

JAIL POPULATION MANAGEMENT UNIT TRAINING MANUAL



SAN DIEGO COUNTY SHERIFF'S DEPARTMENT

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Welcome to the Jail Population Management Unit (JPMU). Your training will be four pay periods. During this time, you will work closely with your Training Officer/Corporal (TO/CPL).

The purpose of this training manual is to be a resource in the development of a strong base of classification knowledge. It will also assist JPMU staff in making sound decisions related to the proper classification of inmates. You will be challenged daily to properly apply these principles of classification. Taking detailed notes is highly recommended to supplement the information in this manual. You will often find yourself utilizing this manual and your notes during your time in JPMU.

Again, congratulations and welcome.

JPMU Training Staff

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MISSION STATEMENT

In partnership with our Detention Divisions and Units, we provide the highest quality support services for a safe and humane detention environment.

PURPOSE OF CLASSIFICATION

"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."

Inmate classification consists of several components including a custody assessment inmate interview by JPMU staff, and the periodic reclassification of inmates upon changes in their custody status.

These instructions are intended to provide specific guidelines to JPMU staff and may be utilized as a tool in familiarizing detentions personnel about general classification guidelines.

PREPARING FOR THE INTERVIEW

Proper classification consists of several steps, the first being the acquisition of critical information used to conduct the interview, also known as the “Prep.” The Prep consists of the inmate’s current booking summary and complete criminal history. This information will be used to complete the Classification interview. The following is a step by step procedure for properly putting together a “Prep.”

1. From the “Pending Classification” screen in JIMS, print out the booking summary for all inmates housed in 2 BKG. Write the last four digits of the booking number in the upper right-hand corner of the first page. If the current charges include arrests for: violence, sex crimes, escapes, in custody crimes, or holds; note that information on the front page of the Prep. For prison returnees, out of county bookings, and fugitives you must know the underlying charge to properly classify the inmate. Run the document number (County Local/DA-10) for prison returnees to discover what crime they have proceedings. For fugitives you can run the wanted persons inquiry on ESUN (ESUN/Federal/NCIC Inquiries/R.QW). For out of county inmates, you can run the wanted persons inquiry on ESUN (ESUN/State/Wanted Persons). If these resources are insufficient, refer to the booking jacket or Inmate Processing Staff for assistance.
2. If a California State Identification Number (CII) or FBI number is not listed on the booking summary, you must search for them using all computer screens available in ESUN.
3. Once you have obtained the CII and FBI numbers, you can print the criminal histories (rap sheet) utilizing ESUN. (ESUN/State/Criminal History/C.H. Transcript (Rap Sheet) by CII (On-Line) and (ESUN/Federal/NCIC Inquiries/III Criminal History Inquiry R.QR).
4. If the California rap sheet indicates it is a Multi-Source Record or does not state California Only Source Record, you must also enter the FBI number. Enter the FBI number via ESUN. If the FBI number is not listed, you must continue to search for it via all computer screens available.

5. Review the rap sheet for violence, sex crimes, escape crimes, in custody crimes, as well as the disposition for these types of crimes. Circle or highlight these types of crimes on the Prep for quick reference during the interview. If a conviction shows, take into consideration the severity (misdemeanor or felony) as well as the sentence received (local time or state prison). The classification deputy may recommend overriding the custody level, either higher or lower depending on the severity and sentence received.
6. If an escape charge is listed, run the document number by utilizing the County Local/DA-10 or the Number Summary R105 screen or NetRMS to obtain local escape information. To obtain information regarding escape charges from other counties or states, contact the facility or agency where the offense occurred. This can be done using ESUN via the QO-ORI Identification Inquiry (ESUN, Federal/NCIC Inquiries/ORI Identification Inquiry (QO) and inputting the ORI number listed on the rap sheet.
7. If the rap sheet indicates, "Do Not Collect DNA", notate that on the first page of the prep. If the inmate qualifies for DNA collection based on current DNA standards, note the information on the front of the Prep as well as why it is to be collected.
8. If an INN/CDC number (parole number) is listed on the rap sheet and the inmate is not currently booked on a parole hold, it needs to be determined if he is still on parole or has discharged. Resources to determine discharge dates can be the notes box in the Classification Navigator or the California Department of Corrections can be contacted @ [REDACTED]. The status of the CDC number must be checked to determine if the inmate is active on parole, wanted as a Parolee at Large (PAL), or discharged. The status of the CDC number will be noted on the first page of the Prep.

Any inmate on active parole will be classified a minimum custody Level of 3.

ESUN

(San Diego Users Network) system

The ESUN System is a message switch to California and NCIC databases and directs traffic to NLETS when necessary. ESUN is a user-friendly web-based program accessed through SDLaw. Information obtained and accessed from the ESUN network and related databases is a “need to know/right to know” and is considered confidential. The information obtained is intended for classification purposes only. The information should not be distributed and should be destroyed when the information is no longer needed. ESUN accounts and activity are subject to random audits.

The FTO/CPL will discuss and demonstrate how to access and use the following ESUN screens.

	DISCUSSED	DEMONSTRATED	ACCOMPLISHED
COUNTY>NAME SUMMARY (ESUN SEARCH USING NAME AND DOB) RI01 HITS ON THIS INQUIRY WILL GIVE ACCESS TO RI02 AND RI04.			
COUNTY>NUMBER SUMMARY (ESUN SEARCH USING OLD BKG# FOR SR31, ETC) RI05			
STATE>CRIMINAL HISTORY>NUMERIC INQUIRY (ESUN SEARCH USING SSN#, CDC#, CYA#, OR DL#) QHN			
STATE>CRIMINAL HISTORY>NAME INQUIRY QHA			
STATE>CRIMINAL HISTORY>C.H. TRANSCRIPT (RAP SHEET) BY CII (ON-LINE) QHR			
STATE>STOLEN VEHICLES INQUIRY>COMPLETE LISCENSE PLATE INQUIRY VEH			
STATE>DMV>DRIVERS LICENSE/ID CARD INQUIRY DLF			
STATE>ADMINISTRATIVE MESSAGE AMMR			

STATE>WANTED PERSONS>WANTED PERSONS NAME INQUIRY (CALIFORNIA NCIC SEARCH USING NAME) QW			
STATE>CRIMINAL HISTORY>PERSONAL DESCRIPTION INQUIRY (DISPOSITION # INQUIRY) QHD			
FEDERAL>CRIMINAL HISTORY RECORD (CHRI) MENU PAGE>IDENTITY INFORMATION INQUIRY IQ			
FEDERAL>NCIC INQUIRIES>III NAME INQUIRY(R.QH) (FEDERAL SEARCH USING NAME AND NUMERIC CRITERIA) RQHA/RQHN			
FEDERAL>CRIMINAL HISTORY RECORD (CHRI) MENU PAGE>FULL RECORD RETRIVAL FQ			
FEDERAL>NCIC INQUIRIES>WANTED PERSONS INQUIRY (NCIC CHECK OUTSIDE OF CA FOR WANTED PERSONS) QW			
FEDERAL>NCIC INQUIRIES>III CRIMINAL HISTORY INQUIRY RQHR			
FEDERAL>NCIC INQUIRIES>STOLEN VEHICLE INQUIRY VEH			
FEDERAL>NCIC INQUIRIES>ORI IDENTIFICATION INQUIRY (QPO) QO			

CRIMES CONSIDERED ASSAULTIVE/VIOLENT

The following is a list of crimes considered to be violent and/or assaultive. For the purpose of classification, these crimes, or an attempt thereof, will be classified at a minimum custody level 4. The inmate may be evaluated for a possible override, either higher or lower, based on other criteria outlined later in this manual.

Any inmate charged with 187 PC Murder, or an attempt thereof, will generally be classified at a minimum custody level 5. These inmates may be evaluated for a possible higher custody level.

Any inmate charged with multiple violent sexual crimes involving a child victim will be housed in protective custody and be classified at a minimum custody level 4.

These inmates may be evaluated for a possible higher custody level but will not be classified lower than a level 4.

The following is a list of many of the JIMS recognized violent assaultive felony charges. This list is not comprehensive, and it is possible other charges may qualify.

Penal Code Section	Description
187 PC and related subsections	MURDER
192 PC and all related subsections	MANSLAUGHTER
203 PC	MAYHEM
205 PC	AGGRAVATED MAYHEM
206 PC	TORTURE
207 PC and related subsections	KIDNAPPING
209 PC and related subsections	KIDNAP TO ROB/RAPE/RANSOM
211 PC and related subsections	ROBBERY
212 PC and related subsections	FEAR AS AN ELEMENT OF ROBBERY
213 PC and related subsections	ROBBERY IN CONCERT
214 PC	TRAIN ROBBERY
215(A) PC	CARJACKING
217.1 PC and related subsections	ASSAULT ON A PUBLIC OFFICAL
220 PC and related subsections	ASSAULT TO COM MAYHEM/SEX CRIMES
241.1 PC	ASSAULT ON A CUSTODIAL OFFICER
69 PC	OBSTRUCT/RESIST EXEC OFF
243(c) and 243(c)(2) PC	BATTERY AGAINST A PEACE OFFICER
243(d) PC	BATTERY W/SERIOUS BODILY INJURY
243.1 PC	BATTERY ON A CUSTODIAL OFFICER
243.2 PC	BATTERY W/INJU: TRNS WRKR/PSNGR
243.4 PC	SEXUAL BATTERY
243.9 PC	BATTERY/GASSING PO
244(A) PC	ASSAULT W/CAUSTIC CHEMICALS
244.5(B) (C) PC	ASSAULT W/STUN GUN/TASER
245 PC and related subsections	ASSAULT WITH A DEADLY WEAPON
246 PC	SHOOT:INHAB DWELL/VEH/ETC
246.3 PC	ILL FIREARM DISCH W/NEGL
261 PC and related subsections	RAPE

