

<b>DATE:</b>	MAY 11, 2022
<b>NUMBER:</b>	R.1
<b>SUBJECT:</b>	INCARCERATED PERSON CLASSIFICATION
<b>RELATED SECTIONS:</b>	<a href="#">I.47</a> , <a href="#">J.3</a> , <a href="#">R.3</a> , <a href="#">R.11</a>

PURPOSE

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

POLICY

The Jail Population Management Unit (JPMU) will conduct classification assessments, assign individuals a classification, and assign housing for all incarcerated persons. An incarcerated person's initial classification is determined by their original booking charges, criminal history information, medical and psychiatric issues or additional special conditions, and information obtained from the incarcerated person interview. The incarcerated person will be assigned to the most appropriate housing location based on their classification designation.

PROCEDURE

I. CLASSIFICATION EVALUATION

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

- A. Incarcerated persons being processed through the “Book and Release” or similar programs.
- B. Incarcerated persons being processed for release per California Penal Code section 853.6.
- C. Any incarcerated person not formally booked (e.g., hospitalized persons booked in absentia, juveniles tried as adults).

II. JAIL POPULATION MANAGEMENT UNIT (JPMU) DEPUTY RESPONSIBILITIES

- A. Incarcerated persons should be classified as soon after booking as possible, but in any event, prior to being assigned to a housing area.
- B. In preparation for the classification interview, care must be taken to obtain the most complete history of the incarcerated person as possible. A follow-up with various agencies may be necessary to verify the information. This criminal history will often be

of greater importance in determining the incarcerated person's security level than the interview.

- C. In cases where the JPMU deputy feels the objective custody level, as determined by the use of the “decision tree,” does not truly reflect the custody risk of the incarcerated person, the deputy may override the code (either higher or lower) to more accurately reflect the custody level of the incarcerated person.

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

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

Incarcerated persons who are lesbian, gay, bisexual, transgender or intersex will not be placed in dedicated housing units solely based on such identification. Placement and programming assignments for each transgender or intersex incarcerated person shall be reassessed at least twice each year to review any threats to safety experienced by the incarcerated person.

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

### III. HOUSING ASSIGNMENTS

- A. Incarcerated persons with custody levels 1, 2, or 3 can be housed together. Levels 4 and 5 can be housed together. Level 6 incarcerated persons will be housed in Administrative Separation.
- B. Exceptions to the aforementioned housing assignments will be incarcerated persons housed in Administrative Separation, Protective Custody, Psychiatric Stabilization Unit (PSU), designated medical or psychiatric housing, and the Jail Based Competency Treatment (JBCT) housing unit.

### IV. RECLASSIFICATION

Any employee who receives information that could change an incarcerated person's classification code and/or housing assignment has the responsibility of advising a JPMU deputy. The JPMU deputy will evaluate the information to determine whether it requires the incarcerated person to

be reclassified. If it does, the reporting deputy may be asked to complete an Incarcerate Person Status Report detailing the relevant information. The following are examples of events that may require reclassification:

- A. Information indicating the incarcerated person is a potential escape risk, is assaultive, or has threatened to assault staff.
- B. Sentenced to any number of years to life in prison (with or without the possibility of parole), or death.
- C. Medical or psychiatric treatment (medical and psychiatric staff to notify JPMU).
- D. Automatic JIMS notifications:
  - 1. The addition of new charges, dropping of charges, or the modification of current charges.
  - 2. Sentencing to local time.
  - 3. Prison commitments.

#### V. PROGRAM PARTICIPATION EVALUATION

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