

# PINELLAS COUNTY SHERIFF'S OFFICE

LEADING THE WAY FOR A SAFER PINELLAS

INMATE CLASSIFICATION		
STANDARD OPERATING PROCEDURE	DISTRIBUTION:	ALL MEMBERS OF THE DEPARTMENT OF DETENTION AND CORRECTIONS
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**DET  
04-03**

## I. PURPOSE:

The purpose of this Standard Operating Procedure is to establish guidelines for the fair, uniform, and objective classification of all inmates / detainees of the Pinellas County Jail. An appropriate classification system ensures secure jail operations and facilitates public, staff and inmate safety.

## II. DISCUSSION:

The Pinellas County Sheriff's Office ensures all persons confined to its county jail are classified in a way that furthers public safety, while attempting to provide safe and humane housing for all inmates. Staff will attempt to accomplish these goals by separating those inmates who act inappropriately and / or pose a significant risk to others; identifying both predatory inmates as well as those who may be victimized; identifying those with special needs, and ultimately determining appropriate housing assignments.

The Inmate Classification Assessment is a means of identifying and categorizing various inmate traits, characteristics, and potential risk factors. Criteria shall not include religion, color, race, national origin or sexual orientation and is strictly prohibited.

## III. DEFINITIONS:

- A. Classification – An objective assessment and categorization of individuals admitted to the Pinellas County Jail. The assessment is conducted utilizing an objective screening instrument which includes standardized criteria for the determination of an inmate's custody level, potential for sexual perpetration or victimization, restrictive housing, housing assignment, job assignments, programs and healthcare services.
- B. Close Custody – Inmates who are assigned to Close Custody are identified as high risk and pose a known risk to themselves or others. Characteristics include any of the following: Extremely high escape risks, assaultive toward staff or other inmates, extremely violent crimes, continuous and severe disciplinary problems, and gang leaders. This custody level is assigned to inmates whose behavior or charges require long term restrictive housing.
- C. Detainee – any person detained regardless of adjudication status.
- D. Direct Supervision – An inmate management strategy that coincides with the design and architecture of a housing unit. It calls for open units with minimal visual obstructions where a deputy can easily supervise inmates. It calls for behavioral rules for inmates with consequences for infractions. The care, custody and effective control of inmates are accomplished through behavior management. Direct supervision provides direct observation of inmates within the housing unit as a deterrent against negative behavior.
- E. Gender nonconforming – a person whose appearance or manner does not conform to traditional societal gender expectations.

- F. Intersex – a person who's sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.
- G. LGBTI – is an acronym that collectively refers to the Lesbian, Gay, Bisexual, Transgender, and Intersex community.
- H. Maximum Custody – Inmates assigned to a Maximum Custody Level will include those who have been charged with serious assaultive felony crimes or have a history of assaultive felony convictions. They may also have other holds or detainers concerning such types of crimes or may be individuals who have displayed a significant disciplinary problem within the facility and a need for maximum amount of supervision. Work and program participation shall be limited and within a secure area of the facility.
- I. Medium Custody – Inmates assigned to a Medium Custody Level will include those who do not qualify for Minimum Security Custody Level, nor require a maximum level of security. In addition, inmates who have holds / detainers or are awaiting trial and do not require a maximum level of security will be placed in medium security. Medium security inmates may prove to be slightly uncooperative or resistant to jail rules but may not display a significant disciplinary problem. These inmates will require moderate supervision and may participate in certain work and program activities.
- J. Minimum Custody – Inmates assigned to a Minimum Custody Level may be un-sentenced inmates who will be likely sentenced to county time and sentenced misdemeanants. Minimum security inmates must display a cooperative attitude toward the staff and the rules and regulations of the facility. These inmates will not be considered an escape risk and will be eligible for work and program activities.
- K. Reclassification – The continuous, ongoing process of following each inmate throughout incarceration and assigning appropriate housing based on an inmate's Custody Level and Sexual Violence Propensity Code. Inmates will be reassessed based upon any additional, relevant information received by the facility since the intake process within a set period of time not to exceed 30 days from the inmate's arrival. In addition, custody and an inmate's risk level shall be reassessed when warranted due to a referral or as a result of disciplinary action, change in legal status, an incident of sexual abuse, or receipt of additional information that bears on the inmate's risk of sexual victimization or perpetration.
- L. Sexual Violence Propensity (SVP) Assessment – An assessment tool utilized by the Classification Section to determine if an inmate has a potential for sexual perpetration or victimization. The assessment shall be used for assigning housing at all custody levels in addition to determining programming and work assignments.
- M. Transgender – a person whose gender identity (i.e. internal sense of feeling male or female) is different from the person's assigned sex at birth.

