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<b>Transit Detention Units</b>	<b>ACA Standards: 2-CO-3A-01, 4-ACRS-1A-12, 4-ACRS-2A-09, 4-ACRS-4B-01, 4-ACRS-4B-02, 4-ACRS-4B-04, 4-ACRS-4C-01, 4-ACRS-4C-13, 4-ACRS-4C-15, 4-ACRS-5A-06, 4-ACRS-5A-18, 4-ACRS-6A-01, 4-ACRS-6A-03, 4-ACRS-6A-07, 4-ACRS-7D-36</b>		
<b>Robert Patton, Director Oklahoma Department of Corrections</b>	<b>Signature on File</b>		

## Transit Detention Units

The following procedure is utilized to temporarily segregate offenders at community corrections centers for the security and protection of the offenders and to meet the mission of the Department of Corrections (DOC).

For the purpose of this procedure, the term “offender” will apply to anyone under the authority, custody or care of a community-based facility operated by or contracted with the Oklahoma Department of Corrections.

### I. Transit Detention Guidelines

Placement of an offender in a transit detention unit (TDU) will be due to the threat posed by the offender to the security of the facility, self or others. Offenders placed in transit detention units may be placed on pending investigation, pre-hearing detention, or transit detention status pending transfer to higher security. (4-ACRS-5A-06)

### II. Placement, Review and Documentation

#### A. Transit Detention Order

Placement in transit detention will be documented by completing Section A of the “Transit Detention Order” form ([Attachment B](#), attached).

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1. If a change in the type of confinement occurs, this will be documented by placing the date on the appropriate line of the "Transit Detention Order" form ([Attachment B](#)).
2. The offender will initial next to the date, acknowledging the change in status. If the offender refuses to sign, the refusal will be documented on the same form and a copy provided to the offender.
3. Follow-up reviews by the reviewing authority, in accordance with "Utilization of Transit Detention" ([Attachment A](#), attached) will be documented on Section B of the "Transit Detention Order" form.
4. The facility head or shift supervisor can order immediate placement on transit detention when it is necessary to protect the offender or others. (4-ACRS-5A-06) This action will be reviewed within 72 hours by the reviewing/appointing authority.
5. Admission for protective measures will only be made pending investigation and, if applicable, pending transfer to another facility. The offender will acknowledge consent by signing the appropriate line on the "Transit Detention Order" form. If the offender refuses, it will be documented on the form and witnessed.
6. All placements, including pre-hearing detention, will be reviewed by the approving authority, as designated on [Attachment A](#), within 72 hours, including weekends and holidays. Placements will not be punitive and will only be authorized when the offender's continued presence in the general population or community presents a threat (actual or documented) to self, others, or the security of the facility. (4-ACRS-5A-06, 4-ACRS-6A-03) Any deviation from authorized lengths of confinements must be documented and the offender will receive a copy.
7. When an offender is placed on a transit detention unit, health care personnel will be informed immediately and will provide assessment and review as indicated by the protocols established by the health authority in accordance with [OP-140117](#) entitled "Access to Health Care." The notification will be documented on the "Transit Detention Order" ([Attachment B](#)).
8. Mental health assessments will be conducted by a qualified mental health professional as specified in [OP-140201](#) entitled "Mental Health Services Duties and Responsibilities." Mental health staff will be notified immediately of any offender who appears to be suicidal, mentally disordered or who displays violent, unusual or bizarre behavior.
9. Correctional officers assigned to a transit detention unit will observe each offender at least every hour on an irregular schedule.

Offenders who are violent or mentally disordered or who exhibit unusual or bizarre behavior will be observed more frequently as determined by a qualified mental health professional. Suicidal offenders will be under continuous observation until transport to an appropriate facility can be arranged.

10. Offenders will be present for reviews affecting their classification or program status, unless precluded for security or other substantial reasons. Such reasons will be documented. Offenders will be provided 48 hours notice prior to classification reviews. Such notices may be waived by the offender in writing.

