

JAIL BULLETIN

DECEMBER 1996/JANUARY 1997

NUMBER 131

The *Jail Bulletin* may be used as a supplement to your jail in-service training program. If officers study the material and complete the attached "open book" quiz, they may receive one hour of credit. The bulletin and quiz may be reproduced for staff use as necessary. *We welcome any material you would like to contribute to the "Jail Bulletin".*

INMATE CLASSIFICATION PROGRAM PART III

MODEL CLASSIFICATION SYSTEM

I. RECEPTION

Newly received, unclassified inmates should be placed in a reception housing unit. This is because until the classification is performed, the Department has no reliable picture of the inmate and the risk factors he or she may present. It would therefore be unwise to place them in an area where they may be harmed, may harm others, or may attempt an escape.

In addition, a period of observation before the classification decision is made allows the inmate to establish a base line of behavior. By this we mean that staff may observe such things as:

- how the inmate gets along with others

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- any unusual mental or emotional symptoms
- how well authority figures are tolerated
- how well the inmate observes rules and regulations, and
- other adjustment factors.

This is important information that the Classification Specialist will use in making the final determination of the inmate's custody level and permanent housing assignment.

For these reasons newly received inmates should be given admission housing assignments to special reception areas until they are classified.

II. ADMISSION HOUSING ASSIGNMENT

After an inmate has been booked and it has been determined that he or she will be lodged in the facility, the admission housing assignment will be made. This assignment can be selected by a Booking Officer, but must be approved by a Shift Supervisor. Ordinarily inmates will be assigned a regular cell in a reception housing unit. Exceptions to this do exist:

RECEPTION LOCKDOWN

In the case of some inmates, lockdown in a reception cell may be the most suitable assignment. The term "lockdown" means that the inmate is permitted restricted use of a dayroom or activities room.

Policy should list criteria which, if met by an inmate, suggests a lockdown cell assignment may be the most appropriate. In summary, they include: offenses which might make the inmate a target; protective custody; high escape risk; mental or emotional problems; or disruptive or abuse behavior.

The status of inmates on lockdown should be reviewed every 24 hours, and this review should be conducted by the same shift supervisor which placed the inmate on that status. To conduct this review, the shift supervisor should review the booking records and Admission Housing Assignment Screening Instrument. An interview with the inmate is optional. Document the review.

RECEPTION CELL RESTRICTION

Cell restriction is defined as “a status in which the inmate is confined to his or her cell for safety, security or reception purposes and is not permitted access to a dayroom.” This is a more restrictive status than reception lockdown because the inmate is not allowed any dayroom privileges.

Use of Cell Restriction for receptees should only be considered in those cases where the highest level of security is needed, or when there is no alternative due to lack of bed space.

As a reminder, inmates on reception cell restriction should be classified and moved out of reception within 24 hours after the arraignment or the Court review of the affidavit, whichever comes first.

BOOKING

Holding cells in Booking are not designated reception housing assignments, and inmates assigned to cells in that area are not considered “lodged”; they are in holding cells awaiting lodging. Receptees may be held in Booking prior to lodging for the following reasons:

- **The inmate is intoxicated.** Inmates who register a BAC level of 0.02 or above must be held in a detoxification cell in Booking until they register below 0.02.
- **The inmate appears to be under the influence of a controlled substance.** This determination may be based upon statements made by the inmate or information provided by law enforcement personnel. It may also be based on observations by staff of such symptoms as: speech abnormalities, pinpoint or dilated pupils, difficulty standing or walking, inappropriate behavior, etc. Staff should exercise care in making such determinations, however, since these may be indications of other serious medical conditions. When there is any doubt whatsoever, contact medical staff.

Inmates believed to be under the influence of controlled substances are to be held in a holding or detox cell until the effects of the substance appear to have worn off.

- **The inmate is combative, violent or extremely uncooperative.** Provisions are made for housing such inmates in reception lockdown, but the decision whether to place the inmate there or retain him/her in Booking should be based on the severity of the behavior. If it would be necessary to struggle with and/or physically restrain the inmate during escort to reception, or if the inmate’s behavior once there would

significantly disrupt the unit, the inmate should be held in Booking. The inmate should remain in Booking until his/her behavior stabilizes.

- **The inmate is self-destructive or potentially suicidal.** Again, provision is made for housing such inmates in reception lockdown, however, that placement should only be used when there is a high degree of confidence that the inmate will not act out any suicidal or self-destructive impulses.

When there are any indications the inmate may attempt to harm his or herself, the inmate should be held in Booking, and the appropriate staff should be contacted immediately. An EPC (Emergency Psychiatric Commitment) or suicide watch may be indicated. Refer to policies for attempted suicide of an inmate and policies on mental health for detailed information.