261.5 PC and related subsections	SEXUAL INTERCOURSE W/MNR
262 PC and related subsections	RAPE OF SPOUSE
264.1 PC	RAPE/ETC:CNCRT FORCE/VIOL
269 PC and related subsections	AGG SEX ASLT:MNR
286 PC and related subsections	SODOMY
287 PC	SODMY:PENETRATION DEFINED
288 PC and related subsections	SEX CRIMES INVOLVING CHILD VIC
289 PC and related subsections	SEX CRIMES WITH FORGIN OBJECTS
4011.7 PC	PRSNR ESC HOSP W/VIOL/ETC
405A PC	REMOVING PERSON FROM CUSTODY BY MEANS OF A RIOT
417(B) PC	EXHIBIT LOADED F/ARM:DAY CARE
417(C) PC	EXHIBIT FIREARM PRES PO
417.1 PC	EXHIBIT FIREARM PRES RESERVE PO
417.3 PC	EXH F/ARM PRES VEH OCCUPT
417.6(A) PC	EXH F/ARM/DLY WPN W/SBI
417.8 PC	EXH F/ARM/ETC:RSIST AREST
422.7(A) PC	CIV RGT VIOL:VIOLENT INJ
4131.5 PC	BATTERY NONINMATE BY INMT
4500 PC	ASSAULT BY LIFE PRISONER
4501 PC and related subsections	ADW/ASSAULT/AGG BAT BY PRISONER
4502 PC and related subsections	PRISONER POSS/MFG WEAPON
4503 PC	CONFINED PRSN HOLD HOSTGE
4530(A) PC	PRISONER ESCAPE W/FORCE
4532(B)(2) PC	ESC:CHG/ETC:FEL:FORCE/VIO
871(B) WI	MINOR ATT ESC/ESC W/FORCE
1768.7(B) WI	ATT/ESC/ETC CYA:FORCE/ETC
1768.8(B) WI	ASLT ON NON-PRISONER:GBI
1768.85(A) WI	BATT/GASSING PO/ETC EMP
463 PC	BURGLARY STATE EMERGENCY
519.1 PC	EXTORTION BY THREAT:INJ
653F(B) PC	SOLICIT TO COMMIT MURDER
653H(A) PC	TRANS SOUND RECRD TO SELL/ETC/PRI
667.8(A)/(B)PC	FORC SEX, KIDNAPPED VICTIM/VIC -14
12022.53(D) PC	CONV/DISCHRGD FIREARM/GBI
12022.7(A) PC and related sections	INFLICT GBI ON VIC DURING FEL

12022.75 PC	ADMINISTERS CONT SUB:FORCE
12022.8 PC	GBI SEX OFFENSE
12022.85 PC	SEX OFFENSE BY SUSP W/AIDS
12022.9(A) PC	GBI PREGNANT VICTIM
12022.9(B) PC	USE GUN FROM VEH:PARALYSIS
12022.95 PC	CORPORAL INJURY:DEATH
12034(C) PC	SHOOT AT PERSON FROM VEH
15656(A) WI	ELD/DEP ADL ABUSE:GBH/DTH
18 1111 US	MURDER 1ST DEGREE
18 1201 US	KIDNAPPING
18 2113(A) US	BANK/ETC ROBBERY
18 2241(C) US	AGG SEX ACT:MNR:SPEC AGE
18 930 US	ATEMPT/MURDER:FED FACILTY
241(B) PC (misdemeanor)	ASLT PO/EMERG PRSNL/ETC
404(A) PC (misdemeanor)	RIOTING
404(B) PC (misdemeanor)	RIOT IN JAIL/PRISON/ETC
404.6/(A) PC (misdemeanor)	URGE/CAUSE RIOT OR DESTROY PROP

NOTES:

While the wording in many penal code sections include or indicate violence, the charge itself may not warrant high level housing. An example of this would be 273.5 PC (Inflict Corporal Injury: Spouse/Cohabitant). This charge and many others are not included in the list above based on their narrow scope of victim. While many of these crimes are indeed serious, it has been determined they do not reflect predatory negative institutional behavior in an inmate.

192 PC- This subdivision may or may not apply to acts committed in the driving of a vehicle. For an example, see 192 (C) (2) PC.

Please refer to the complete list of violent assaultive felony penal codes and descriptions given by the Training Officer.

CLASSIFICATION CODE SYSTEM

Each inmate is assigned a classification code during the initial interview utilizing the Evaluation Update Screen in the Jail Information Management System (JIMS). During this evaluation, the inmate is assigned a custody level, along with necessary Hazards and Instructions, special conditions, and high-risk indicators specific to that inmate.

The FTO/CPL will explain and demonstrate how to properly utilize the JIMS Classification Navigator and Evaluation Update Screens. The trainee must be able to explain and demonstrate proper application of these screens.

Each inmate's classification code will consist of a minimum of four hazards and instructions. Additional descriptors may be necessary to reflect special conditions, holds, and detainers. The following are the four required Hazards and Instructions.

1. Strike Indicator: This descriptor is used in tracking inmates who qualify for special prosecution considerations under Federal and State law. This descriptor assists our Financial Services Division in tracking the costs related to the, "Three Strikes Legislation." The strike indicators are used for statistical purposes; they generally do not play a role in determining the custody level of the inmate.

Strike indicator lists are provided by the Office of the District Attorney and updated by JPMU staff on a daily basis. During the initial classification interviews, Inmates coming into custody on new booking charges will have their strike indicator's reset to "OSTRIKES" and "UNS." During Re-Books, Inmates who are sentenced to local custody or local prison, on all charges, will be reset to "OSTRIKES" and "SEN."

2. Transfer Restrictions: This descriptor is used to guide JPMU staff in making appropriate decisions related to facility transfers. These restrictions may prohibit the transfer of an inmate to a specific facility.

3. Housing Modifiers: These descriptors denote specific housing requirements and/or special considerations. They describe an inmate's behavior, criminal history, physical characteristics, and/or special

precautionary characteristics that assist in establishing suitable housing for them.

4. Sentence Status: This descriptor identifies inmates as either sentenced or un-sentenced.

During the evaluation update, special conditions, high risk indicators, and administrative alerts may also be required. The special conditions, high risk indicators, and administrative alerts section may contain redundant information; however, also provide miscellaneous information that does not appear elsewhere. These include but are not limited to special inmate handling requirements, medical conditions or inmates who are Pro-Per.

The high-risk indicators mirror important information which is also found in the inmate’s hazards and instructions. Admin alerts are entered to more easily identify inmates who have special needs or considerations. Once entered, “Admin Alert” will show as the inmate’s first name in any of the pre-book queues. The admin alert is linked in JIMS by an inmate’s JIMS number.

HAZARDS AND INSTRUCTIONS

Strikes

0ST	No Strikes
1ST	One Strike
2ST	Two Strikes
3ST	Three Strikes

Transfer Restrictions

ANY	Inmate has no transfer restrictions
CMP	Inmate should not be housed at East Mesa
CRM	Command Restricted Movement (Not to be transferred without authorization of Command Staff (JPMU Lieutenant or Captain and above)
EMD	Inmate should not be housed at EMRF
FC8	Inmate should not be housed at FAC 8
GBD	Inmate should not be housed at GBDF
LCD	Inmate should not be housed at LCDRF
MED	Inmate has specified medical restrictions

NON	Inmate is to remain at current housing facility
SBD	Inmate should not be housed at SBDF
SDC	Inmate should not be housed at SDCJ
VDF	Inmate should not be housed at VDF

Housing Modifiers

ADS	Administrative Segregation
AGE	Youthful appearance or advanced age characteristics
ASL	Assaultive to Staff/Inmates
BT	Bandit Transport
CHR	Chronic
CCI	Conditions of Confinement
COU	Courtesy Hold
CV	Child Victim
DRC	Dayroom Waist/Leg Chain
ESC	Escape Risk
FSS	Inmate will be searched by Female staff (Strip Search/Body Scanner)
GAS	Gassing
GB	Greenbender (Accompanied by ASL or ESC in hazards & instructions)
GEN	General Population (mainline housing)
GNG	Gang Affiliation
HDP	Home Detention Participant
HRT	High Risk Transport
HSG	High Security Threat Group
IBH	Incentive Based Housing
JBC	Jail Based Competency Treatment
MSS	Inmate will be searched by male staff (Strip Search/Body Scanner)
PC	Protective Custody
PSU	Psychiatric Stabilization Unit
QRN	Quarantine
RZR	Razor Restriction
SVP	Sexual Violent Predators
TGF	Transgender/Intersex – Female
TGM	Transgender/Intersex – Male
TGX	Transgender/Intersex – Non-binary
VAV	Veterans Admin. Verified
VMF	Veterans Moving Forward

Sentence Status

SEN	Sentenced
UNS	Un-sentenced

Sentence Modifiers

CFL	County Flash Incarceration PCS inmate (3453(q) PC)
DJJ	Department of Juvenile Justice
DOC	Department of Corrections Commit
EST	Eligible for Substance Abuse Treatment
FED	Federal Inmate or Hold
FUG	Fugitive hold
ICE	Immigration hold
ICJ	Imprisoned in County Jail (1170 (h) PC)
ICS	Imprisoned County Jail – Split Sentence (1170 (h) (5) (B) PC)
INT	Interstate Parolee (1111.71 W&I)
O/C	Out of county hold
PAR	Parole Hold (3056 PC Only)
PCS	Post Release Community Supervision (3455 PC only)
PRI	State or Federal inmates in custody for court proceedings
SFL	State Flash Incarceration
SHC	State hospital commit
SHR	State hospital return
WKE	Weekender

Miscellaneous Modifiers

CHR	Chronic
CPA	County Parole
CRM	Command Restricted Movement
DO	Dress out for court
DRC	Dayroom Waist and Leg Chains
ELC	El Cajon Court Case
EST	Eligible for Substance Abuse Treatment
HDP	Home Detention Participant
QRTN	Quarantine
H1N1	Swine flu quarantine
HRT	High Risk Transport
KS	Keep Separate
KSA	Keep Separate All
MIS	Miscellaneous
NIW	Not to be hired as Inmate Worker
PRO	Pro-Per Inmate
PWO	Pro Per without privileges
RCC	Regional Center Client
SAN	San Diego Court Case
SBC	South Bay Court Case
SED	SED Transport Only

VAV	Veterans Administration Verified
VEX	Vexatious Grievance Writer
VIS	Vista Court Case
VMF	Veterans Moving Forward
WCH	Wheelchair
WKR	Inmate Worker

Special Conditions

BLN	Blind
DEF	Deaf Inmate
H	Handicap
HAL	Halal Diet
HIJ	Hijab- Religious Head Cover
J	Juvenile
KOS	Kosher Diet
KUS	Religious Head Cover
PP	Pro Per
PRG	Prayer Rug
PRL	Prosthetic Limb
UP	Universal Precautions
VEG	Vegetarian Diet
WC	Wheelchair

High Risk Indicators

A	Assaultive
ADS	Administrative Segregation
BT	Bandit Transport
CRM	Command Restricted Movement
DRC	Day Room Chains
E	Escape Risk
GB	Greenbander
KSA	Keep Separate All
P	Protective Custody
RZR	Razor Restriction
SED	SED Transport Only
SVP	Sexually Violent Predator

Administrative Alerts

001	Escape Risk
002	Assaultive Risk
003	Suicide Risk

004	Bodily Fluid Risk
005	Juvenile
006	High Public Profile
007	Medical
008	Protective Custody
009	Administrative Segregation
ACP	Active County Parole
ADL	ADA Learning Disability
ADM	ADA Mobility Instructions
BT	Bandit Transport
CHS	Cheeking-Hoarding-Selling Meds
CRM	Command Restricted Movement
DD	Developmentally Delayed
DRC	Dayroom Waist & leg Chains
GAS	Gassing History
ISA	In-custody Suicide Attempt
MCH	1368-Mental Competency Hearing
MID	MIS-ID
MS	Mandatory Supervision
PSA	Previous Suicide Attempt
RCC	Regional Center Client
SED	SED Transport Only
TBF	Tuberculosis Follow-up
UOF	Use of Force
VFA	Verified Food Allergy

CUSTODY LEVELS

Custody level refers to the inmate’s potential to cause harm to staff and/or other inmates. The custody level, along with the hazards and instructions, special conditions, and/or high-risk indicators, is intended to separate the violent predatory inmate from the less sophisticated, non-violent inmate.