B. Permanent Documentation (4-ACRS-2A-09)

A permanent log will be maintained in the transit detention unit. The log will contain all information pertaining to the unit. At a minimum, the following documentation will be entered:

1. Date and time of each entry;
2. Name and number of each offender admitted to the unit and reason for admission;
3. Special medical or mental health problems or needs; (4-ACRS-4C-01, 4-ACRS-4C-15)
4. All visits by staff or other visitors to include the signature of the visitor and purpose of the visit; (4-ACRS-7D-36)
5. Record of inspections. The facility head or designee will inspect the unit at least weekly;
6. Observation of unusual behavior;
7. Exercise participation and/or offering of exercise; and
8. Releases and transfers.

III. Security

A. Facility Security Standards

TDU's are an intermediate level of security between community supervision and minimum security. Offenders housed on TDU's may be assigned any custody level from minimum to maximum security points. Both security and non-security staff will familiarize themselves with the reason for placement and the custody level of each offender placed in TDU. Escapes from TDU's will be considered minimum security escapes.

1. Prior to removing an offender from a TDU cell, all unaffected offenders in the cell will be required to face the wall while the affected offender is placed in handcuffs. Two correctional officers, or an officer and a trained staff member, will be present when a TDU cell door is opened; adjoining ingress and egress TDU doors shall be secure to prevent offenders leaving the area. One officer will open the door and the second officer will place the offender in full restraints (e.g., leg irons, belly chain, black box).
2. Offenders will remain in full restraints during movement outside of the TDU cell (e.g., transport, medical appointments, exercise).
3. Offenders will be pat searched upon entering and exiting a TDU cell.

B. Staffing

1. The TDU may be staffed by a single correctional officer or a correctional officer performing multiple duties (e.g., staffing central control and TDU). In facilities where the TDU is located away from Central Control, TDU will be designated as a specific post.

2. Provision of Services

Provision of routine services (e.g., feeding, exercise, showers) will normally occur during the daylight hours.

3. Transfers to Higher Security

Offenders who represent an immediate threat to the security of the facility or district or who cannot be controlled through the use of housing in transit detention should be transferred per [OP-060204](#) entitled "Offender Transfers."

IV. Staff Assignments

A. Correctional Officers

Officers assigned to transit detention units will be provided copies of policies, procedures, and post orders regarding operation of the unit.

B. Evaluation

Staff assigned to transit detention units will have their performance evaluated by supervisors. Such reviews will be documented on the employee performance appraisals. Staff experiencing difficulty will be counseled and promptly removed if the supervisor determines that their well being or the well being of the offenders is threatened.

V. Conditions of Confinement

A. Services and Conditions

All offenders confined in transit detention units, regardless of type or length of confinement will be afforded the following conditions and services and will be recorded utilizing the "Individual Offender Transit Detention Log" ([Attachment C](#), attached). Staff visiting the unit will sign each offender's individual transit detention log. The general living conditions within these units will be safe and humane, and will approximate those of the general population.

1. Rooms/cells, which permit the offenders to converse with and be observed by staff.
2. Opportunity and space for exercise outside of the cell, a minimum of one hour of exercise per day five days per week, unless security or safety dictates otherwise. Space is made available for exercise during inclement weather. In cases where cover is not provided to mitigate the inclement weather, appropriate equipment and attire should be made available.
3. Daily visits from a senior correctional officer.
4. Unless medical attention is needed more frequently, each offender in transit detention will receive a daily visit from health care personnel. The visit will ensure that offenders have access to health care personnel. The presence of health care personnel in transit detention will be announced and recorded on each offender's individual transit detention log. The frequency of physician visits to transit detention units will be determined by the health authority.
5. Medical and mental health services, including prescribed medications. (4-ACRS-4C-01, 4-ACRS-4C-13)
6. Visits from program or case management staff upon request. (4-ACRS-7D-36)
7. Clothing that is not degrading and is issued and laundered on the same basis as the general population. Exceptions are permitted when found necessary by the senior officer on duty and recorded in the log and justified in writing. (4-ACRS-4B-02)
8. Bedding and linen that is issued and laundered on the same basis as the general population. Exceptions are permitted when found necessary by the senior officer on duty and recorded in the log and justified in writing. (4-ACRS-4B-04)

