Administrative Segregation
Assignment Memo

FACILITY/CENTER: ____________________________

TO: Deputy Warden/Assistant Superintendent/Unit Supervisor
    Date: __________

RE: Administrative Segregation
    Time: __________

Offender: ____________________________ Number: ____________________________

Present Assignment: ____________________________

The above named offender was placed in Administrative Segregation on the above date for the reasons indicated:

Voluntary: ________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Involuntary: _____________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Offender's Signature: ____________________________

Date: ______________ Signature of Officer authorizing action: ____________________________

Deputy Warden/Assistant Superintendent/Unit Supervisor 72-Hour Review Decision:

<table>
<thead>
<tr>
<th>Return Offender to appropriate housing assignment.</th>
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<tr>
<td>Remain in Administrative Segregation (96-hour Formal Hearing for Initial Voluntary/Involuntary Assignment to Administrative Segregation to follow).</td>
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</tbody>
</table>

Deputy Warden/Assistant Superintendent/Unit Supervisor Signature: ____________________________

Date: ____________________________

CC. Warden
    Offender

Retention Schedule: Upon completion, this form shall be placed in the offender's institutional file and maintained according to the official records retention schedule for that file.