The FTO/CPL will explain and demonstrate how to properly assess an inmate and assign them an appropriate custody level. The trainee must be able to explain and demonstrate proper application of the custody levels.

It is important to understand the difference between **custody** and **security**. While they often go hand-in-hand, **custody level** refers to the manner in which the inmate

is managed. A higher custody level may require closer supervision, more frequent checks, or possibly additional staff to escort them. The custody level of an inmate may preclude them from certain activities, programs, or inmate worker status. The **security level** refers to the characteristics of the physical plant which holds the inmate. The type of buildings, locks, fences, alarms, and other security measures which are used to keep an inmate in custody, determines security levels. It is therefore possible, to have an inmate who is a low custody level, but because of high bail or hold, should be housed in a facility that offers higher security. The inmate worker housing at the San Diego Central Jail is an example of low custody inmates, who are housed in a high security setting.

(6) High-Maximum Custody Level:

This inmate poses the highest risk to staff and other inmates. The inmate must have a combination of current assaultive charges, a prior assaultive history, or be an institutional behavior problem. In addition, they may have a high-profile case or extreme act of violence which jeopardizes public safety or provides the inmate with status that would allow him/her to have power or authority over other inmates. A Level 6 will be housed individually unless approved by JPMU Command.

Level 6 inmates may only be housed at the **San Diego Central Jail, George Bailey Detention Facility, Las Colinas Detention Facility,** and the **Vista Detention Facility.** This level of inmate is not eligible for group programs.

(5) Maximum Custody Level:

This inmate must have a combination of two criteria: current assaultive charges, prior assaultive history, are deemed an institutional behavioral problem or an escape risk. Greenbanders will be classified as a level 5.

Level 5 inmates may only be housed at the **San Diego Central Jail, George Bailey Detention Facility, Las Colinas Detention Facility, South Bay Detention Facility,** and the **Vista Detention Facility.** These inmates are generally not eligible for programs.

(4) High Custody Level:

This inmate must have one of the following criteria: current assaultive charge(s), prior assaultive history, or are deemed an institutional behavior problem.

Level 4 inmates may be housed at the **San Diego Central Jail, George Bailey Detention Facility, Las Colinas Detention Facility, South Bay Detention Facility, Facility 8** or the **Vista Detention Facility**. This custody level may be more suitable for inmate programs but is dependent on each facility and the criteria set forth by the program administrators. Generally, inmates classified above Level 3 require a JPMU review and clearance to attend programs.

(3) Medium Custody Level:

This inmate has no current or significant prior assaultive history. This inmate also has no escape history or known disciplinary problems but is somewhat more criminally sophisticated than a Level 2 inmate. This inmate can be on active parole, active Post Release Community Supervision, sentenced to local custody as a result of the realignment of state inmates, or out to court for further proceedings from federal or state prison.

Level 3 inmates may be housed at any of the Department's detention facilities. This custody level may be more suitable for inmate programs but is dependent on each facility and the criteria set forth by the program administrators.

(2) Low Custody Level:

This inmate has no current or significant prior assaultive history. This inmate also has no escape history or known disciplinary problems.

Level 2 inmates may be housed at any detention facility and are eligible for programs.

(1) Minimum Custody Level:

This inmate poses the lowest risk to staff and other inmates. This inmate is non-assaultive, with no known disciplinary problems, lacks criminal sophistication and is sentenced.

Level 1 inmates may be housed at any detention facility and are considered best suited for inmate worker status and programs.

HOUSING PLAN

Inmates will be housed according to their custody level in the following manner:

Level 6 These inmates will be housed individually in Administrative Segregation unless otherwise approved by JPMU Command.

Level 4-5 These inmates will be housed together.

Level 1-3 These inmates will be housed together and are eligible for camp (EMRF)

Inmates requiring special housing (AD-SEG, P/C, Medical, Psych) will be housed according to their special needs and will not be subject to the aforementioned housing plan.

Inmates will be assigned to the seven various facilities based on their individual housing criteria as follows. It should be noted that under exigent circumstances and with command approval, it may be necessary to deviate from these guidelines to some degree.

<u>HOUSING CRITERIA</u>	<u>SDCJ</u>	<u>GBDF</u>	<u>VDF</u>	<u>LCDRF</u>	<u>SBDF</u>	<u>FAC8</u>	<u>EMRF</u>
Level 1-3	YES	YES	YES	YES	YES	YES	YES
Level 4	YES	YES	YES	YES	YES	YES	-
Level 5	YES	YES	YES	YES	YES	-	-
Level 6	YES	YES	YES	YES	-	-	-
Greenbanders	YES	YES	YES	YES	-	-	-
Females	-	-	YES	YES	-	-	-
Pre-Arrestment	YES	YES	YES	YES	YES	YES	YES*
Post-Arrestment	YES	YES	YES	YES	YES	YES*	YES*
Prison Returnees	YES	YES	YES	YES	YES	YES	-
Parole Holds	YES	YES	YES	YES	YES	YES	YES
Prison Commits	YES	YES	YES	YES	YES	YES*	YES*
OP Step Down Unit	YES	-		YES	-	-	-
Medical Observation (MOB)	YES	YES	YES	YES	-	-	-
Psychiatric Stabilization Unit (PSU/WPSU)	YES	-	-	YES	-	-	-
Jail Based Competency Treatment (JBCT)	YES	-	-	-	-	-	-
Administrative Segregation	YES	YES	YES	YES	YES	-	-
Protective Custody	YES	YES	YES	YES	YES	-	-
SVP	-	-	YES	-	-	-	-
Youthful/Advanced Age Unit (Males)	-	-	YES	-	-	-	-

"YES" Approved for housing

"-" Not approved for housing

"YES*" – Denotes exceptions to the matrix as described below.

Facility 8 inmates must meet the following criteria:

- No known significant disciplinary problems
- Inmates with no bail may be considered (i.e. Inmate arrested for probation violations)
- Inmates who are sentenced to state prison with an ARD of 5 years or less may remain at Facility 8 until they are scheduled to be transported to prison.
- Inmates with 3rd strike markers shall not be housed at Facility Eight.

EMRF may house un-sentenced post-arraignment inmates if they meet the following requirements:

- No active holds (Excluding ICE Notifications) without pre-approval by a JPMU Sergeant or above.
- No Bail over 150,000 for housing areas A-D and No Bail over 350,000 in Houses 3 and 4 (excluding no bail probation violators, post release community supervision [PRCS] violators, Court Order to Produce [COTP], Parole Hold [PAR]).
- No current open violent or assaultive charges
- No known significant disciplinary problems
- Inmates sentenced to Local Prison Time (ICJ/ICS max time of 60 months.)
- EMRF inmates who are sentenced to state prison for an ARD of 5 years or less may remain at EMRF until they are scheduled to be transported to prison.
- Inmates with 3rd strike markers shall not be housed at the EMRF. Unsentenced inmates with only two strikes shall not be housed at EMRF.
- Pre-arraignment inmates may be housed in Houses 3 and 4 only when authorized by Detention Services Bureau Command. The inmates must meet the above requirements.

Due to unusual circumstances, specific specialized segregated housing groups may be housed at other facilities. (i.e. An SVP with a K/S in the module in which they are normally housed).

Inmates with walk-aways may be considered for CMP (or CAMPS) as long as there was no security defeated or violence used (e.g. picked a lock, jumped a fence).

If you have an inmate you think can be housed at EMRF, send the name to JPMU Sergeants for a review. JPMU Command staff will review the inmate and make the final decision regarding the CAMPS. Update the evaluation note box with name of the Sergeant approving CAMPS. If inmate has an open escape charge, Inmate will not qualify for EMRF.

PRE-ARRAIGNMENT MAINLINE MALE INMATES

Pre-arraignment mainline inmates will initially be housed in designated pre-arraignment housing, at SDCJ, VDF and LCDRF only. However, pre-arraignment inmates are eligible for transfers to other facilities prior to arraignment. Pre-arraignment inmates are those inmates whose charges are not yet arraigned.

Inmates who are on probation, post release community supervision, parole, or who are post-arraigned on other bookings, may bypass pre-arraignment housing (i.e. an inmate who is pre-arraignment on a petty theft field arrest but also booked on a parole hold would not require pre-arraignment housing). This requirement does not apply to inmates in segregated housing (i.e. Administrative Segregation or Protective Custody, etc.).

CLASSIFICATION CODE OVERRIDE

The decision tree provides the basis for an objective classification and in most cases it will recommend the appropriate custody level. However, it cannot replace the perceptive and well-informed observation of the classification deputy.

In cases where the classification deputy feels the JIMS/decision tree recommended level does not truly reflect the custody risk of the inmate; the deputy may recommend an override, either higher or lower, to more accurately reflect the risk of the inmate. The classification deputy needs to evaluate all available information when making decisions about overrides. This includes utilizing the information found in Probable Cause Declaration.

Circumstances which may suggest an upward override include:

- ✓ Multiple counts of a violent offense.
- ✓ High profile cases where closer supervision may be preferred.
- ✓ Institutional behavior problem.

Any inmate charged with 187 PC, attempt 187 PC, or has been convicted of homicide will generally be housed as a custody Level 5.

Any inmate charged with violent sexual crimes involving child victims will housed in protective custody and a minimum of custody Level 4.

Circumstances which may suggest a downward override include:

- ✓ Physical and/or medical conditions which lower the inmate's threat potential.
- ✓ Absence of prior criminal history or lack of sophistication.
- ✓ Reliable patterns of behavior which suggests an inmate's willingness to conform to the rules and benefit from institutional programs (work or educational).
- ✓ Time & Sentence for assaultive felony
- ✓ Evaluation of the Probable Cause Declaration (PCD) & criminal history deems the inmate not suitable for JIMS dictated housing.

DNA QUALIFIERS

Beginning January 1, 2009, ALL ADULTS arrested for ANY FELONY CHARGE will be required to submit a DNA Sample. The Felony arrest must occur after January 1, 2009 in order to qualify for DNA Collection.

Procedures for DNA collection from Juveniles will remain the same and be collected after a FELONY CONVICTION.

Juveniles are not subject to DNA Collection at the time of arrest.

The following are eight triggers for DNA collection from inmates who are not arrested for a Felony Charge but have a prior felony conviction.

1) Adults and Juveniles convicted of any felony charges or found not guilty by reason of insanity for any felony offense, and juveniles adjudicated under W&I code 602 for any felony offense. (PC 296 (a) (1); 296 (e).

2) Adults and Juveniles in custody or on probation, parole, or other supervised release after a conviction or adjudication for any felony or misdemeanor offense, but with a past California or out-of-state qualifying felony conviction or adjudication of record. (PC 296.1(a) (2), (3), (4).

