## San Diego County Sheriff's Department Detention Services Bureau - Manual of Policies and Procedures

**DATE:** SEPTEMBER 25, 2019

NUMBER: R.3

**SUBJECT:** INMATE CLASSIFICATION CODE – DESCRIPTOR

**DEFINITIONS** 

**RELATED SECTIONS:**  $\underline{R.1}, \underline{R.13}$ 

## **PURPOSE**

To define the evaluation process and descriptors used for determining an inmate's housing and custody level.

## **POLICY**

The classification evaluation conducted on each inmate shall serve as a summary of the inmate's housing potential and characteristic overview. Jail Population Management Unit (JPMU) staff are the only personnel authorized to enter or modify an inmate's classification designation within the Jail Information Management System (JIMS) Classification Navigator. Due to the volume of workers and new inmate worker hires, facility inmate worker deputies (IWD) have the ability to add and delete inmate worker status. IWD do not have the authorization to make any other changes.

## **PROCEDURE**

The classification designation is determined by the parameters of the classification navigator within the JIMS.

I. An inmate's classification designation defines their recommended custody level.

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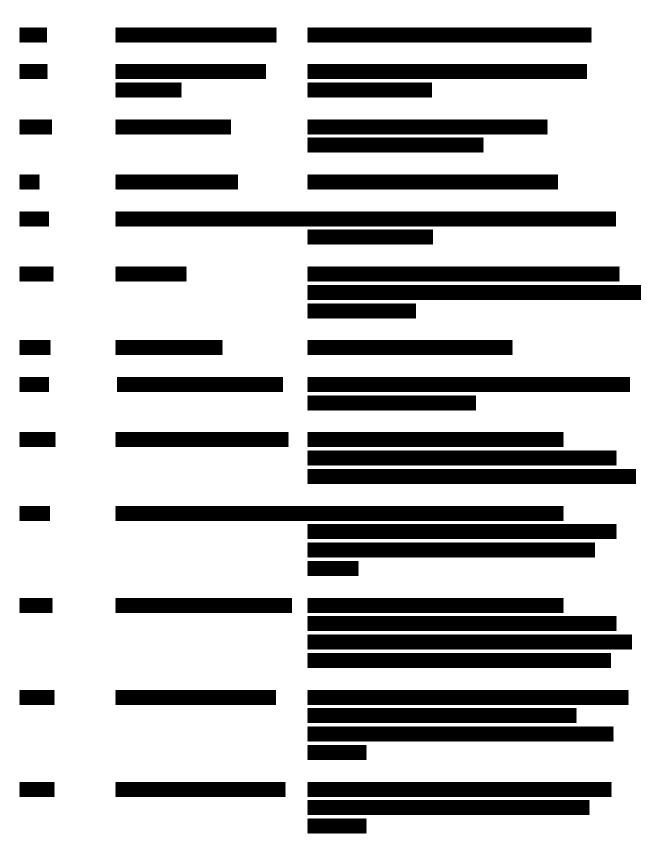
onsiderations unde	or" is used for tracking inmates that qualify for special prosecution or Penal Code Sections 667, 1170.12 and 1192.7 (c). It is listed under the tions" section in the inmate's JIMS record.
trike indicators are	e determined by the District Attorney's Office, and entered by JPMU staff.
	restrictions may prohibit the transfer of an inmate to a specific facility. he "Hazards & Instructions" section of the inmate's JIMS record.
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II.

III.

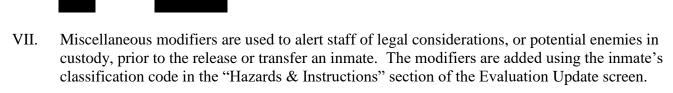
IV. Housing modifiers denote specific housing requirements and/or special housing considerations. Modifiers describe an inmate's behavior, criminal history, physical characteristics, and/or special precautionary characteristics. The modifiers are added using to the inmate's classification code in the "Hazards & Instructions" section of the Evaluation Update screen.

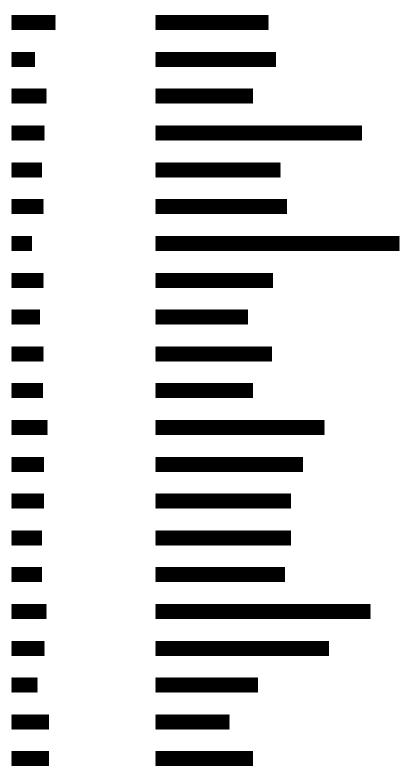




V. The sentence code describes the inmate's sentence status. This code is important as a change can result in an inmate's classification code/security level being modified. An inmate could be reclassified to a lower level, thereby allowing them to be transferred to a different facility and/or be eligible for programming. The modifiers are added using to the inmate's classification code in the "Hazards & Instructions" section of the Evaluation Update screen.

Sentence i transfers"	modifiers are used to assist processing staff with tracking pending "ou and holds. The modifiers are added using the inmate's classification	it of juris
	& Instructions" section of the Evaluation Update screen.	code in t





VIII. Special conditions, high risk indicators and administrative alerts are also additional descriptors used in these sections that may not appear elsewhere. These sections (on an inmate's JIMS record) contain some redundant information contained under "Hazards & Instructions," however; it may be reported using different code designations.