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9. Personal hygiene items (i.e., razor, etc.), unless there is imminent danger that such items will be destroyed or used to induce self-injury. In such cases, the offender may be permitted to use the item under supervision. (4-ACRS-4B-01)
10. The opportunity to shave and shower a minimum of three times per week. Barbering and hair care services will be available on the same basis as the general population. Exceptions are permitted when found necessary by the senior officer on duty and recorded in the log and justified in writing. (4-ACRS-1A-12)
11. Reading and writing materials, including eyeglasses, and mail privileges on the same basis as the general population. (4-ACRS-6A-07)
12. Opportunity for visitation unless there are substantial reasons for withholding such privileges. Visiting privileges will be granted in accordance with their level assignment. (4-ACRS-5A-18)
13. Access to legal materials, grievance procedures, and law library services. Legal materials stored in the cells will be limited to one cubic foot for safety reasons; however, arrangements for assisting offenders in meeting appeal, grievance, and court deadlines will be made.
14. The same meals as provided to the general population, including provisions for special diets.
  - a. Food will not be withheld or varied as a disciplinary measure. (4-ACRS-6A-03)
  - b. Alternative meals and equipment may be provided where an offender has used, or may be at risk to use, food or equipment in a manner that is hazardous to self, staff, or other offenders.
  - c. Food substitutions will meet basic nutritional requirements and will occur only with the approval of the facility head and responsible health authority. The substitution period will not exceed seven days.
15. When an offender is deprived of any usually authorized item or activity, a report of the action is filed in the offender's case record/individual log and an "Incident/Staff Report" ([OP-050109, Attachment A](#)) will be completed and forwarded to the chief of security prior to the end of the shift.

## B. Privileges and Programs

1. Telephone privileges for offenders in transit detention will be as follows:
  - a. Offenders on transit detention and pending transfer to higher security for more than 60 days will be allowed telephone privileges in accordance with their level assignment as outlined in [OP-060107](#) entitled "Systems of Incarceration."
  - b. Offenders on transit detention for less than 60 days will have limited telephone privileges. Calls authorized by the facility head and those to access the attorney of record will not be limited. (4-ACRS-6A-01)
2. Offenders held in transit detention for more than 60 days will have access to programs and services which include, but are not limited to, the following:
  - a. Educational services based on the offender's eligibility and assessed need;
  - b. Library services;
  - c. Issuance of indigent hygiene items;
  - d. Counseling and social services provided by a case manager, mental health professional, and/or other qualified staff or volunteer;
  - e. Spiritual and religious guidance provided by a religious volunteer; and
  - f. Recreational programs.
3. While the programs provided cannot be identical to those provided to the general population, differences will only be for reasons pertaining to life, health, safety and the security of the unit.

## VI. References

Policy Statement No. P-040100 entitled "Security Standards for the Oklahoma Department of Corrections"

OP-060107 entitled "Systems of Incarceration"

OP-060204 entitled "Offender Transfers"

OP-140117 entitled "Access to Health Care"

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OP-140201 entitled "Mental Health Services Duties and Responsibilities"

VII. Action

The division managers are responsible for compliance with this procedure.

The division manager of Community Corrections is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-040206 entitled "Transit Detention Units" dated November 20, 2012

Distribution: Policy and Operations Manual  
Departmental Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment A</a>	"Utilization of Transit Detention" form	Attached
<a href="#">Attachment B</a>	"Transit Detention Order" form (Instructions for Completing Segregation Housing Order)	Attached
<a href="#">Attachment C</a>	"Individual Offender Transit Detention Log"	Attached
<a href="#">Attachment A</a>	"Incident/Staff Report"	<a href="#">OP-050109</a>