- 3) Adults and Juveniles PC 290 sex and/or PC 457.1 arson registrants (even for misdemeanor crimes) (PC 296(a) (3).
- 4) Adults and Juveniles referred to and housed in mental health treatment programs for felony offenses. (PC 296(a) (3), 296 (c).
- 5) Out-of-state offenders accepted into California for service of custody, probation, or parole under an interstate compact. (PC 296.1 (a) (6).
- 6) Federal prison inmates with a prior California or out-of-state qualifying felony conviction or adjudication of record. (PC 296.1 (a) (6).
- 7) Adults and Juveniles who enter a plea conditioned upon collection of a DNA sample. (PC 296 (a) (5).
- 8) Adults arrested on or after November 3, 2004 for felony PC 290 sex crimes, murder, voluntary manslaughter, or attempts to commit those crimes. (PC 296 (a) (2).

**DNA WILL BE COMPLETED AT TIME OF CLASSIFICATION INTERVIEW
WHEN POSSIBLE**

CLASSIFICATION INTERVIEW

The FTO/CPL. will explain and demonstrate how to properly interview an inmate and properly complete the classification process. The JPMU Deputy conducting the interview is ultimately responsible for ensuring the proper criminal history has been obtained. Furthermore, the JPMU Deputy is responsible for any follow up which may be required based on information contained in the criminal history or obtained during the interview.

After verifying the identity of the inmate, you are preparing to interview, double click on the inmate's name in the Pending Classification Queue. For officer safety, do not let the inmate lean on the interview desk or place him/herself in a position of advantage. The inmate should always be seated and should not be allowed to touch any item on the desk.

Using the “Prep”, the inmate will be interviewed in one of the Classification interview booths. To ensure proper classification, several questions will be asked of the inmate to obtain information.

1. Within the Classification Navigator, click on the Incident Lookup tab to review any prior incidents. Pay special attention to incidents which have a housing location that would indicate prior protective custody or administrative segregation.

2. Click on the Questionnaire Update section on the Navigator. These are the standard classification interview questions. Affirmative answers will cause you as an interviewer to enter a “Y” in the respective box and will prompt follow up questions. A negative answer will cause you to enter an “N” in the box.

CLASSIFICATION INTERVIEW QUESTIONNAIRE:

Previous incarcerations:

Obtain the most recent jail type setting the inmate has been incarcerated in. Enter the date and location.

Probation:

Is the inmate currently on probation? Enter the type of probation (summary/formal), location or office of supervision, and the probation officer information if appropriate.

PRCS:

Is the inmate currently on Post Release Community Supervision? Enter type of PRCS (Summary/Formal), location or office of supervision and the probation officer information if appropriate.

Prison (Most Recent):

Has the inmate been to CYA/State/or Federal prison? If so, obtain the most recent date, location, and housing status of his last incarceration. Has the inmate done time in Administrative Segregation (ASU) or other segregated housing such as a Security Housing Unit (SHU)? If “Yes,” ask follow up questions such as: when, where, why, and how long they were in such housing. In addition, you need to find out if they still have time to serve in segregated housing if they are returned to confinement. Inmates who are serving segregated housing terms or who owe time in segregation will be housed in Administrative Segregation while in our custody. If the inmate is a prison returnee, ask them what length of sentence they are serving or if they are serving a parole violation.

Any inmate classified within the California Department of Corrections and Rehabilitation as a Level 4 inmate (60+points), will be housed a minimum of a custody Level 5 while in San Diego Sheriff’s custody. The amount of time that has passed since inmate has been in the CDCR system and the current relevancy of the information should be taken into consideration to determine appropriate custody level.

Parole:

Is the inmate on active CYA/State parole or Federal probation? If so, obtain the office location and the parole/probation officer’s name.

Escapes:

Does the inmate have documented escape history or an attempted escape from a medium or maximum-security detention facility? If so, obtain and enter relevant information in the designated fields. If the inmate has an escape noted on their criminal history, which you have determined to be a walk-away, enter that information as well.

Street Gang member:

Does the inmate claim to be a hang around, member, or associate of a criminal street gang? If so, enter the gang name, the inmate's admitted moniker, if any, and their current status (active, inactive, ex).

Field Interviews (FI) must be completed utilizing the NetRMS on any inmate who claims to be an active associate or member. Inmates with inactive, or former (ex) gang ties may require an FI to be completed if you deem it necessary. In addition to the FI, claims of active gang ties require data entry in four additional locations:

- The Questionnaire Update
- EIF Gang List
- The Hazards and Instructions
- Demographic Detail, JIM AKA tab, enter both the gang name and moniker. In SMT-scars, marks tattoos, enter, at the very least, all visible tattoos.

If the inmate has previously been classified as a gang member but does not claim to be active during your interview, leave the gang descriptors in the classification code. Note inactive or former in the questionnaire update as well as the EIF Gang list.

Security Threat Group:

Is the inmate a member of an identified prison gang? If so, obtain and enter the gang name, the inmate's moniker, and their status (active/inactive). FI's must be completed on any inmate who claims active prison gang ties. Enter tattoos in the SMT of the Demographic Detail.

Drug use/abuse:

Does the inmate use illegal drugs? If so, the type, duration, and most recent usage date will be entered. This information can also be entered near the top of the Questionnaire Update Screen.

Sexual offenses:

This question relates to an inmate's potential to become predatory toward others in a correctional setting. Has the inmate ever been charged with a sexual offense

now or in the past? Document the charges, when they occurred, and the outcomes if known.

Violent offenses:

This question relates to an inmate's potential to become predatory toward others in a correctional setting. Has the inmate ever been charged with a violent offense now or in the past? Document the charges, when they occurred, and the outcomes if known.

Sexual abuse risk factor questions:

The following questions relate to an inmate's potential to be vulnerable to being sexually abused in a correctional setting. You may tell the inmate that answering the following questions is optional and they are not intended to be demeaning in anyway, however we are required to ask them. Inmates may not be disciplined for refusing to answer, or for not disclosing complete information in response to these questions. Document the inmate's responses and any relevant details they share.

- Does the inmate identify as LGBTQ+?
- Have they ever been a victim of sexual abuse in a correctional setting?
- Do they perceive themselves as vulnerable to sexual abuse?
- Does the inmate have risk factors for sexual abuse? (Mental/physical disability, young age, slight build, first incarceration)

Safety concerns:

Does the inmate have safety concerns, either stated or implied? Does the inmate have physical characteristics that may subject or make them vulnerable to abuse in mainline housing? (Some examples to consider include: stature, age, behavior, tattoos or non-typical physical presentation) Get as much information from the inmate as possible regarding their safety concerns such as enemies, prison housing, or criminal history. *Certain charges may place the inmate's safety at risk but not necessarily rise to the level of Protective Custody (For example 368 PC, 273A(A) or 273A(B) charge etc.) The charges will be explained to the inmate and documented in a Chronological note. Apply the proper transfer restriction if needed.* It is crucial

to obtain as much information as possible is obtained in order to complete the necessary documentation in JIMS.

Housing issues:

Does the inmate have notable issues that will affect their housing while in our custody? Does the inmate have a history of segregated housing in County Jail or State Prison? Does the inmate have medical or psychological needs that may dictate specific housing? If so, that housing needs to be noted in the available field in the questionnaire.

Click on the EIF/CO-DEFENDANTS/GANGS tab. Review the enemy list to see if the inmate has any documented keep separates. Also check to see if there is previous documentation of gang affiliation, he/she may not have admitted this incarceration.

Click on the CHRONOLOGICAL NOTES tab. Review any notes which may be of significance. Chronological notes can only be entered and viewed by classification deputies or by supervisors with classification access. Due to the limited access to Chronological Notes, any information notating an inmates current assaultive or disruptive behavior during arrest or classification interview, should be notated in an Inmate Status Report for all sworn staff to review.

Click on the EVALUATION UPDATE tab. Here you will enter information for determining the inmate's specific hazards and instructions, special conditions, and high-risk indicators.

Prior to adding the necessary descriptors, ensure the "Review?" flag is set to "Yes" on the Classification Navigator Screen. If it is set to "No," it needs to be tripped "Yes" in order to successfully recalculate and classify the inmate. If it is not tripped "Y," the inmate will show up on the JIMS Web "Unclassified Report."

If the inmate's Prep notes a need for DNA to be completed, or you determine DNA is required, the following needs to be done:

a) Enter the proper information on the first line of the notes box. Generally the entry should read, "Current Felony Charges" or any other specific circumstances as outlined in the DNA Qualifiers Section of the manual.

b) If DNA is required, place a "Y" in the "DOJ DNA Required?" field on the Classification Navigator Screen. If DNA has been completed in the past, or it is not required at that time, ensure there is a (C) or (N) respectively in the DOJ DNA Required field.

Using the add/delete buttons, assign or modify the hazards and instructions, special conditions, or high-risk indicators, to properly reflect the inmate's status in regards to his current booking summary and information gathered from the classification interview. Make sure to note medical instructions listed in the upper right-hand corner of the Evaluation Update screen.

Click on the Classification Update tab to move on to the second page of the classification screen.

Complete the JIMS Decision Tree by answering the following questions indicating yes or no.

(1) Is the inmate in custody on a current assaultive felony?

(2) Does the inmate have prior assaultive felonies? What was the sentence? In reviewing the inmate's criminal history over the past ten years, are 50 % or more of his/her convictions for crimes considered to be violent felonies (or other acts of violence)?

(3) Does the inmate have an escape history? This box should indicate the same as the escape history information found in the Questionnaire Update.

(4) Is the inmate a known institutional behavior problem?

(5) Is the inmate on active CYA/State/Federal parole or probation? This box should indicate the same as the parole information found in the Questionnaire Update.

(6) Does the inmate have an extensive criminal history or a recent discharge from state prison? This is intended to identify those non-violent inmates who may be more criminally sophisticated than the average low-level inmate.

(7) Is the inmate pre-sentence? Select the appropriate sentencing status. Select “sentenced” (SEN) only when all cases have been adjudicated. If an inmate is sentenced on one case, but has other pending cases, select, “unsentenced” (UNS).

After completing the Decision Tree, a JIMS recommended custody level will be noted in the “Officer Calc” field.

If an override is necessary, select the desired custody level from “Override” field. Next select from the “Reason” field the nature of your override. After selecting your reason, the “Chronological Notes” box will automatically appear and justification for your override will need to be articulated there.

NOTE: A chronological note is required on all overrides.

Click on the MOVEMENT LIST tab. Select an available bed in the desired housing unit equivalent to your inmate’s custody level and double click. Write the housing location in the upper left corner of the face card and initial and ARJIS the back of the card where it is stamped “classification.” Click on the RESIDENT TRANSFER tab. Check the box and click the “Transfer Out Resident” button to place the inmate into the X Module. The inmate should now be properly classified and assigned to a housing location.