#### **IV. PROCEDURE:**

##### **A. Intake Screening Classification**

An initial assessment of all inmates booked into the Pinellas County jail who remain in custody for more than 72 hours will be conducted and will entail Custody Level assignment and a Sexual Violence Propensity (SVP) Assessment. Classification Specialists will perform the initial assessment after the physical intake process has been completed. All reasonable efforts will be made to classify and place individuals in the least restrictive housing available without jeopardizing staff, inmates, or the public, utilizing risk factors which include the following:

1. Nature of current offense or conviction
2. Offense history
3. Prior criminal arrests and conviction history
4. Gang affiliation

5. Escape history or known risk for escape
6. Current and previous institutional behavior / disciplinary history including but not limited to whether the inmate has a history of aggressive behavior (i.e. strong arming, battery, etc.), inability to follow rules, inability to get along well with others including deputies and other staff members, or other related factors.
7. Need for protective custody due to the notoriety of the inmate's charges; presence of known family members of the alleged victim of the inmate's crime; inmate's status in the community (i.e. police officer, local celebrity or prominent member of the community, etc.); type of offense including those that are "shocking" or may be repugnant to other inmates; etc.
8. Stability factors, to include but not limited to, risk of suicide; mental health issues; physical health related matters including the need to separate those who have infectious diseases; history of alcohol and drug abuse.
9. Sexual Violence Propensity Assessment which includes:
  - a. Whether the inmate has a mental, physical, or developmental disability
  - b. The age of the inmate
  - c. The physical build of the inmate
  - d. Whether or not the inmate has previously been incarcerated
  - e. Whether the inmate's criminal history is exclusively nonviolent
  - f. Whether the inmate has prior convictions for sex offenses against an adult or child
  - g. Whether the inmate is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender nonconforming
  - h. Whether the inmate has previously experienced sexual victimization
  - i. The inmate's own perception of vulnerability
  - j. Whether the inmate is detained solely for civil immigration purposes
10. Other relevant factors that may not be specifically enumerated herein, but may pose a threat to the safety and security of the jail, the staff, the public, and / or the inmates.

Custody level and restrictive housing needs shall be assessed to include minimum, medium, maximum and close custody security in addition to the Sexual Violence Propensity Code. The aforementioned shall determine the placement of inmates in general population or restrictive housing units including protective custody, administrative segregation, medical and psychiatric housing.

**B. Intake Screening Classification Priorities (listed in order of priority)**

1. Inmates who medical deems a priority – those who are sick, injured, insulin dependent diabetics, heart patients, epileptics, detoxing from alcohol / drug, pregnant, psychiatric observation status, close observation status, suicide risk status and inmates requiring special needs / housing.
2. Inmates detained under F.S. § 394.910, Involuntary Civil Commitment for Sexually Violent Predators Treatment and Care Act / Jimmy Ryce Act
3. Violent, sensational crimes, protective custody and special security or management inmates
4. Juveniles (transferred to adult court jurisdiction)
5. Dangerous felons, DOC Inmates, US Marshal Inmates, and ICE Detainees

6. Persons awaiting classification and nearing 24 hours since admission
7. All other inmates, according to booking date and time

An inmate / detainee whose behavior is disruptive, disorderly, uncooperative, or refuses to follow instructions and / or poses a security threat or risk to the safety of the staff, his / herself, or others, will be deemed uncooperative and sent directly to an appropriate holding or housing assignment.

