

JAIL BULLETIN

MARCH 1997

NUMBER 133

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 V MODEL CLASSIFICATION SYSTEM

I. WHO COMPLETES THE CLASSIFICATION REVIEW?

When preparing to complete a Classification Review 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 with them?'. Remember, classification is a management tool used to separate, protect and control the inmate population as well as ensure the overall security of the facility. So in preparing to complete a classification review here are some things you need to know:

- A. All classification reviews should be completed 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 department policy. Their goal is to determine which

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housing unit, programs and custody status will be the most appropriate for inmate placement.

- B. Most classification reviews are completed by classification officers from the programs staff, but there are exceptions. Classifications specialists from security staff may be accessed to complete a classification review if the programs staff is not available to complete the review.

II. DETERMINING WHICH INMATES REQUIRE A CLASSIFICATION REVIEW

Classification Reviews may be initiated in a number of ways. These may include: automatic classification reviews, referrals, sanctioned special reviews, and in emergency situations as determined by the Administrator or Sheriff.

A. Automatic Classification Reviews

1. Each inmate's initial classification will be reviewed automatically according to the following classification review schedule:
 - a. 30 days after the initial classification;
 - b. 60 days after the previous (30-day) review;
 - c. 90 days after the previous;
 - d. 180 days after the previous;
 - e. Inmates with active work or education release orders will not be subject to automatic classification reviews.
2. If a classification review results in a change of custody level, the inmate's schedule of automatic reviews starts again (i.e., 30, 60, 90, etc.) from the date the change was made.

B. Sanctioned Special Reviews

1. Sanctioned special classification reviews will be conducted in all of the following cases regardless of the length of time since the previous classification:
 - a. Prior to release any Administrative Housing status;
 - b. Prior to release from Disciplinary Segregation;
 - c. Prior to releases from medical housing;
 - d. Prior to transfer from special needs housing;
 - e. Change from pre-trial to sentenced status;
 - f. Loss of work or education release;

- g. When there has been an update of the inmate's Initial Classification and the inmate has been in custody 30 days or more.
2. After all special classification reviews the inmate's schedule of automatic reviews starts again (i.e., 30, 90, 120, etc.) From the date the change was made.

C. Emergency Situations

1. The Jail Manager may temporarily relocate a classified inmate to a different housing assignment if security, behavioral or adjustment problems are evident to staff. In such cases the reason for the move will be documented on a memo by either the Jail Manager or the staff involved and the situation will be forwarded to the Classification Review staff.
2. The Jail Manager may initiate classification reviews in emergency situations as s/he deems necessary.

III. Completing the Classification Review Form

Completing the Classification Review Form requires completing a review of the inmate's institutional behavior, interviewing the inmate, and explaining the completed classification form to the inmate and obtaining her/his signature.

A. Completing the form

1. Place the inmate's name, review date, booking date, current custody level on the form. Include special management concerns and score from initial classification assessment form.

2. Comprehensive Custody Evaluation Scoring

Items a through f are intended to establish a custody score for each inmate, and identify any inmates who presents serious risk to the safety, security and orderly operation of the facility.

- a. **Number of Minor Disciplinary Convictions (During last 29 days):**
Consider all minor disciplinary convictions within the last 29 days. All minors sustained by a single documentation shall be considered as one conviction.
- b. **Number of Major Disciplinary Convictions (During last 29 days):**

Consider all major disciplinary convictions within the last 29 days. All majors sustained by a single documentation shall be considered as one conviction.

- c. **Number of Major Disciplinary Convictions (During this Confinement):** Consider all major disciplinary convictions incurred during the inmate's current confinement. All majors sustained by a single documentation shall be considered as one conviction.
- d. **Absence of Disciplinary Conviction:** Consider the number of days since a disciplinary charge, major or minor, was last sustained against the inmate. Enter the correct number of points to correspond with the number of days since the date of the last disciplinary conviction.
- e. **Self Improvement (during last 29 days):** Consider inmate participation in self-help programs, educational programs, and treatment or counseling. If the inmate has consistently attended the listed programs, subtract 1 point for each area of participation up to 3 points.