- **Note:** If an inmate requires a lower bunk/ lower tier, lower bunk only, lower tier only, cane, crutches, wheelchair etc., a notation on the inmate's face card should be noted to assist line staff with proper housing.

Place the inmate in an appropriate holding cell until all your specified inmates have been classified.

Additional factors to consider include:

1. Although the inmate has already been screened by medical, ask if the inmate has any medical or psychiatric problems. Often inmates will volunteer information about communicable diseases not previously

reported. If so, be sure to add the "Universal Precautions" designator found in the special conditions section of the Evaluation Update screen. Notify medical staff of any new information obtained.

2. Does the inmate have any enemies known to be in our custody or any safety concerns? If so, obtain names and housing locations of identified inmates. Attach a keep separate in the EIF/Co-Defendant section of the Navigator and assign housing to the inmate, ensuring the enemies are not housed together.
3. Does the inmate claim, or can you observe, any physical handicaps that may affect the inmate's health and wellbeing while in our custody? Consider medical housing for those inmates who may be at risk of victimization due to their physical limitations. If the inmate is not at risk and does not pose a threat to safety or security, he/she may be housed with the general population according to the Americans with Disabilities Act.

PRISON RAPE ELIMINATION ACT (PREA)

All Jail Population Management Unit (JPMU) staff will be aware of PREA. If during the classification interview an inmate reports that he/she was raped or sexually assaulted while in custody a note will be placed into the Jail Information Management System using the Classification Navigator. JPMU Sergeants will be notified.

NOTE: A note will be placed in the "Notes" box of the Evaluation Update stating the name of the victim/Suspect & case #.

Screening for Risk of Victimization and Abusiveness

Standard 115.41 requires that all inmates be assessed during intake upon and upon transfer for their risk of being sexually abused or being sexually abusive. This screening is to be done within 72 hours of the inmate's arrival at the facility and is to be conducted using an objective screening instrument. The standard requires the following criteria be used to assess inmates for risk of sexual victimization:

- (1) Whether the inmate has a mental, physical, or developmental disability;
- (2) The age of the inmate;
- (3) The physical build of the inmate;
- (4) Whether the inmate has previously been incarcerated;
- (5) Whether the inmate's criminal history is exclusively nonviolent;
- (6) Whether the inmate has prior convictions for sex offenses against an adult or child;
- (7) Whether the inmate is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender nonconforming;
- (8) Whether the inmate has previously experienced sexual victimization;
- (9) The inmate's own perception of vulnerability; and
- (10) Whether the inmate is detained solely for civil immigration purposes.

The initial screening shall consider prior acts of sexual abuse, prior convictions for violent offenses, and history of prior institutional violence or sexual abuse, as known to the agency, in assessing inmates for risk of being sexually abusive.

The standard prohibits disciplining inmates for refusing to answer or not providing complete information in response to certain screening questions. Lastly, the facility must implement controls on who in the facility has access to information obtained through these screening procedures.

The DOJ notes that screening according to this standard presents certain challenges for facilities and provides guidance to address these challenges in the standards summary (pp. 90-92, 144).

Use of Screening Information

Standard 115.42 requires that the agency use information obtained from standard 115.41 to inform a wide variety of assignments within the facility in order to keep potential inmate victims from inmate potential abusers.

Housing and access to programming for lesbian, gay, bisexual, transgender, or intersex (LGBTQ+ inmates are subject to a variety of requirements, including that decisions on housing and program assignments be made based on an individual assessment. Per PREA, these housing and programming assignments are to be

reassessed at least twice a year to review any threats to safety experienced by the inmate. When conducting 45 day reviews, extra attention should be paid when reviewing Transgender and Intersex (TGR) inmates. LGBTQ+ inmates are not to be classified into facilities or housing units solely based on their identification as LGBTQ+, unless such a dedicated unit exists in conjunction with a consent decree, legal settlement, or legal judgment for the purpose of protecting such inmates.

Involuntary Segregated Housing- Protective Custody

Standard 115.43 addresses involuntary segregated housing by requiring that this be used only after an assessment of all available housing alternatives has shown that there are no other means of protecting the inmate. If segregated housing is used, the inmate should have all possible access to programs and services for which they are otherwise eligible, and the facility should document any restrictions imposed. The standard states that involuntary segregated housing shall not ordinarily exceed a period of 30 days. In cases where involuntary segregated housing is needed for longer than the initial 30 days, the facility shall review the situation every 30 days to determine if ongoing segregated housing continues to be needed.

PAROLE HOLDS

If an inmate is active on parole, the following guidelines will be used for determining if a parole hold is needed. If you can answer “Yes” to the following questions, a hold is generally required.

1. Is the inmate in custody for an assaultive felony?
2. Does the inmate have a prior conviction for an assaultive felony?
3. Based on your discretion, are there other factors which lead you to believe a hold is appropriate?

If the inmate qualifies for a hold, follow the below criteria for obtaining a parole hold. Keep in mind, for purposes of identification; it is always best to wait until after the interview has been conducted and the inmate has been JIMS verified to request a hold.

1. If the inmate is in custody for a felony charge, contact the inmate's parole officer during business hours for a hold. If the parole officer is not available, ask for the officer of the day. If it is after hours, contact Sacramento @ [REDACTED].
2. If the inmate is in custody for a misdemeanor, only the inmate's parole officer or the officer of the day can place a hold. Day shift Classification staff will need to make contact during business hours.

POST RELEASE COMMUNITY SUPERVISION

If the inmate is currently on Post Release Community Supervision enter into Hazards & Instructions if in custody on PRCS. If the inmate is in custody on new charge(s) and no PRCS hold Probation is auto notified.

EIF/CODEFENDANTS/GANGS

Only classification personnel have access to add or remove an inmate from the EIF/Codefendant list, as well as the gang list.

If a line deputy requests a keep separate be added to an inmate's record, an Inmate Status Report is required per Detentions P&P Section F.5

Once a keep separate is added to an inmate's record, they need to have the "keep separate" (K/S) added to their hazards and instructions.

COURTESY HOUSING

Courtesy housing inmates are booked into Sheriff's facilities for short term housing while in transit to another destination. For safety and security reasons, these inmates are locked down, without access to telephones.

Courtesy housing inmates are booked under Arrest Type: BCOU- "Booked Courtesy" with the charge code being 1550.3PC- (Enroute). Booking staff will force

in the description to reflect the charge the inmate has pending, if any. In the notes section you will generally see the pick-up date and time for the inmate.

These inmates require the same booking process, including an interview by JPMU staff, as any other inmate who is booked into custody. After processing these inmates, make sure to indicate "Courtesy housing NO PHONES" on the face card.

OUT OF COUNTY HOLDS

These inmates require the same booking process, including an interview by JPMU staff, as any other inmate who is booked into custody. Inmates will be classified a minimum Level 2. If the inmate has an open booking, house wherever appropriate, but no camps (no EMRF).

STATE HOSPITAL RETURNEES

Inmates returning from a State Hospital require the State Hospital Returnee (SHR) hazard and instruction. Most of these inmates have not been convicted of a criminal offense. They were sent to a State Hospital due to psychological factors. Most are returning to custody to resume their criminal proceedings and are considered un-sentenced.

State Hospital returnees need to be evaluated just as any other inmate for purposes of classification. To determine the proper custody level, consider their charges, criminal history, criminal sophistication, prior housing history, etc.

Inmates are generally booked under a court document number rather than the description for their controlling case; therefore, it is incumbent upon you to run the document number using the County Mainframe's DA-10.

REGIONAL CENTER CLIENTS

Regional Center Clients (RCC) requires a mental health staff evaluation as soon as possible and preferably before housing. Inmate has been determined by mental

health staff to be developmentally disabled and mental health staff has confirmed inmate is a client with the Regional Center.

Any inmate pending RCC confirmation by mental health staff will initially be housed in AD-SEG until appropriate housing is determined by medical/psychiatric staff. If it is determined an RCC's safety may be in jeopardy if housed in the mainline population, they will be removed from Ad-Seg and re-classed to Keep Separate All (KSA), Protective Custody (P/C). If an inmate has been evaluated by the Mental Health Clinician (MHC) within the previous year, the inmate will be housed according to the last recommended housing.

An evaluation by an MHC is required and the MHC will notify classification via email or phone call that the assessment has been completed along with their housing/placement recommendation.

Default housing for new RCC inmates should be Out Patient Step-Down (OPSD) unless, due to do other reasons, the inmate requires separate and secure housing.

If they do not require separate and secure housing for their safety or the safety of others per mental health staff, they will be housed in mainline or designated special housing (e.g., OPSD).

The final housing decision will be made by Classification/JPMU.

GREENBANDERS

The following are parameters for an inmate being dressed in jail issued green clothing and classified as "assaultive" or an "escape risk" & minimum level 5:

- All inmates who have been sentenced to, or are currently serving a sentence of any number of years to life (example, "25 to life"), with or without the possibility of parole, or death. Any inmate who has been identified by the District Attorney's office as being a defendant in a death penalty case will automatically be dressed in jail issued green clothing and classified as an "escape risk."

NOTE: Once an inmate has been formally sentenced to Death, they will immediately be housed in Administrative Segregation until they are transferred to State Prison.

- Any inmate who has a documented escape or attempted escape from a secure facility, or sufficient information has been gathered that an inmate may be devising a plan for a potential escape, will be dressed in jail issued green clothing and classified as an “escape risk.”
- Any inmate who actively displays violent behavior towards staff or has a recent or significant history of institutional violence towards staff or other inmates will be dressed in jail green clothing and classified as “assaultive.”

GASSERS

Administrative segregation inmates with a recent gassing incident/history should be housed in cells equipped with anti-gassing food ports (When available) designed to minimize their ability to gas staff and/or inmates. It is important to be aware of the limitations of the anti-gassing food ports, as they do nothing to prevent inmates from gassing by spitting, once they are removed from the cell.

Due to the limited availability of anti-gassing food ports, it is important to weigh the need and benefit of utilizing an anti-gassing food port equipped cells, in order to ensure cells are available for inmates with the highest risk for gassing. Administrative segregation inmates with a history of gassing who have not gassed or attempted to gas staff and/or inmates for a period of 6 months (while in sheriff's custody) may be eligible to be housed in administrative segregation in a cell without an anti-gassing food ports. JPMU staff will make the housing determination based on the aforementioned parameters and take into consideration the circumstances surrounding each individual incident. In either case, the gassing hazard (GAS) will remain in the inmate's hazards and instructions for future reference.