### C. Custody Levels

1. Close Custody – This classification refers to inmates who are assigned to Administrative Segregation, single cell housing who are able to get along without conflict but have restricted access and / or eligibility to programs and other jail related activities including interaction with other inmates; dayroom access; etc. due to their behavior both past and present; inability to get along with others; pose known risks to themselves or others; extremely high escape risk; current or past criminal charges; and / or other relevant factors. This classification is assigned to inmates whose behavior and / or charges require long term restrictive housing. Inmates in this category are assessed as at risk inmates based on the following:
  - a. Extensive Violent Criminal history
  - b. Current charge(s) and / or sentence: Death Sentence, Involuntary Civil Commitment for Sexually Violent Predators Treatment and Care Act / Jimmy Ryce Act, etc.
  - c. Previous classification
  - d. Escape history / attempts from a secure facility / custody
  - e. Previous or current in-custody sexually abusive behavior
  - f. Other relevant factors that pose a threat to the safety and security of the jail, inmates or others
2. Maximum Security – This classification refers to inmates who do not require restrictive housing due to current or past charges or current or past institutional behavior but may pose a threat to the security of the jail's operations, the public, staff or other inmates. Inmates in this category are assessed based on the following:
  - a. Current charges involving violent offenses that include but are not limited to: Murder, Solicit to Commit Murder, Aggravated Battery, Carjacking, Kidnapping, Robbery, Sexual Battery, Handling and Fondling, Harbor / Aid Escaped Prisoner, etc.
  - b. Existence of outstanding warrants or detainers for such types of crimes
  - c. Extensive criminal history
  - d. Gang Affiliation
  - e. Prior institutional disciplinary problems
  - f. Current institutional disciplinary problems
  - g. Other relevant factors that pose a threat to the safety and security of the jail, inmates or others
3. Medium Security – This classification refers to inmates who pose no significant known risk to the security of the jail's operations, the public, staff or other inmates. Inmates in this category are assessed based on the following:
  - a. Current charges involving offenses that generally include but are not limited to: Burglary, Grand Theft, Fraud, Dealing in Stolen Property, Extortion, Possession of a Controlled Substance and other drug related charges

- b. The absence of 1(a-f) and 2(a-g) above
- 4. Minimum Security – This classification refers to inmates who pose no significant known risk to the security of the jail's operations, the public, staff or other inmates. Inmates in this category are assessed based on the following:
  - a. Non-sentenced Misdemeanor – Low risk criminal charges with minimal history of disciplinary or behavioral problems
  - b. Sentenced – Low risk, county sentenced inmates with minimal history of disciplinary or behavioral problems. These inmates may be assigned to outside work details or work outside the confines of the jail under limited supervision. Inmates in this category have no pending charges, warrants or detainers
  - c. Felons – Low risk felons who have not demonstrated a propensity for violence or a disregard for institutional rules and regulations
  - d. The absence of 1(a-f) and 2(a-g)
- D. Special Conditions (May temporarily or permanently override an inmate's Custody Level)
  - 1. All Medical and Psychiatric Conditions – Inmates who medical have determined to have conditions that require medical or psychiatric housing will be placed and observed accordingly until a medical official has cleared them for relocation.
  - 2. Juveniles – Juvenile Inmates shall be placed in housing units specifically designated for Juvenile Inmates. Sight, sound, or physical contact with any adult inmate through the use of a shared dayroom or other common space, shower area, or sleeping quarters is prohibited. In areas outside the housing unit, if sight and sound separation cannot be maintained, direct staff supervision is required. Every attempt shall be made to avoid placing Juvenile Inmates in isolation or deny recreation, educational and program services.
  - 3. Female – Female Inmates shall be placed in housing units specifically designated for females. Female inmates' access to regularly available programming or other out-of-cell opportunities shall not be restricted unless the inmate's behavior precludes such access and / or other exigent circumstances exist.
  - 4. Transgender or Intersex
    - a. In deciding housing and / or work assignments for transgender or intersex inmates, consideration shall be given, on a case by case basis, whether the placement would ensure the inmate's health and safety and not present management or security problems. The Classification Specialist shall also consider:
      - (1) The inmate's own views with respect to his or her own safety
      - (2) The inmate's access to separate shower and toilet facilities
    - b. Housing and programming assignments for each transgender or intersex inmate shall be reassessed at least twice each year to review any threats to safety experienced by the inmate.
    - c. Lesbian, gay, bisexual, transgender, or intersex inmates shall not be placed in dedicated housing units solely on the basis of such identification or status.
  - 5. Restrictive Housing

The Division Commander, Shift Commander or classification personnel may order an inmate placed on "Restrictive Housing" status and housed in confinement when it is necessary to protect the inmate or others. Upon notification, the Classification Specialist shall initiate the segregation order and place the inmate on the Restrictive Housing Roster. In addition, the Classification Specialist shall notify the

on-duty Inmate Healthcare Clinical Supervisor immediately. The Clinical Supervisor will assign a health record review by the appropriate qualified healthcare staff. "Restrictive Housing" designations include the following:

