

DATE:	OCTOBER 2, 2019
NUMBER:	R.1
SUBJECT:	INMATE CLASSIFICATION
RELATED SECTIONS:	I.47 , J.3 , R.3 , R.11

PURPOSE

The purpose of the Inmate Classification System is to screen, assess and house inmates in a manner that will protect the safety of the community, staff and other inmates. It also assists detention managers and staff in making sound decisions regarding inmate population management. Proper inmate classification promotes impartial and consistent classification evaluations and helps provide legal protection to staff by establishing reasonable, objective and defensible safety practices.

POLICY

An inmate's initial classification is determined by their original booking charges, criminal history information, medical and psychiatric issues or additional special conditions, and information obtained from the inmate interview. The inmate will be assigned to the most appropriate housing location based on their classification designation.

PROCEDURE

I. CLASSIFICATION EVALUATION

Any person booked into a detention facility shall undergo a classification evaluation to determine an appropriate housing assignment. Exceptions:

- A. Inmates being processed through the "Book and Release" or similar programs.
- B. Inmates being processed for release per California Penal Code section 853.6.
- C. Any inmate not formally booked (e.g., hospital inmates booked in absentia, juveniles tried as adults).

II. JAIL POPULATION MANAGEMENT UNIT (JPMU) DEPUTY RESPONSIBILITIES

- A. Inmates should be classified as soon after booking as possible, but in any event, prior to being assigned to a housing area.
- B. In preparation for the classification interview, care must be taken to obtain the most complete history on the inmate as possible. A follow-up with various agencies may be necessary to verify information. This criminal history will often be of greater importance in determining the inmate's security level than the interview.
- C. In cases where the JPMU deputy feels the objective custody level, as determined by the use of the "decision tree," does not truly reflect the custody risk of the inmate, the deputy

may override the code (either higher or lower) to more accurately reflect the custody level of the inmate.

If the override results in a change in the inmate's custody level, the JPMU deputy will make an entry in the inmate's "Chronological Notes" articulating the rationale behind their decision. A JPMU sergeant is responsible for reviewing the overrides for concurrence and approval.

- D. All inmates are screened to assess their risk of being sexually abused by other inmates or being sexually abusive toward other inmates. Depending on the risk factors, and with serious consideration of the inmate's own perception of vulnerability, one or more of the following can be considered: special housing, transfer restrictions and/or an override of the inmate's custody level. The screening for risk of victimization or abusiveness will be completed on a case by case basis, tailored for that individual inmate. The inmate's participation in the screening is considered optional and in the event of a refusal to answer questions, the static known risk factors will be considered.

Lesbian, gay, bisexual, transgender or intersex inmates will not be placed in dedicated housing units solely on the basis of such identification. Placement and programming assignments for each transgender or intersex inmate shall be reassessed at least twice each year to review any threats to safety experienced by the inmate.

- E. Determination of the inmate's classification code will be entered into the Jail Information Management System (JIMS) using the Evaluation Update Screen. Appropriate housing assignment based on the inmate's custody level, and Hazards & Instructions will be made using the movement list on the JIMS Classification Navigator screen.

III. HOUSING ASSIGNMENTS

- A. Inmates with custody levels 1, 2 or 3 can be housed together. Levels 4 and 5 can be housed together. Level 6 inmates will be housed in Administrative Segregation.
- B. Exceptions to the aforementioned housing assignments will be inmates housed in Administrative Segregation, Protective Custody, Psychiatric Stabilization Unit (PSU) and designated medical or psychiatric housing.

IV. RECLASSIFICATION

Any employee who receives information that could change an inmate's classification code and/or housing assignment has the responsibility of advising a JPMU deputy. The JPMU deputy will evaluate the information to determine whether it requires the inmate to be reclassified. If it does, the reporting deputy may be asked to complete an Inmate Status Report detailing the relevant information. The following are examples of events that may require reclassification:

- A. Information indicating the inmate is a potential escape risk, is assaultive or has threatened to assault staff.
- B. Sentenced to any number of years to life in prison (with or without the possibility of parole), or death.
- C. Medical or psychiatric treatment (medical and psychiatric staff to notify JPMU).

D. Automatic JIMS notifications:

1. The addition of new charges, dropping of charges or the modification of current charges.
2. Sentencing to local time.
3. Prison commitments.

V. PROGRAM PARTICIPATION EVALUATION

California Penal Code section 4114 requires all inmates sentenced to over thirty (30) days be classified for custody and treatment purposes. Correctional counselors will meet with those sentenced inmates to determine what programs the inmate is eligible for based on the inmate's classification, interview and institutional behavior. Each inmate serving a jail sentence of over thirty (30) days shall be interviewed during the first third of their sentence. The program evaluation will take into consideration all programs within our detention system as well as community-based resources such as Electronic Surveillance Program (ESP), County Parole, Home Detention, Work Furlough, etc.