ADMINISTRATIVE SEGREGATION

The following are parameters for an inmate to be housed in Administrative Segregation (AD-SEG):

- Any inmate pending a hearing or investigation for a rule violation or criminal act.
- Per Det. P & P Q.80 (Wrong Person on Warrant). The JPMU Deputy will provide all documentation to the Watch Commander who will be responsible for determining if the inmate is the person named on the warrant.
- Any inmate who has displayed a continual failure to conform to the minimum standards expected of those in mainline housing or designated special housing.
- Any inmate who has shown a propensity for violence towards other inmates and/or staff. These inmates will also be dressed in green clothing and be classified as “assaultive.”
- Any identified members or associates of a prison gang may be housed in Ad-Seg. This is based on their disruptive nature, high influence over the general population, and the potential threat to the security of the mainline inmates. These inmates may also be classified as “assaultive” (Greenbender) based on their propensity towards violence, if their criminal history, responses during the interview, or institutional behavior history dictates. Inmates who meet these criteria will be required to have the High Security Threat Group (HSG) hazard and instruction added. Inmates who meet these criteria may be housed in the High Security Threat Group unit with JPMU Supervisor approval.
- Any inmate currently serving time in a segregated housing environment of a State correctional facility will be housed in Ad.-Seg. Any inmate returning to custody who owes time in segregated housing environment in a state correctional facility and may not be returning to prison will be evaluated from possible removal from segregated housing.

- Any inmate who has previously been housed in segregated housing in county custody will be evaluated for possible removal from segregated housing.
- Any inmate who has a high-profile case or extreme act of violence which jeopardizes public safety or provides the inmate with a status that would allow him/her to have power or authority over other inmates.
- Any inmate suspected of being a juvenile will remain in segregation until he/she is determined to be an adult or is transferred to Juvenile Hall.
- Any inmate affiliated with a Northern Hispanic street or prison gang (i.e. Norteno/Nuestra Familia, Fresno Bulldog), or other identifiers as a Northern Hispanic that may place him in jeopardy if housed in the general population. These must be active and in good standing. They will also be classified as Keep Separate All and can only be housed with inmates of the same classification.
- Any inmate sentenced to death.
- An Inmate Status Report will be written when placing/returning or removing an inmate from segregated housing.

PROTECTIVE CUSTODY

The following are parameters for an inmate to be housed in Protective Custody (P/C):

- Any inmate that has been determined by medical staff to be developmentally disabled, and does not require treatment for disease, injury or psychiatric disorder. Not all developmentally disabled inmates require protective custody; each inmate will be evaluated on a case by case basis.
- Any inmate, by virtue of his/her size, advanced age, or other characteristics may be in danger of abuse or sexual victimization from inmates in the general population.

- Any inmate who has been accused of a crime of a nature and sufficient publicity that would place him/her in physical jeopardy if housed in the general population (i.e. child victim charges).
- Any inmate who is a material witness in a high profile case or employment as law enforcement (past or current)
- Any inmate being held on a civil commit order (Sexually Violent Predator)
- Any inmate who has paroled from or is anticipated to be housed in a P/C environment in a correctional setting (i.e. a Sensitive Needs Yard (SNY)).
- Any inmate affiliated with a Northern Hispanic street or prison gang (i.e. Norteno/Nuestra Familia, Fresno Bulldog), or other identifiers as a Northern Hispanic that may place him in jeopardy if housed in the general population. These must be a dropout or in bad standing. They will also be classified as Keep Separate All and can only be housed with inmates of the same classification.
- Inmates segregated at their own request, after all other housing options have been exhausted and the inmate has been interviewed by DIU. The Debriefing protocol will be followed.

DEBRIEFING PROCESS

- The deputy making the initial contact will need to document the inmate's safety concerns on an **Administrative Segregation** Information Status Report (AD-SEG ISR). The inmates' wristband will be changed out to an **ORANGE** wristband notifying staff of the inmates' hazards and instructions. An email will be sent to the DIU Sergeant who will assign the case to DIU detectives who will conduct the debrief.
- Upon completion of the interview, a Detention Investigation Unit (DIU) detective will write a debrief summary highlighting the important information obtained during the debrief session. These documents will become confidential and will be maintained by DIU. A DIU detective will write an addendum to the original ISR in JIMS documenting their recommendation for housing.

- JPMU will be notified when the debrief session has been completed and the inmate will then proceed to his/her designated housing unit.
- JPMU will change hazards and codes in JIMS, notify the housing unit and change out the wristband to reflect the inmates' classification.

KEEP SEPARATE ALL (KSA)

The following are parameters for an inmate to be housed in Protective Custody (P/C) as a Keep Separate All (KSA) inmate.

- Any inmate who has current or past employment as a Law Enforcement officer.
- Any inmate who is a dropout of a Northern Hispanic street or prison gang (i.e. Norteno/Nuestra Familia, Fresno Bulldog), or has other identifiers as a Northern Hispanic that may place him in jeopardy if housed in the general population.
- Any inmate determined by Medical/Psychiatric staff to be a Regional Center Client unable to safely be housed within the general population.
- An Inmate Status Report will be written when removing an inmate from KSA status.

Additional exceptions may be approved by the JPMU Lieutenant.

Although KSA inmates are to be kept separate from other inmates, they may be housed with other inmates with similar P/C-KSA criteria (ex. RCC with RCC).

LGBTQ+

All LGBTQ+ inmates must be evaluated on an individual basis. LGBTQ+ inmates will not automatically be involuntarily segregated (placed in P/C), due to their sexual orientation or identity. Each LGBTQ+ individual has different needs and safety concerns. In order to best address their concerns and maintain facility security, a thorough assessment must be made.

Incarceration for an LGBTQ+ inmate can be a terrifying experience, especially if it is their first time in custody. Fear of the unknown and unfamiliarity with established practices and facility operations can contribute to their anxiety. You are encouraged to take a few moments to explain procedures and answer questions to relieve some of their anxiety. As a JPMU deputy, it is imperative that you exude professionalism and genuine concern for their wellbeing. It is your responsibility to ensure all precautionary avenues are explored and you explain various housing options relevant to their needs.

A study of California prisons found that transgender females in men's prisons were 13 times more likely to be sexually abused as other inmates. Transgender inmates also have a higher incidence of suicide attempts than other inmates and have higher victimization potential than non-LGBTQ+ inmates.

When interviewing Transgender individuals, gain a rapport by asking how they like to be addressed (male or female pronouns or simply use their last name). Like everyone, LGBTQ+ inmates want to be treated respectfully. During the interview take note of their physical characteristics, gender non-conforming attributes, ask about how they live outside of custody, have they sought or are they currently undergoing any hormonal therapy or if they have had any gender confirmation surgery or have any psychiatric issues. If specialized housing is determined necessary, articulate the safety needs in a JIMS incident report. **LGBTQ+ inmates cannot be disciplined simply because they do not wish or refuse to answer specific questions regarding their gender or sexuality.**

At least twice a year, all LGBTQ+Transgender,/Intersex and Non-Binary inmates assigned to specialized housing must be re-evaluated to review their safety concerns. JPMU staff will document details of the review in a JIMS incident report. The bi-annual reviews will be conducted on January 1st and July 1st of each year.

In order to obtain a better understanding of the LGBTQ+ individuals, please refer to the definitions listed below:

DEFINITIONS:

Bisexual: a person who is romantically or sexually attracted to more than one gender or sexual category.

Gay: commonly refers to men typically attracted to other men.

Gender: a socially constructed concept classifying behavior as either "masculine" or "feminine," unrelated to one's external genitalia.

Gender expression: a person's expression of their gender identity, including appearance, dress, mannerisms, speech and social interaction.

Gender identity: distinct from sexual orientation and refers to a person's internal, deeply felt sense of being male or female.

Gender non-conforming: gender characteristics and /or behaviors that do not conform to those typically associated with a person's biological sex.

Gender "norms": the expectations associated with "masculine" or "feminine" conduct, based on how society commonly believes males and females should behave.

Gender variant behavior: conduct that is not normatively associated with an individual's biological sex.

Homosexual: sexual, emotional, and/or romantic attraction to persons of the same sex.

Intersex: a condition in which a person is born with external genitalia, internal reproductive organs, chromosome patterns, and/or an endocrine system that does not fit typical definitions of male or female.

Lesbian: commonly refers to women typically attracted to other women.

LGBTQ+: acronym for a group of sexual minorities including lesbian, gay, bisexual, transgender, questioning and intersex individuals.

Questioning: active process in which a person explores her or his own sexual orientation and/or gender identity and questions the cultural assumptions that they are heterosexual and/or gender conforming.

Queer: an umbrella term which embraces a matrix of sexual preferences, orientation and habits of the not-exclusively heterosexual and monogamous majority. Queer includes lesbians, gay men, bisexuals, trans people, intersex persons, the radical sex communities and many other sexually transgressive (underworld) explorers.

Sex: one's anatomical make-up, including external genitalia, chromosomes and reproductive system.

Sexual identity: the sex that a person sees themselves as. This can include refusing to label oneself with a sex.

Sexual orientation: romantic and/or physical attraction to members of the same or different sex.

Transgender: a person whose gender identity (internal sense of feeling male or female) differs from their sex at birth.

Transgender female: a person whose birth sex was male, but understands herself to and desires to live her life as female.

Transgender male: a person whose birth sex was female, but understands himself to be and desires to live his life as a male.

Transvestite: a person who engages in gender non-conforming behavior, such as adopting the gender expression of the opposite sex for purposes of sexual or emotional gratification, but does not necessarily consider their gender identity to be different from their sex.

SEGREGATED HOUSING WEEKLY REVIEWS

In order to ensure JPMU is in compliance with Detentions Policy and Procedures Section J.3, Segregation: Definition and Use, as it relates to the monitoring of inmates in Administrative Segregation (AD-SEG) and or P/C Keep Separate All (KSA) all segregated inmates will be reviewed every Sunday. This also includes AD-SEG and P/C-KSA inmates housed in any area other than specified segregated housing (e.g. Medical Observation, Safety Cell, etc.).

As outlined in policy, the objective of segregated housing reviews is to return the inmate to general population or other special housing when appropriate. The seven (7) day review will be documented in JIMS and comments will be entered into each inmate's JIMS history to describe the need for continued segregated housing. The comments will link the justification to policy and describe any relevant behavior documented or otherwise observed.

As part of the review process, each inmate in AD-SEG will be observed in person by a JPMU Deputy. A review of JIMS documentation (incident reports and recent weekly reviews) will be made. It is strongly encouraged to discuss the inmate's behavior with housing staff or speak directly with the inmate, when appropriate. Additionally, mental health staff, at the direction of the Chief Mental Health Clinician, will meet with JPMU staff on a weekly basis to discuss inmates housed in segregated housing. The discussion with mental health staff will focus on the inmate's behavior and will not involve privileged medical information.

Inmates who are admitted to WPSU/PSU or JBCT will have the AD-SEG or P/C-KSA classification code removed and the PSU/WPSU or JBCT descriptor will be added. A notation will be made in the inmate's evaluation update notes box indicating the inmate's prior housing status. Ideally, inmates being discharged from PSU or JBCT should be returned to mainline or designated special housing. If an inmate is to be returned to AD-SEG or P/C-KSA after being cleared from WPSU/PSU or JBCT, the inmate must be interviewed by a JPMU deputy prior to placement and a new inmate status report shall be written justifying the reason for the placement back into AD-SEG or P/C-KSA. The inmate status report shall include input from housing deputies and mental health staff when making the decision to return a WPSU/PSU or JBCT inmate to segregated housing.