"Consistent" attendance is defined as: attending any one-on-one counseling (this may be only one session) during last 29 days, or; attending 50% or more of any particular self-help or educational program offered during the last 29 days.
- f. **Comments:** Comments sections are located on each page and should be used to note information associated with points assigned.

3. Scale Summary and Recommendations

- a. **Custody level indicated by scale:** Using the custody classification chart, enter the code which indicates the custody level indicated by the scale.
- b. **Special Management Concerns:** This section is designed to address management issues that warrant attention and possible intervention by staff in the form of special housing and/or supervision. The following special management concerns should merit special attention:
 - 1) **Protective Custody:** Individuals who may require protective custody to ensure their safety and well-being include criminal justice personnel, witnesses, known informants, inmates with known enemies in the facility, and inmates charged with heinous/notorious crimes.

- 2) **Mental Health Concerns**: Inmate has been examined by mental health staff and found to be incapable of functioning in any unit other than a highly structured treatment environment because he or she constitutes a danger to self or others, or inmate has been found to have difficulty interacting with others possibly due to limited comprehension and communication skills.
 - 3) **Escape Threat**: Inmate has made significant threats to escape or has a documented history of escape(s) and/or attempted escapes(s).
 - 4) **Serious Violence Threat**: Inmate has a documented history of violent conduct, such as murder, rape, assault, intimidation involving a weapon, and arson. This conduct may have occurred while confined or while in the community.
 - 5) **Known Gang Affiliation**: Inmate is known to be a member of a racial, political, or religious group that uses violence to achieve its goals within a correctional setting and/or in the community and this affiliation is considered to be a management issue in the facility.
 - 6) **Known Management Problem**: Inmate has a documented history of management problems while confined and/or disruptive behavior while in the community. Inmate is known to have incited, provoked, and/or agitated peers; disrupted facility operation; and/or to have demonstrated a substantial lack of cooperation with authority figures.
 - 7) **Suicide Risk**: Inmate has been examined by mental health staff and is considered to be at risk for attempting to take his or her own life.
 - 8) **Medical Problems**: Inmate as medical problems which may require special housing or supervision. This includes inmates that have been diagnosed by medical staff as having a communicable disease.
 - 9) **Physical Impairment**: Inmate presents impairments which may require special housing or supervision.
- c. **Override Recommendation**: If the assessing officer believes there are factors which warrant a custody classification which is different from that which is indicated by the scale, enter "1" for yes and provide rationale. Otherwise, enter "2" (No). Overrides may be recommended to higher or lower levels, depending upon the circumstances.

- d. **Recommended Custody Level:** After reviewing the scale score and all other information which may justify an override, enter the code indicating the recommended custody level. This will be the same code as above, if no override is recommended.
- e. **Recommended Housing:** Enter the recommended housing assignment.

This section must contain the signature of the officer and the date.

4. Supervisor Approval of Override

Jail Manager approval is required if the classification officer recommends a scale override.

- a. **Custody Level Approved:** Enter the custody level approved by the Jail Manager. Written rationale must be provided if this level is different from above.
- b. **Housing Assignment Approved:** Enter the housing assignment approval.

This section must be signed and dated by the Jail Manager.

B. Interviewing the Inmate for Classification Review

The interview for the classification review is clearly not as involved as the interview for the initial classification. In fact, only two questions really need to be asked during a review interview:

1. Do you understand how your classification review custody status was determined?
2. Do you have any questions with regard to the living unit that I am recommending?

C. Obtaining the Inmate's Signature

A classification is not considered valid unless a hard copy is signed by the inmate and the completing staff member. An inmate must have the opportunity to provide input into their classification through the interview process. Additionally, the classification and point total must be explained to the inmate and the classification specialist should assure that inmate questions are addressed prior to gaining the inmate's signature.

If the inmate refuses to sign the classification hard copy, the classification officer should note this on the form and request that a second staff member witness the refusal. Both staff members should sign the form.

D. Appeal of Classification Review

Due process requirements established by Constitutional law stipulate that inmates may appeal any classification review that results in a change in custody status, not necessarily housing unit, and any classification action placing or retaining them in any Administrative Segregation status.

Classification officers are not required to know the intricacies of the appeal process, however, they are required to notify the inmate that the inmate may appeal the above mentioned changes in status.

