

TRANSIT DETENTION ORDER

SECTION A – Placement

Name of Facility _____ Facility Code _____ Date ____ / ____ / ____
Offender Name _____ ODOC 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 Investigation ____ / ____ / ____

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

____ Offender has requested placement into protective measures.

____ I request special housing placement for my own protection

Offender Signature

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

____ I request removal from protective measures.

Offender Signature

Offender 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 – Field
1st Copy: Offender
2nd Copy: Shift Supervisor

Instructions for Completing Transit Detention Order

Offenders 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 offender will normally be placed on "Pending an Investigation" status. Offenders may remain on "Pending an Investigation" status for no longer than 14 days.
2. Once the offender has been issued an offense report, the offender's status will be changed to "Prehearing Detention" on the TDO. The offender will initial the change in status on the TDO and a copy will be provided to the offender.
3. Once the disciplinary hearing has been held, the following actions will be implemented:
 - a. The district supervisor 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 offender is to be transferred, and the status changed to "Transit Detention" and so indicated on the TDO. The offender will initial the change in status on the TDO and a copy will be provided to the offender.
 - c. If charges are dismissed, the offender shall be released from TDU unless transfer is still deemed to be warranted and the offender is placed on "Transit Detention" status.

Offenders Requesting Protective Measures/Custody

1. Procedures for protective measures will be implemented as per OP-060106 entitled "Special Offender 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 offender on "Pending an Investigation" status. Section II of the Transit Detention Order will be completed, and the offender will acknowledge consent by signing the appropriate line. Offenders who have requested protective measures will not be housed or exercised with non-protective custody offenders.
3. The case manager IV will ensure that a FCC/UCC is held and paperwork submitted to transfer the offender. 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 assistant district supervisor.
4. Once the FCC/UCC has been completed, the offender's status will change to "Transit Detention" and so indicated on the TDO. The offender will initial the change in status on the TDO and a copy will be provided to the offender.

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 offender initials the change and receives a revised copy.

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

Placement Authority: The district supervisor may delegate authority to place an offender in a transit detention unit to:

1. Shift supervisor or higher ranking security officer
2. Assistant district supervisor
3. Duty officer

Offenders 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 offender 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 offender will initial the form and receive a copy.

(R 9/11)