

**Administrative Segregation
Assignment Memo**

**Attachment 1
SOP IIB09-0001
6/01/08**

FACILITY/CENTER: _____

TO: Warden/Superintendent **Date:** _____

RE: Administrative Segregation **Time:** _____

Inmate: _____ **Number:** _____

Present Assignment: _____

The above named inmate/probationer was placed in Administrative Segregation on the above date for the reasons indicated:

Voluntary: _____

Inmate's/Probationer's Signature: _____

Involuntary: _____

(a) An informal hearing was held and the inmate/probationer was advised of the reasons for this assignment.

The inmate's/probationer's comments or rebuttal were as follows:

Date: _____ **Signature of Officer authorizing action:** _____

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Warden's/Superintendent's Action:

	Deputy Warden-Security/Assistant Superintendent: Investigate and advise me of findings.
	Chairman, Classification Committee: Hold hearing and forward record of hearing for my review.
	Other: _____

Warden's/Superintendent's Signature: _____ **Date:** _____

RETENTION SCHEDULE: Upon completion of this form, it will be placed in the inmate/probationer's case history file.