Once the classification officer has notified the inmate of the appeal option, the final obligation is to provide the inmate with the proper appeal form.

The next *Jail Bulletin* will continue with “Administrative Housing”

The “Inmate Classification program” was adapted from material contributed by the Lancaster County Department of Corrections, Lincoln, Nebraska. We greatly 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.

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

NAME: _____

DATE: _____

1. The first review following initial classification should be scheduled for _____ days.

90 days	30 days
45 days	60 days
2. Which of the following would require a special classification review?
 - a. Prior to release from administrative housing
 - b. Prior to release from disciplinary housing
 - c. After initial court appearance
 - d. Prior to approval for work release
 - e. All of the above
 - f. A and b above
3. When completing the classification review form, consideration should be given to disciplinary convictions and participation in self-help programs.
 - a. True
 - b. False
4. Known informants, witnesses and perhaps criminal justice personnel are individuals who may be required to live in:
 - a. Protective custody
 - b. A safety cell
 - c. Disciplinary segregation
 - d. Solitary confinement
5. Mental health and medical problems are not special management concerns.
 - a. True
 - b. False
6. The risk of suicide and physical impairments are both special management concerns to consider when recommending an override of the scale custody level.
 - a. True
 - b. False

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

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 - d. Prior to approval for work release
 - e. All of the above

⇒ **f. A and b above**

3. When completing the classification review form, consideration should be given to disciplinary convictions and participation in self-help programs.

⇒ **a. True**

b. False

4. Known informants, witnesses and perhaps criminal justice personnel are individuals who may be required to live in:

⇒ **a. Protective custody**

b. A safety cell

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5. Mental health and medical problems are not special management concerns.

a. True

⇒ **b. False**

6. The risk of suicide and physical impairments are both special management concerns to consider when recommending an override of the scale custody level.

⇒ **a. True**

b. False

**CREDIT: One-Half Hour credit for jail in service training requirement.
Answer sheet should be retained by the Jail Administrator.**

CLASSIFICATION REVIEW FORM

INMATE NAME: _____

DATE: _____

CUSTODY LEVEL: _____

CUSTODY CLASSIFICATION CHART

REVIEW DATE: _____

Score 0-12 Medium (Pre-sentence)
 Minimum (Sentenced)
 Score 13-18 Close
 Score 19 + Maximum

SPECIAL MANAGEMENT CONCERNS: _____

COMPREHENSIVE CUSTODY SCORE FROM INITIAL CLASSIFICATION ASSESSMENT:

A. NO. OF MINOR DISCIPLINARY CONVICTIONS	B. NO. OF MAJOR DISCIPLINARY CONVICTIONS
NONE 0	NONE 0
ONE MINOR 1	ONE 3
TWO MINORS 2	TWO 5
THREE MINORS 4	THREE OR MORE 7
SCORE ()	SCORE ()
C. NO. OF MAJOR DISCIPLINARY CONVICTIONS (DURING THIS PERIOD OF CONFINEMENT)	D. ABSENCE OF DISCIPLINARY CONVICTIONS
NONE 0	0 - 29 DAYS 1
ONE 3	30 - 59 DAYS 2
TWO 5	60 - 89 DAYS 4
THREE OR MORE 7	90+ 6
SCORE ()	SCORE ()
E. SELF IMPROVEMENT (DURING LAST 29 DAYS)	F. COMMENTS
PARTICIPATES IN SELF HELP PROGRAMS 1	CUSTODY LEVEL INDICATED BY SCALE: _____ • OVERRIDE OF SCALE CUSTODY LEVEL IS RECOMMENDED (BASED ON SPECIAL MANAGEMENT CONCERNS: _____ • RECOMMENDED CUSTODY LEVEL: _____ • RECOMMENDED HOUSING ASSIGNMENT: _____ • SUPERVISOR'S OVERRIDE: OVERRIDE APPROVED: _____ 18 OVERRIDE MODIFIED: _____ 19 OVERRIDE NOT APPROVED: _____ CUSTODY LEVEL APPROVED: _____ RATIONALE: _____ HOUSING RECOMMENDATION: _____ DATE: _____
PARTICIPATES IN EDUCATIONAL PROGRAMS 1	
PARTICIPATES IN TREATMENT OR COUNSELING 1	
SCORE ()	