.

Placement Authority: The facility head may delegate authority to place an inmate in a transit detention unit to:

1. Shift supervisor or higher ranking security officer
2. Duty officer

Inmates may be confined to a transit detention unit when they are:

1. In transit or en route to another facility
2. Pending a disciplinary hearing (pre-hearing detention)
3. Pending investigation
4. Pending transfer
5. In need of protection (protective measures)

Document the date of placement on the appropriate line.

Should the inmate be removed from one type of detention and placed in another type of detention, the same form may be used by noting the date of change on the appropriate line. The inmate will initial the form and receive a copy.