- a. Protective Custody – Inmates identified by staff as requiring protection, or who provide staff with information that leads to a reasonable belief they will be endangered if placed in general population. Protective Custody is only used when the continued presence of an inmate in general population may pose a serious threat to the life of the inmate. Inmates so designated will be provided notice of the reasons for their placement in Protective Custody Status. Access to services and activities will be retained unless such access would adversely affect the safety and security of the facility or the inmate.
- b. Administrative Segregation – Inmates identified by staff as requiring single cell housing due to a reasonable belief they may pose a risk to themselves or others. Administrative Segregation is only used when the continued presence of an inmate in general population poses a serious threat to the life and / or safety of the inmate, other inmates, staff, property, or the security of the facility. Inmates so designated will be provided notice of the reasons for their restrictive housing. Access to services and activities will be retained unless such access would adversely affect the safety and security of the facility, the inmate, and / or others, see [SOP DET 07-01 Segregation – Restrictive Housing](#).
- c. Pre-disciplinary or Disciplinary Confinement – Any inmate who has committed a rule violation may be confined to a single cell for a specific period of time prior to a disciplinary hearing if their continued presence in general population poses a threat to the safety and security of the facility, other inmates and staff. Should an inmate be found guilty after a disciplinary hearing, disciplinary confinement with a corresponding loss of privileges shall ensue once approved by the Shift Commander.
- d. Special Security Precautions (Red Dot)
  - (1) Inmates who pose an immediate danger to the custody, security, property or welfare of others may be removed from general population and placed in a secure housing area where movement outside the individual housing unit may be controlled through the use of restraints. This category of inmates are given Red Dot designation and listed on the Restrictive Housing Roster.
  - (2) Inmates sentenced to the death penalty will be placed on Special Security Precautions and relocated to the Healthcare Facility on Close Observation Status. Once evaluated and cleared by the facility psychiatrist, or designee, the inmate will be relocated to single cell housing in South Division.
  - (3) Inmates entering the facility who are currently on Death Row will be placed on Special Security Precautions, single cell housing in South Division. Any Death Row Inmate housed in the facility that has the death sentence vacated by the court shall be removed from Special Security Precautions. The Reclassification Specialist will prepare a reclassification order and forward it to the appropriate Classification Manager for approval.
- e. Involuntary Civil Commitment for Sexually Violent Predators Treatment and Care Act / Jimmy Ryce Act – Inmates detained under F.S. § 394.910, Involuntary Civil Commitment for Sexually Violent Predators Treatment and Care Act / Jimmy Ryce Act are to be placed on Administrative Segregation and kept separate from all inmates except those detained similarly.

A Classification Section Supervisor shall review all Segregation Orders and incident reports within 24 hours. If the inmate does not appear to be classified properly, the documentation shall be reviewed by the Classification Lieutenant (or Custody Management Division Captain or designee in the lieutenant's absence) so the most fitting housing classification can be determined. The Reclassification Specialist shall maintain the Restrictive Housing Roster and document the Reclassification Committee's recommendations in the inmate's classification file.

#### E. Sexual Violence Propensity (SVP) Assessment

An SVP assessment shall be conducted to determine an inmate's potential vulnerability to be sexually abused or risk of sexually abusive behavior. Every inmate shall be assessed according to the following procedures at Intake Screening Classification, within thirty days following the Intake Screening Classification, following significant incidents, and whenever new and relevant information becomes available.

#### 1. Initial Screening

- a. All inmates newly admitted to the facility shall have a SVP completed within seventy two hours of admission to the facility.
- b. If the assessment indicates that the inmate has a potential for perpetration of sexual abuse or victimization, the inmate will be housed accordingly. Inmates determined to be vulnerable for victimization will be kept separate from those determined to have a potential for sexual perpetration at all times throughout their incarceration.
- c. Assessments indicating the inmate has the potential for both perpetration and victimization are to be referred to the Classification Shift Supervisor, to review the case and make a determination of the correct assessment code for the inmate. Generally, an inmate's propensity for sexually abusive behavior shall take precedence when determining housing.

#### 2. Utilization of the SVP Assessment

- a. The assessment shall be utilized for assigning housing at all custody levels in addition to determining programming and work assignments.
- b. An inmate's custody level will not be changed, determined, or affected solely on the basis of the inmate's SVP assessment code.
- c. Inmates may not be disciplined for refusing to answer questions or for not disclosing complete information.

#### 3. Propensity Categories

The SVP Assessment distributes inmates into six categories with designations of:

- a. Known Victim – Inmates who have already been victims of sexual abuse within an institution.
- b. Potential Victim – Inmates designated by the assessment as having characteristics of a person with a higher than normal likelihood to be sexually abused inside an institution.
- c. Known Predator – Offenders determined to have been a perpetrator of sexual abuse in an institution.
- d. Potential Predator – Inmates designated by the assessment as having characteristics of a person with a higher than normal likelihood to be sexually aggressive towards other inmates inside an institution.
- e. NS (No Score) Code – Inmates who did not score with victim or predator characteristics.