Seven (7) day AD-SEG/KSA reviews must be done on Sundays during dayshift hours for all facilities.

RE-CLASSIFICATION

A report is automatically generated in JIMS four times a day which identifies inmates who may require re-classification. These reviews are generally called “re-books.”

Re-books appear in the Pending Classification Queue based on one or more of the following criteria:

1. Add charges (felony or misdemeanor)
2. Drop charges (felony or misdemeanor)
3. Sentenced (local time)
4. Commitment (Prison sentence)
5. Disciplinary (Linked to incident as major involvement)

These inmates are evaluated for possible re-classification by reviewing the changes to their booking summary or incidents linked to them in JIMS. For add/drop charges, evaluate if the changes require the raising or lowering of the inmate’s custody level. Do their hazards need to be adjusted based on new/dropped holds? Was a case added which may cause an inmate to have safety concerns such as a sex crime or crime involving a minor Does the added case require further medical staff assessment for consideration of placement into ISP housing? Has the inmate been sentenced to a significant amount of time (10 years or more) that requires further medical staff assessment for consideration of placement into ISP housing? Has the inmate displayed willingness to program and/or consistent behavior demonstrating compliance with jail rules and regulations? For camp inmates, does the addition of charges disqualify them from camp housing?

During Re-books if a charge is added that can potentially put the inmate's safety at risk (For example 368 PC, 273A(A) or 273A(B) charge etc.) a follow-up interview must be conducted regarding safety concerns and documented in a Chronological note. Apply the proper transfer restriction if needed.

For inmates needing disciplinary review, view the most recent reports using the incident lookup tab. Determine the level of the inmate's involvement in the incident and see if it may require changes to their custody level and or housing. Does the inmate need to be placed into greens or protective custody?

45/60 DAY CLASSIFICATION REVIEW

This report is located in the Classification section of the JIMS web. The report will list all inmates who have not had their classification reviewed in over 45 or 60 days. Although per Title 15, we are mandated to review inmates at least every 60 days, **JPMU Deputies will review them using the 45-day review report** which will ensure that no inmates are on the 60-day review report.

The standards for review will consist of checking the inmates' current charges, reviewing any/all incidents documented in JIMS, review and updating of pertinent information concerning the inmate's history, along with updating the hazards and instructions section when necessary. Once the review is completed, the classification code may change based on the review or remain the same. If their custody level changes, ensure they are moved to the appropriate housing.

Keep in mind that the inmate's names generated from the JIMS Web Report will not automatically drop off the list. This specific report updates every 24 hours.

This task will be performed daily by dayshift JPMU staff. In order to equally distribute the workload, each facility will be responsible for the following;

SDCJ	-	SDCJ and SBDF
LCDRF	-	LCDRF and FAC 8
VDF	-	VDF
GBDF	-	GBDF
EMRF	-	EMRF

Additionally, attention should be paid for any PREA related notes in the "Notes" box to review any segregated housing that resulted from a PREA incident. Segregated housing should not be used longer than 30 days unless there are no

other suitable housing options to maintain their safety. Reasons for any restrictions on programs or other opportunities beyond 30 days must be documented in a JIMS Incident Report.

DAILY INMATE POPULATION REPORT

The Daily Inmate Population Report is updated by the SDCJ night shift JPMU staff. The report should be completed between the hours of 0415-0500. If the report cannot be completed, the day shift JPMU deputies must complete the report as soon as possible.

From JIMS web, obtain the report titled, "Daily Inmate Population for SWW." If being completed by nightshift JPMU staff, the report will reflect the date for the previous day in which you started your shift. (Example, if today is 05-28-11, you need the report for 05-27-11.)

Review the report for discrepancies such as erroneous floor sleepers, males booked at LCDRF, or females booked at a male only facility. All discrepancies must be resolved before updating the Daily Inmate Population Report. Your training officer will show you how to resolve any discrepancies.

Once you have obtained the statistical numbers from JIMS Web, you will need to input the numbers for the Daily Inmate Population Report. From the Sheriff's intranet homepage, click on "Jail Population" scroll to bottom of page and click on "BACK TO SELECTION." Click on "Daily Inmate Population Form" where you will be able to select either to input your new numbers or view archived Daily Inmate Population Reports."

When entering the numbers, it is done as follows:

1. From the JIMS report, enter the number of males in custody at each facility into the boxes for, "Males in Custody."
2. From the JIMS report, enter the number of females in custody at each facility into the boxes for, "Females in Custody."

3. From the JIMS report enter the number for Medical beds into the boxes “Medical Beds Occup.”
4. From the JIMS report, enter the number of Psychiatric Stabilization Unit beds into the boxes for, “Psych Stabilization Unit.”
5. Add the numbers together from the JIMS report for un-housed inmates: Safety, Sobering, and Holding. Enter the total into the boxes for, “In Proc/Pending Release”. **Note: If the total is 0 the box cannot be left blank, a 0 must be entered.**
6. From the JIMS report, add together the SDPD Male Inmates and the SDPD Female Inmates. Enter the totals into the boxes for, “SDPD@CJ and LCDRF”.
7. From the JIMS report, enter the number of BR Trans & LC North beds into the boxes for, “Br Trans & LC North”. **Note: The number for SDCJ will always be 90.**

When all the information has been entered, click the save count tab. Then click on show today’s jail population count. Print the report, staple it to the top of the JIMS report, and place it into the Sgt.’s box.

ROUTINE DAILY TRANSFERS

Daily transfers are conducted Monday through Saturday. Monday through Friday, all facilities are open to transfers. Saturday transfers only go to [REDACTED]

[REDACTED]. Saturday transfer max is 100. Holiday transfer max is 50 unless prior arrangements are made with Inmate Transportation.

SDCJ JPMU night shifts Deputies are responsible for screening the SDCJ population for transfers. This is done between 1800 and 2000 hours. The day shift SDCJ JPMU Deputies are responsible for creating the mass schedule transfer lists. Inmates scheduled for DOC should be scheduled for GBDF prior to their DOC schedule date.

The FTO/CPL. will explain the current transfer procedures for both day and night shift. This manual will not go into specific detail, based on the frequent changes made to the procedure.

PRISON MANIFESTS

Prison manifests are created by the Inmate Processing Division (IPD). During day shift, a SDCJ Detentions Processing Technician (DPT) will complete the prison manifest for the following day's run. Note wheel-chair inmates, special arraignment needs to be made with PDT.

Prison runs are conducted to Chino State Prison on [REDACTED]. IPD/DPT staff is responsible for obtaining the prison manifests and creating a transfer schedule in JIMS using the event type "TRSP" (Transfer State Prison).

The prison manifests are processed Sunday through Thursday by the night shift JPMU deputies. Prison manifests are located in JIMS Web reports under "DETENTION PROCESSING"- "CDC Scheduled Transfers. Check the next prison transfer day to make sure all male inmates are transferred to GBDF prior to the day of the prison run.

Prior to 2200 hours, the prison manifests dated for the following morning are printed up and reviewed. Ensure that all inmates on the prison manifest have a "C" for complete in the DNA status column, or are still pending DNA, "Y." All transfers to state prison must have their DNA collected prior to transfer. Double check the list of inmates for errors. there should **NEVER** be a Level 1 inmate on the list.

CALIFORNIA SENATE BILL 54 'CALIFORNIA VALUES ACT'

Upon receiving an Immigration Detainer – Notice of Action I-247A form the JPMU (SME or designee) Deputy will be responsible for running the inmate's criminal history. After determining whether the request will be honored or not by utilizing the ICE Notification Request Worksheet and the inmate's criminal history, a J-340 form will be filled out either approving or rejecting the request. Enter your findings into the inmate's history under event type 247A (Approved) - date of conviction,

qualifying charge, case #, ICE worksheet # & ARJIS or 247R (Rejected) with a notation as to why the request is being rejected. All original forms will be returned to IPD and a copy of the completed ICE Packet (I-247A, J-340, fax receipt & supporting documentation) will be given to a JPMU Sergeant for final review. If at any time there is doubt whether to approve or reject the request, the request will be rejected or set aside for a further discussion with JPMU Supervisors.

* Utilize the ICE Notification Checkoff list to assist with the process.

DATA DICTIONARY

The following is a list of frequently used terms, common phrases, and/or verbiage and definitions used when classifying inmates.

Current Charges:

Source- Current charge summary, Jail Information Management System.

Definition- List of current charges at the time of initial classification and subsequent re-classification.

Current Assaultive Felony:

Source- Current charges, crimes to be considered assaultive/violent list, Jail Population Management Unit (JPMU) Training Manual.

Definition- Crimes which indicate the need for a higher custody level based on a propensity for violence supported by current violent charges, which leads to higher levels of supervision.

Prior Assaultive Felony:

Source- Criminal history (CII/FBI), criminal history via the Jail Information Management System (JIMS), crimes considered to be assaultive/violent per the list in the JPMU Training Manual.

Definition- Prior arrests/convictions for assaultive felonies noted in criminal history within ten years of current arrest date.

Assault Risk:

Source- Self Report by inmate, JPMU Deputy observation, administrative alert, Incident database JIMS.

Definition- Any inmate, who through their actions or words, causes staff to believe the inmate has a propensity for violence.

Escape History:

Source- Self report by inmate, criminal history (CII/FBI), criminal history via JIMS, Administrative Alert "Escape Risk" flag activated. Incident database

Definition- Inmate has escaped or attempted to escape from a secure facility, or inmate was found to be formulating credible plans to escape from a secure facility.

"Walk-away"- Person was charged or convicted of "escape" from location other than a secured facility such as an out of custody program, work furlough, or work crew (i.e. No fences, locked doors, or barriers were breached in order for individual to escape).

Escape Risk:

Source- Self Report by inmate, JPMU Deputy observation, Administrative alert, incident database JIMS.

Definition- The following criteria will be used to identify escape risks:

- Inmate who have been sentenced to, or currently serving any number of years to life, with or without the possibility of parole or death, or has been identified the District Attorney's office as being a defendant in a death penalty case.
- Any inmate who, through their actions or words, causes staff to believe that the inmate intends to escape or attempt to escape. Inmates who have an escape history.

Secure Facility:

Source- Title 15, Article 5: Reference: Section 6030, Penal Code.

Definition- Facility security is defined as the nature and number of physical design barriers available to prevent escape and control of inmate behavior (Types I-IV). A “secure facility” is one that has barriers preventing escape such as perimeter walls, fencing, alarms, or locked doors. To escape from a “secure facility” one would have to breach one or more of these barriers.

Institutional Behavior Problems:

Source- Self report by inmate, Criminal history (CII/FBI), Criminal history via JIMS, Administrative Alert flag activated for “Assaultive”, “Escape Risk”, or “Ad. Seg.” Incident database.

