**Section 501.350 Procedure for Involuntary Placement**

a) In the event that any employee becomes aware of specific information which indicates that the safety or security of a committed person might be threatened, the employee shall transmit this information to the Chief Administrative Officer.

b) If the Chief Administrative Officer determines that there exists a clear and immediate threat to the safety of a committed person, the Chief Administrative Officer shall offer the person placement in protective custody. If he refuses, the Chief Administrative Officer may administratively place him involuntarily in protective custody. The committed person shall be provided with notice of this decision and a hearing before the Assignment Officer within three working days after such placement.

c) The Assignment Officer shall make a recommendation to the Chief Administrative Officer regarding the committed person's protective custody status. Among other things, the Officer may recommend that the person remain in protective custody, be returned to the general population or be transferred to another facility. The written recommendation of the Officer shall be forwarded to the Chief Administrative Officer, who shall make the final determination and provide the person with a copy of his decision within seven working days after the hearing.

d) If it is determined that the committed person remain in protective custody for his safety and security or the safety and security of the facility, the Assignment Officer shall reevaluate the person's requirement for protective custody at least every 14 days. The committed person shall have the opportunity to appear before the Officer. The Officer may consider, among other matters, those factors set forth in Section 501.320(b) in making his determination. The Officer shall submit his recommendations to the Chief Administrative Officer, who shall make the final determination.

e) The Chief Administrative Officer shall render his decision within three working days after receipt of the Assignment Officer's recommendation. The committed person shall be personally served with a copy of the Chief Administrative Officer's decision.

f) If the committed person intends to grieve this decision, he must indicate his intent to do so, in writing, at the time he is served with the Chief Administrative Officer's decision.

1) The Chief Administrative Officer shall notify the Administrative Review Board who shall review and provide recommendations to the Director within 30 working days of its receipt, whenever possible. The Director shall make the final determination.

2) While the grievance is pending, the committed person shall remain in the protective custody area.

(Source: Amended at 11 Ill. Reg. 14697, effective September 1, 1987)