#### 4. Housing Assignment Based on SVP Assessment

- a. Inmates with a Known Victim Code can be housed with inmates who have a Known Victim, Potential Victim or No Score Code.
- b. Inmates with a Potential Victim Code can be housed with inmates who have a Known Victim, Potential Victim, or a No Score Code.
- c. Inmates with a Known Predator Code can be housed with inmates who have a Known Predator, Potential Predator or No Score Code.

- d. Inmates with a Potential Predator Code can be housed with inmates who have a Known Predator, Potential Predator, or a No Score Code.
- e. Inmates with a No Score Code can be housed with inmates who have a Known Predator, Potential Predator, Known Victim, Potential Victim or a No Score Code.
- f. Inmates with a Known Predator Code must be placed in Close Custody Status.
- g. Inmates with a Known Predator or a Potential Predator Code shall **never** be housed with inmates with a Known Victim or Potential Victim Code.

#### F. Intake Screening Classification Assessment and Interviewing Guidelines

Classification Specialists shall complete the following Classification Assessment utilizing information obtained from the NCIC / FCIC, inmate records, inmate interview, and observed behavior. All information obtained during the Sexual Violence Propensity Assessment is considered confidential and shall only be shared with essential staff members involved in the reporting, investigation, discipline, and treatment process.

1. Demographics Page – This section captures the inmate's demographic information to include the inmate's name, address, date admitted, booking type, education, date of birth, sex, race, religion, marital status, occupation, and language spoken. It also captures information pertaining to the arrest type and arresting agency information.
2. Classification Assessment Form
  - a. Category 1 (Severity of Current Charges / Convictions) – Captures the severity of the inmate's charge. All current charges / convictions are to be considered to determine the most serious charge, including any detainers / warrants. If the inmate is charged with conspiracy the severity of the charge is based on the underlying offense. A technical violation of probation / parole is to be scored as moderate (2 points); the probated or paroled offense will be considered in the Serious Offense History section. All charges are rated on a scale from 0 to 11 with 0 being the least severe and 11 being the most severe. (See the Severity of Offense Scale located in Appendix A).
    - (1) Low – 0
    - (2) Moderate – 2
    - (3) High – 8
    - (4) Highest – 11
  - b. Category 2 (Serious Offense History) – Consider the most serious prior conviction (See the Severity of Offense Scale located in Appendix A). The charge is rated on a scale of 0 to 11 with 0 being the least severe and 11 being the most severe.
    - (1) None or Low – 0
    - (2) Moderate – 1
    - (3) High – 7
    - (4) Highest – 11
  - c. Category 3 (Escape History) – Consider any previous offenses of escape from (secured) custody, escape from felony arrest or jail, to include attempts, and unauthorized absence from a community corrections facility or court ordered program, excluding current offense if scored in Category 1. The circumstances surrounding a "walk-away" should be reviewed on a case-by-case basis. If it is felt that the circumstances surrounding the walk-away presently warrant an escape security



concern, the supervisory override option shall be used and the appropriate custody level assigned. Escapes are rated on a scale from 0 to 11 with 0 being no history and 11 being most severe.

- (1) No escape or attempts – 0
  - (2) Walkaway or attempted escape from minimum security facility or failure to return from authorized absence – 8
  - (3) Escape or attempted escape from medium or maximum security setting / custody - 11
- d. Category 4 (Institutional Disciplinary History) – Consider the entire disciplinary history where a finding of guilt has been assessed. Disciplinary infractions that occurred in other facilities should be counted if a description of the behavior and documentation of a disciplinary / administrative review of the incident indicates the inmate was guilty of the infraction. Minor infractions involve violations of rules and regulations which do not represent serious offenses against persons and property and do not pose a serious threat to institutional order and safety. Disciplinary reports shall be scored as follows:
- (1) None or minor disciplinary reports – 0
  - (2) One or more major disciplinary reports and / or time in restrictive housing - 3
- e. Category 5 (Prior Felony Convictions) – Determine the number of prior convictions, excluding current offense.
- (1) None – 0
  - (2) One – 2
  - (3) Two or more – 4 points
- f. Category 6 (Alcohol / Drug Abuse) – Determine whether substance abuse has led to emotional, social, economic and / or legal difficulties. The degree of personal disruption can provide insight. Self-reporting and prior arrest histories are the most frequent sources of information.
- (1) No social, economic, or legal problems related to abuse – 0
  - (2) Abuse resulting in social, economic, or legal problems – 1
  - (3) Abuse resulting in assaultive behavior – 3
- g. Category 7 (Stability Factors) – Stability factors provide an opportunity to lower the custody score (Deduct indicated points).
- (1) Age 26 or over – (-1)
  - (2) Employed or attending school for 6 months prior to arrest – (-1)
  - (3) Lived at same address for 12 or more months prior to arrest – (-1)
- h. Category 8 (Custody Level) – The total final accumulative score will determine the inmate's custody level.
- (1) Minimum – 0 to 5 Points
  - (2) Medium – 0 to 5 Points, with detainer / warrant
  - (3) Medium – 6 to 10 Points
  - (4) Maximum – 11 to 39 Points (supervisory override to lower custody possible).

