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Transit Detention Units	**ACA Standards: 2-CO-3A-01**		
Steven Harpe, Director **Oklahoma Department of Corrections**			**Signature on File**

Transit Detention Units

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

I. Transit Detention Guidelines

Placement of an inmate in a transit detention unit (TDU) will be due to the threat posed by the inmate to the security of the facility, self or others. Inmates placed in a TDU may be placed on pending investigation, pre-hearing detention, or transit detention status pending transfer to higher security.

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” (Attachment B, attached).

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” (Attachment B, attached).

2. The inmate will initial next to the date, acknowledging the change in status. If the inmate refuses to sign, the refusal will be documented on the same form and a copy provided to the inmate.

3. Follow-up reviews by the reviewing authority will be documented on Section B. of the “Transit Detention Order”.

4. The facility head or shift supervisor can order immediate placement on transit detention when it is necessary to protect the inmate or others. 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 inmate will acknowledge consent by signing the appropriate line on the “Transit Detention Order” (Attachment B, attached). If the inmate refuses, it will be documented on the form and witnessed.

6. All placements, including pre-hearing detention, will be reviewed by the approving authority within 72 hours, including weekends and holidays. Placements will not be punitive and will only be authorized when the inmate's continued presence in the general population or community presents a threat (actual or documented) to self, others, or the security of the facility. Any deviation from authorized lengths of confinements will be documented and the inmate will receive a copy.

7. When an inmate is placed on a TDU, 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, attached).

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 inmate who appears to be suicidal, mentally disordered or who displays violent, unusual or bizarre behavior.

9. Correctional officers assigned to a TDU will observe and document each inmate at least twice per hour but not more than 30 minutes apart on an irregular schedule. Inmates 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 inmates will be under continuous observation until transport to an appropriate facility can be arranged.

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

B. Permanent Documentation

A permanent log will be maintained in the TDU. 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 inmate admitted to the unit and reason for admission;

3. Special medical or mental health problems or needs;

4. All visits by staff or other visitors to include the signature of the visitor and purpose of the visit;

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

TDUs are an intermediate level of security between community supervision and minimum security. Inmates housed on the TDU 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 inmate placed in TDU. Escapes from the TDU will be considered minimum security escapes. Protective vests will be worn while a cell door or access port is open in accordance with OP-040106 entitled "Purchase, Use, and Control of Firearms and Security Equipment."

1. Prior to removing an inmate from a TDU cell, all unaffected inmates in the cell will be required to face the wall while the affected inmate is placed in handcuffs. Two correctional officers, or an officer and a trained staff member, will be present at the TDU cell door when a cell door is opened; adjoining ingress and egress TDU doors will be

secure to prevent inmates leaving the area. One officer will open the door and the second officer will place the inmate in full restraints (e.g., leg irons, belly chain, black box).

2. Inmates will remain in full restraints during movement outside of the TDU cell (e.g., transport, medical appointments, and exercise).

3. Inmates will be pat searched upon entering and exiting a TDU cell.

B. Staffing

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.

C. Provision of Services

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

D. Transfers to Higher Security

Inmates who represent an immediate threat to the security of the facility or probation and parole region or who cannot be controlled through the use of housing in transit detention will be transferred in accordance with OP-060204 entitled “Inmate Transfers.”

IV. Staff Assignments

A. Correctional Officers

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

B. Evaluation

Staff assigned to TDUs 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 inmates is threatened.

V. Conditions of Confinement

A. Services and Conditions

All inmates confined in TDUs, regardless of type or length of confinement, will be afforded the following conditions and services and will be recorded

utilizing the "Individual Inmate Transit Detention Log" (Attachment C, attached). Staff visiting the unit will sign each inmate'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 inmates 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 will be made available.

3. Daily visits from a senior correctional officer.

4. Unless medical attention is needed more frequently, each inmate in transit detention will receive a daily visit from health care personnel. The visit will ensure that inmates have access to health care personnel. The presence of health care personnel in transit detention will be announced and recorded on each inmate's individual transit detention log. The frequency of physician visits to TDUs will be determined by the health authority.

5. Medical and mental health services, including prescribed medications.

6. Visits from program or case management staff upon request.

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.

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.

9. Personal hygiene items (e.g., razor, etc.), unless there is imminent danger that such items will be destroyed or used to induce self-injury. In such cases, the inmate may be permitted to use the item under supervision.

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.

11. Reading and writing materials, including eyeglasses, and mail privileges on the same basis as the general population.

12. Opportunity for visitation unless there are substantial reasons for withholding such privileges. Visiting privileges will be granted in accordance with their level assignment.

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 inmates 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.

    b. Alternative meals and equipment may be provided where an inmate has used, or may be at risk to use, food or equipment in a manner that is hazardous to self, staff, or other inmates.

    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 inmate is deprived of any usually authorized item or activity, a report of the action is filed in the inmate'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

Inmates on transit detention will have limited telephone privileges. Calls authorized by the facility head and those to access the attorney of record will not be limited.

VI. References

Policy Statement P-040100 entitled "Security Standards for the Oklahoma Department of Corrections"

OP-050109 entitles "Reporting of Incidents"

OP-060204 entitled "Inmate Transfers"

OP-140117 entitled “Access to Health Care”

OP-140201 entitled “Mental Health Services Duties and Responsibilities”

VII. Action

The chief administrator of Operations is responsible for compliance with this procedure and for the annual review and revisions.

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

This procedure is effective as indicated.

Replaced: OP-040206 entitled “Transit Detention Units” dated September 30, 2022

Distribution: Policy and Operations Manual
Agency Website

Attachments	Title	Location
Attachment B	“Transit Detention Order” (Instructions for Completing Segregation Housing Order)	Attached
Attachment C	“Individual Inmate Transit Detention Log”	Attached
Attachment A	“Incident/Staff Report”	OP-050109