III. ADMISSION SCREENING

NCIC/NCIS

Staff should always generate and carefully examine criminal histories available on the NCIC/NCIS computer system before lodging an inmate in an admission housing assignment.

ADMISSION SCREENING

As discussed earlier, receptees are generally assigned to a regular reception cell unless special circumstances exist that indicate reception lockdown, cell restriction or retention in Booking. To assist staff in determining when such special placements might be appropriate, a type of "Admission Housing Assessment Screening Instrument" should be used. This is also important as a historical record which documents the reasons for such placement.

1. **Fill in the current date and the inmate's name, age, and male or female.** Indicate whether the inmate was intoxicated and/or combative at the time he or she was brought in.
2. **Indicate the type of offense.** More than one item may be marked here (i.e., a first offender booked on 2nd degree assault charge). Charges and their level (felony or misdemeanor) should be obtained from the forms the arresting officer fills out. Inmate status (first offender or multiple offender) may be determined from both the

facility's files (which may contain records from a prior incarceration in this facility), or the NCIC/NCIS.

3. **Criminal History**: indicate that the NCIC/NCIS was reviewed.
4. **Past Behavior**: assesses the inmate's past behavior in the following areas: escape, assaults, mental illness and suicide attempts (staff should also include significant self-destructive behavior in this item).

This information may be gathered from the NCIC/NCIS, law enforcement officers, the facility's filing system, or information gained during Booking. It is understood that some information may not be accessible to the officer, but the officer is responsible for taking into consideration all information he or she had reasonable access to.

5. **Observed or reported behaviors or special needs**: these are important areas. Information might come from the arresting officers or through direct observation and will include such things as if the inmate is combative, threatening, suicidal, despondent, mentally retarded, etc.

If a change in the inmate's behavior occurs between the time he or she was brought in and the time of lodging in a reception area, this should be noted on these items. For instance, an entry might read, "was combative when brought in but cooperative at time of lodging." Remember, we are mostly concerned with the inmate's behavior at the time of lodging in the reception unit.

6. **Enter the admission housing assignment**. Remember, Booking is only a holding area and is not a housing assignment. This entry should reflect the cell to which they are being assigned in the reception unit.
7. **All admission housing assignments require a supervisor's approval**. The supervisor's signature on this form is required and indicates approval.
8. **File this document in the inmate's arrest file**.

INITIAL CLASSIFICATIONS

IV. WHO COMPLETES THE INITIAL CLASSIFICATION?

When preparing to complete an Initial Classification of an inmate, it is important to remember that the purpose of inmate classification is to provide reasonable, consistent and

equitable methods of assessing the needs and risk of each inmate and to assign department resources accordingly. The questions that you need answers to are 'what are the inmates' needs?' and 'what risks, to themselves and to others, do they bring into the facility?'. Remember, classification is a management tool used to separate, protect and control the inmate population as well as to ensure the overall security of the facility. So, in preparing to complete an initial classification, here are some things you need to know:

- A. All inmates must be classified by a Classification Officer. No other personnel are expected to complete a classification of any kind. Classification officers receive specific training on completion of classifications in order to ensure consistency and accuracy in the implementation of our policy. Their goal is to determine which housing unit and custody level will be the most appropriate for inmate placement regardless of the reception housing assignment or previous restrictions.

- B. Most Initial Classifications are completed by classification officers from the security staff, but there are exceptions. Classifications specialists from programs staff may be accessed to complete an initial classification if the security staff does not feel qualified to accurately assess an inmate based on concerns regarding the inmate's mental health.

V. DETERMINING WHICH INMATES REQUIRE INITIAL CLASSIFICATION

Initial classification must be completed within 15 days of an inmate's booking. This includes pre-arraignment, and sentenced and deferred commitments. Some differences regarding when to complete an initial classification do exist related to inmate status:

1. Pre-arraignment receptees should not be classified until after they have been arraigned or until after their affidavit has been reviewed by the courts. This will enable most of the inmates who are eligible for pre-arraignment release to be released prior to classification. Once their case has been reviewed and they are not bonding out, they should be classified as soon as possible unless:
 - a. the classification specialist feels further observation would be justified;
 - b. there are security issues involved which would require the input of administrative personnel not on duty;
 - c. there are mental health issues involved which would require the input of programs staff not on duty;
 - d. the inmate is scheduled to be released in the near future.

In these cases where some delay in classification may be required, the classification should reflect the reason for the delay. However, even if delays are necessary, the initial classification must be completed within fifteen (15) days.