Definition- Inmate has displayed in custody problematic behavior resulting in the imposition of major disciplinary action. Inmate is currently, or has recently been housed in AD-SEG, Security Housing Units, or other form of single cell housing based on negative in custody behavior. Inmate has been involved in acts of institutional violence and/or weapon possession.

Parole:

Source- Self report by inmate; California Department of Corrections, Department of Corrections from other states, Federal Department of Corrections, California Youth Authority.

Definition- Inmate is on active state, federal, or California Youth Authority parole.

Post Release Community Supervision (PRCS):

Source- Self report by inmate; Probation.

Definition- Effective October 1, 2011, in conjunction with the California Realignment Act and passage of California Assembly Bill 109, the responsibility for supervision of qualifying parolees released from state prison was delegated from the state to the county level (For San Diego County this is the Probation Department).

Override to:

Source- JPMU Deputy

Definition- Documentation of JPMU Deputy's justification for overriding the initial instrument findings.

Override Reason:

Source- JPMU Deputy

Definition- The documented presence of data or information outside the examination of the assessing instrument that indicated the need for a deviation from the instrument assessment and conclusion. Documentation is completed in the chronological notes section.

Chronological Note:

Source- JPMU Deputy

Definition- Written justification for override.

Override Authorization:

Source- JPMU Sergeant

Definition- Review and approval of the Classification Override Report located in JIMS.

Protective Custody (P/C):

Source- Self Report by inmate; JPMU Deputy observation; administrative alert, Incident database in JIMS.

Definition- Protective Custody is the voluntary or involuntary placement of an inmate into separate and secure housing when there is a threat against his/her life, whether stated or implied.

Regional Center Client (RCC):

Source- Self report by inmate, Facility Medical Personnel, Defined under Title 15.

Definition- “Regional Center for Developmentally Disabled” means those private agencies throughout the state, funded through the Department of Developmental Services, which assure provision of services to persons with developmental disabilities.

Inmate will initially be housed in AD-SEG until appropriate housing is determined by medical/psychiatric staff. If it is determined an RCC’s safety may be in jeopardy if housed in the mainline population, they will be removed from AD-SEG and re-classed to Keep Separate All (KSA), Protective Custody (P/C).

Default housing for new RCC inmates should be Out Patient Step-Down (OPSD) unless, due to other reasons, the inmate requires separate and secure housing.

Administrative Segregation (AD-SEG):

Source- Self Report by inmate, JPMU Deputy observation, administrative alert, Incident database JPMU.

Definition- Administrative Segregation will consist of separate and secure housing but shall not deprive the inmate of any rights or privileges.

- Any inmate suspected of being a juvenile will remain in segregation until he/she is determined to be an adult or is transferred to Juvenile Hall.

Prison Gang/Disruptive Group:

Source- Self report by inmate, scars, marks, or tattoos; California Department of Corrections, Department of Corrections from other states, Federal Department of Corrections, California Youth Authority.

Definition- Any organization, association, or group of 3 or more persons within the California Department of Corrections or CYA, that commits one or more criminal acts as one of its primary activities; and uses a common name or identifying sign or symbol; and whose members or associates individually or collectively engage in or have engaged in a pattern of criminal gang activity within or out of the state prison system. Origin of gang was within the Department of Corrections (EME, NF, AB, NLR, BGF).

Gang/Field Interview (F.I.):

Source- Self admission by inmate, JPMU Deputy observations of tattoos, and other forms of communication that show a direct link to gang affiliation, membership, or association.

Definition- Inmates who through their statements, actions, or communications admit to or are linked to, active or inactive membership,

affiliation, or association to any gang as defined in California Penal Code Section 186.22 PC. An F.I. will be completed in NETRMS documenting affiliation. Documentation will also be entered into JIMS Demographic Detail: Scars, Marks and Tattoos (SMT).

Criminal Sophistication:

Source- Self report by inmate, JPMU Deputy observation, Incident database JIMS. Criminal history (CII/FBI), Criminal history via the JIMS, Administrative Alert flag activated for “Assaultive”, “Escape Risk”, or “AD-SEG.”

Definition- Criminal sophistication can be acquired and displayed/observed in several different ways. The following are ways to acquire/identify criminal sophistication.

- Current or prior gang ties/affiliation (Street or Prison)
- Criminal history (CA or Multiple States)
- Ability to influence/manipulate other inmates
- Current or Prior history of classification as Assaultive/Escape Risk/Ad-Seg
- Prior term in any State or Federal Prison
- Arrests/convictions for violent offenses or crimes involving criminal conspiracy
 1. One arrest for such offense can indicate moderate sophistication
 2. 50% of convictions over the past 10 years for these types of offenses will be considered an indication of high criminal sophistication. Recent convictions involving prison terms will also be considered an indication of high criminal sophistication.

Transgender (TGR):

Source- Self report by inmate, JPMU Deputy observation of physical characteristics.

Definition- An inmate who has effeminate or masculine characteristics/mannerisms, or someone undergoing medical treatment to alter their physical appearance to that of the opposite sex.

REQUIRED READING LIST

The following San Diego Sheriff's Department, Detentions Policy and Procedure sections will be reviewed. Additionally, unit standing orders, training bulletins and inmate program information will be read. Once the Trainee has read and understands each section, he/she will initial and date the appropriate line. The FTO/CPL will initial this section when he/she is confident the trainee understands.

DETENTIONS POLICY AND PROCEDURES		DEPS. INTL. - ARJIS	FTO/ CPL. - ARJIS	DATE
F.16	PREA Sexual Assault and Case Assignment and Investigation			
I.47	Inmate Identification Wristbands			
J.3	Segregation Definition and Use			
J.9	Dayroom waist and leg chains			
M.25	Psychiatric Stabilization Unit			
M.26	Jail Based Competency Treatment			
M.39	Disabled Inmates			
N.7	Pro-Per Inmates			
Q.4	Verification of Legal Status Conformance to Immigration Laws			
Q.8	Refusal to Cooperate with the Booking Process			
Q.9	Processing Juvenile Inmates In Detention Facilities			
Q.80	Possible Wrong Person on Warrant			
R.1	Inmate Classification			
R.3	Inmate Classification Code Descriptor Definitions			
R.5	Housing of Sexually Violent Predators			
R.11	Inmate Facility Assignment Criteria			
R.12	Incentive Based Housing			
R.13	Transgender and Intersex			
	JPMU Standing orders			
	JPMU Training bulletins			
	Inmate program information			
	JPMU website			
	PREA Training			

EVALUATION GUIDELINES

MISSION/PURPOSE STATEMENT

	Date	DEPS. INTL. - ARJIS	FTO/CPL. - ARJIS
Discussed			
Demonstrated			
Accomplished			

PREPARING FOR THE INTERVIEW

	Date	DEPS. INTL. - ARJIS	FTO/CPL. - ARJIS
Discussed			
Demonstrated			
Accomplished			

ESUN/ SDLAW

	Date	DEPS. INTL. - ARJIS	FTO/CPL. - ARJIS
Discussed			
Demonstrated			
Accomplished			

CRIMES CONSIDERED TO BE ASSAULTIVE/VIOLENT

	Date	DEPS. INTL. - ARJIS	FTO/CPL. - ARJIS
Discussed			
Demonstrated			
Accomplished			

CLASSIFICATION CODE SYSTEM

	Date	DEPS. INTL. - ARJIS	FTO/CPL. - ARJIS
Discussed			
Demonstrated			
Accomplished			

CUSTODY LEVELS/HOUSING PLAN/COURT CAPS

	Date	DEPS. INTL. - ARJIS	FTO/CPL. - ARJIS
Discussed			
Demonstrated			
Accomplished			

CLASSIFICATION CODE OVERRIDES

	Date	DEPS. INTL. - ARJIS	FTO/CPL. - ARJIS
Discussed			
Demonstrated			
Accomplished			

DNA QUALIFIERS AND COLLECTION

	Date	DEPS. INTL. - ARJIS	FTO/CPL. - ARJIS
Discussed			
Demonstrated			
Accomplished			

CLASSIFICATION INTERVIEW/QUESTIONNAIRE

	Date	DEPS. INTL. - ARJIS	FTO/CPL. - ARJIS
Discussed			
Demonstrated			
Accomplished			

PAROLE HOLDS

	Date	DEPS. INTL. - ARJIS	FTO/CPL. - ARJIS
Discussed			
Demonstrated			
Accomplished			

EIF/CODEFENDANTS/GANGS

	Date	DEPS. INTL. - ARJIS	FTO/CPL. - ARJIS
Discussed			
Demonstrated			
Accomplished			

COURTESY HOUSING/OUT OF COUNTY HOLDS

	Date	DEPS. INTL. - ARJIS	FTO/CPL. - ARJIS
Discussed			
Demonstrated			
Accomplished			

STATE HOSPITALS, PSU/WPSU AND JBCT

	Date	DEPS. INTL. - ARJIS	FTO/CPL. - ARJIS
Discussed			
Demonstrated			
Accomplished			

GREENBANDERS AND SEGREGATED HOUSING

	Date	DEPS. INTL. - ARJIS	FTO/CPL. - ARJIS
Discussed			
Demonstrated			
Accomplished			

RECLASSIFICATION

	Date	DEPS. INTL. - ARJIS	FTO/CPL. - ARJIS
Discussed			
Demonstrated			
Accomplished			

45/60 DAY CLASSIFICATION REVIEW

	Date	DEPS. INTL. - ARJIS	FTO/CPL. - ARJIS
Discussed			
Demonstrated			
Accomplished			

ADMIN ALERTS

	Date	DEPS. INTL. - ARJIS	FTO/CPL. - ARJIS
Discussed			
Demonstrated			
Accomplished			

DAILY INMATE POPULATION REPORT AND STATISTICAL COLLECTION

	Date	DEPS. INTL. - ARJIS	FTO/CPL. - ARJIS
Discussed			
Demonstrated			
Accomplished			

DAILY TRANSFERS

	Date	DEPS. INTL. - ARJIS	FTO/CPL. - ARJIS
Discussed			
Demonstrated			
Accomplished			

PRISON MANIFESTS / OUT OF COUNTY / FUGITIVE / STATE HOSPITALS

	Date	DEPS. INTL. - ARJIS	FTO/CPL. - ARJIS
Discussed			
Demonstrated			
Accomplished			

WRONG PERSON ON A WARRANT INVESTIGATIONS Q-80 (WPOW)

	Date	DEPS. INTL. - ARJIS	FTO/CPL. - ARJIS
Discussed			
Demonstrated			
Accomplished			

PRE-TRIAL RELEASE / ANKLE MONITOR INSTALLATIONS

	Date	DEPS. INTL. - ARJIS	FTO/CPL. - ARJIS
Discussed			
Demonstrated			
Accomplished			

CALIFORNIA SENATE BILL 54 "CALIFORNIA VALUES ACT"

	Date	DEPS. INTL. - ARJIS	FTO/CPL. - ARJIS
Discussed			
Demonstrated			
Accomplished			