2. Deferred commitments and inmates who are sentenced in court and escorted directly from the courtroom to Booking, and who will be housed at the jail, are lodged in Reception. Since they have already been arraigned, they should be classified within seven days of Booking.
3. Inmates who receive a court-ordered, temporary release while serving their sentence at the Jail will be reclassified.

The next Jail Bulletin will continue with an overview of a model classification system.

The "Inmate Classification program" was adapted from material contributed by the Lancaster County Department of Corrections, Lincoln, Nebraska. We gratefully acknowledge the contributions of Administrator Mike Thurber and his staff for this and other material. If you or your agency wish to contribute to the Jail Bulletin or have a special subject to be addressed through the bulletin, please contact: Jail Standards Division, P.O. Box 94946, Lincoln, Nebraska 68509-94946, Telephone 402-471-3710, FAX 402-471-2837.

QUIZ

Nebraska Jail Standards require that jail staff receive eighteen (18) hours of in service training each year. The Jail Bulletin may be used to supplement in service training if an officer studies the bulletin, completes the quiz, and this process is documented by the jail administrator for review during annual jail inspections.

DECEMBER 1996/JANUARY 1997

NUMBER 131

**SUBJECT: Inmate Classification Program
Part III
Model Classification System**

NAME: _____

DATE: _____

1. If inmates are temporarily housed in a reception housing unit before they are classified, staff may observe their behavior. List 3 of the 5 behaviors staff should observe.
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

2. Inmates in reception can be locked down or restricted to their cell if their status is reviewed every _____ hours. (circle one)
 - a. 48
 - b. 72
 - c. 24
 - d. 96

3. In this model classification system, inmates in lockdown can periodically use a dayroom and inmates in cell restriction are not given access to a dayroom. (circle one)
 - a. True
 - b. False

4. Use of cell restriction for new receptees should only be considered in cases where the highest level of security is needed. (circle one)
 - a. True
 - b. False

5. Holding cells in the booking area should never be substituted for reception housing. (circle one)
 - a. True
 - b. False

6. What report should staff generate and carefully examine before lodging an inmate in an admission housing assignment?
- _____
7. Other screening information that should be gathered and considered to assist in admission housing assignment decisions include: (circle those that apply)
- a. intoxication/drug use
 - b. type of offense charged
 - c. past behavior involving escapes; violence
 - d. court appearance date
 - e. amount of pre-arraignment bond
8. Initial classification must be completed within _____ days of admission. (fill in the blank)
9. The classification officer should wait until an inmate has been arraigned before starting initial classification. (circle one)
- a. True
 - b. False

QUIZ

(ANSWERS)

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 - a. how the inmate gets along with others
 - b. any unusual mental or emotional symptoms
 - c. how well authority figures are tolerated
 - d. how well the inmate observes rules and regulations
 - e. other adjustment factors

2. Inmates in reception can be locked down or restricted to their cell if their status is reviewed every _____ hours. (circle one)
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Criminal Histories

7. Other screening information that should be gathered and considered to assist in admission housing assignment decisions include: (circle those that apply)

▶ a. intoxication/drug use

▶ b. type of offense charged

▶ c. past behavior involving escapes; violence

d. court appearance date

e. amount of pre-arraignment bond

8. Initial classification must be completed within 15 days of admission. (fill in the blank)

9. The classification officer should wait until an inmate has been arraigned before starting initial classification. (circle one)

▶ a. True

b. False

CREDIT: One Hour credit for jail in service training requirement.

Answer sheet should be retained by the Jail Administrator.

LANCASTER COUNTY DEPARTMENT OF CORRECTIONS
INITIAL HOUSING ASSESSMENT WORKSHEET

NAME _____ SEQUENCE# _____ D.O.B. _____

SOCIAL HISTORY

HIGHEST GRADE COMPLETED: _____
LOCATION WHERE RAISED: _____
NUMBER OF BROTHERS: _____ SISTERS: _____
PARENTS PRESENTLY MARRIED YES NO
IF NO - DIVORCED YES NO
- DECEASED FATHER YES NO
- DECEASED MOTHER YES NO
DOES A PARENT OR SIBLING LIVE IN LANCASTER COUNTY YES NO
IF INMATE IS/WAS MARRIED ENTER NUMBER OF CHILDREN: _____
DOES INMATE SUPPORT CHILDREN YES NO
DOES EX-SPOUSE LIVE IN LANCASTER COUNTY YES NO
CHILDREN YES NO
DOES INMATE ADMIT TO DRUG OR ALCOHOL PROBLEM YES NO
HAS INMATE PARTICIPATED IN DRUG OR ALCOHOL PROGRAM YES NO
IF YES HOW MANY TIMES?: _____
DATE OF LAST PROGRAM ____/____/____

PRIOR CRIMINAL HISTORY

JUVENILE HISTORY

ARRESTS: CRIMES AGAINST PERSONS YES NO
CRIMES AGAINST PROPERTY YES NO
TRAFFIC OFFENSES YES NO
CONVICTIONS: CRIMES AGAINST PERSONS YES NO
CRIMES AGAINST PROPERTY YES NO
TRAFFIC OFFENSES YES NO

ADULT HISTORY

ARRESTS: CRIMES AGAINST PERSONS YES NO
CRIMES AGAINST PROPERTY YES NO
TRAFFIC OFFENSES YES NO
CONVICTIONS: CRIMES AGAINST PERSONS YES NO
CRIMES AGAINST PROPERTY YES NO
TRAFFIC OFFENSES YES NO

RISK ASSESSMENT I

MEDICAL RISK

DOES INMATE NEED PLACEMENT IN MEDICAL HOUSING YES NO
DOES INMATE NEED DETOXIFICATION YES NO

SUICIDE RISK

DOES SCREENING INDICATE INMATE IS A SUICIDE RISK YES NO
DOES INMATE ADMIT TO SUICIDAL FEELINGS SINCE BOOKIN YES NO

PSYCHIATRIC RISK

DOES SCREENING INDICATE INMATE HAS PSYCHIATRIC PROBLEMS	YES	NO
DOES ANY DATA INDICATE INMATE HAS PSYCHIATRIC PROBLEMS	YES	NO
DURING INTERVIEW, WAS INMATE CONFUSED/DISORIENTED	YES	NO
BABBLING/TALKING TO SELF	YES	NO
DEPRESSED/SULLEN	YES	NO
HALLUCINATING	YES	NO
EXTREMELY NERVOUS/HYPER	YES	NO
NOT MAKING SENSE WHEN TALKING	YES	NO

RISK ASSESSMENT II

VICTIMIZATION RISK

IS INMATE SMALL IN STATURE	YES	NO
SHY/INTROVERTED	YES	NO
EFFEMINATE	YES	NO
APPEAR TO HAVE DIMINISHED MENTAL CAPACITY	YES	NO
DOES INMATE INDICATE PAST VICTIMIZATION	YES	NO

ESCAPE/VIOLENCE RISK

DOES INMATES PAST INSTITUTIONAL RECORD INDICATE ASSAULTIVE/ABUSIVE BEHAVIOR	YES	NO
INABILITY TO ABIDE BY RULES & REGULATIONS	YES	NO
INMATE HAS ESCAPED OR ATTEMPTED ESCAPE	YES	NO
IS INMATE CHARGED WITH MURDER	YES	NO
RAPE	YES	NO
SODOMY	YES	NO
AGGRAVATED ASSAULT	YES	NO
AGGRAVATED BATTERY	YES	NO
CRIMES AGAINST MINORS	YES	NO
IS INMATE A DANGER TO OTHER INMATES OR STAFF	YES	NO
IS INMATE IN DANGER OF ATTACK BY OTHER RESIDENTS	YES	NO

RISK ASSESSMENT SUMMARY & PLACEMENT RECOMMENDATION

CHECK [X] ALL MANAGEMENT CONCERNS WHICH APPLY TO THIS INMATE:

<input type="checkbox"/> PROTECTIVE CUSTODY (PRO)	<input type="checkbox"/> KNOWN MANAGEMENT PROBLEM (KMP)
<input type="checkbox"/> MENTAL ILLNESS (MEN)	<input type="checkbox"/> MEDICAL PROBLEMS (MED)
<input type="checkbox"/> ESCAPE THREAT (ESC)	<input type="checkbox"/> PHYSICAL IMPAIRMENT (PHY)
<input type="checkbox"/> SERIOUS VIOLENT PAST (VIO)	<input type="checkbox"/> KNOWN GANG AFFILIATION (GANG)
<input type="checkbox"/> SUICIDE RISK (SUI)	<input type="checkbox"/> OTHER
<input type="checkbox"/> MENTALLY RETARDED (MR)	

IF MANAGEMENT CONCERN IS NOTED, GIVE RATIONALE: _____

ACKNOWLEDGEMENTS: INMATE - I understand that this screening interview has been conducted in my own best interest and I have answered all questions truthfully.

Inmate Signature

Classification Specialist Signature

HOUSING ASSIGNMENT (indicate category): _____

1 - Reception

2 - Reception Lockdown

3 - Medical

4 - LCF

5 - Off-site