(5) Close Custody – 40+ Points (no supervisory overrides to lower custody possible).

(6) Military / ICE Hold Only – PC Housing

- i. Category 9 (Special Management) – This category is designed to address management issues that may warrant specific attention in the form of housing and supervision required. Note that these concerns often are the determining factor in housing decisions. For the most part, housing decisions should not affect custody levels.
- j. Category 10 (SVP Assessment-Vulnerability) – This section contains factors that are to be used to designate inmates at risk of being sexually victimized. For each factor the Classification Specialist must list the source(s) used to make the assessment. The interview shall be conducted as discreetly as possible.

- (1) Inmate has been sexually victimized while incarcerated – There is documentation that the inmate has a history of being sexually abused while incarcerated in a correctional facility as either an adult or juvenile. Self-reported allegations by the inmate are not to be used for this factor, but should be referred to the appropriate investigative unit and considered as a possible override factor.
- (2) Inmate has been sexually abused (excluding incarceration) – There is documentation that the inmate has been sexually abused in a setting, other than a correctional facility, or if the inmate self-reports as being sexually abused in a setting other than a correctional facility. Such an admission may require notification of the report to the Detention Investigations Unit (DIU).
- (3) The inmate is concerned with being sexually victimized while incarcerated – In addition to the inmate's concern; there is documented history within the past 5 years of the inmate being placed in protective custody in an adult or juvenile correctional facility. Consider placement in Administrative Segregation as well as placement in Protective Custody.
- (4) Inmate is LGBTI or gender non-conforming – The inmate identifies as lesbian / gay, bi-sexual, trans-gender or intersex. The overly effeminate attribute is limited to males and is based on staff observation of the inmate plus a similar notation in at least one other source document if available.

If an inmate has had sexual relations with another inmate while incarcerated, he / she should not automatically be considered gay for this vulnerability factor. The consensual sexual activity while incarcerated factor should be scored as yes.

- (5) Inmate's behavior or appearance suggests that he / she has mental, physical, or developmental disabilities – The inmate appears to may have difficulty functioning in a housing area other than one that is closely supervised either by direct supervision, close observation or video surveillance due to limited comprehension, physical disability and / or limited communication skills. Inmate healthcare staff should be consulted to determine the need for restrictive housing.
- (6) Inmate has never been incarcerated longer than 90 days – The inmate has been incarcerated less than 90 days in a correctional facility. The inmate may be unaware and unsophisticated with regard to jail / prison culture and therefore is not prepared to cope with precarious situations and relationships within the environment. This must be based on formal records or criminal history report.
- (7) Inmate has a history of consensual sexual activity while incarcerated in the last 10 years – There is documentation that the inmate has been involved in sexual activity in any correctional setting (adult or juvenile) or if the inmate self-reports involvement in sexual activities in any correctional setting (adult or juvenile). Consider disciplinary history and / or PREA investigation for these disciplinary infractions.

- (8) Inmate is 26 years of age or younger or 65 years of age or older – The inmate is under the age of 26 or over 65 at the time of the assessment based on the inmate's official date of birth.
  - (9) Inmate is of small physical stature (5'6" or less and 140 lbs. or less (Males Only).
  - (10) Inmate has prior convictions of sex offenses.
  - (11) Document if the inmate refused to answer one or more of the first 10 questions in the "Vulnerability Factors" section. Inmates may not be disciplined for refusing to answer questions or for not disclosing complete information.
  - (12) A "Known Victim" Code shall be entered in Category 12 and the comment field if "Reported – Verified" is checked in item #1. A "Potential Victim" Code shall be entered in Category 12 and the comment field if "Reported – Not Verified" or "Not Reported" is checked in item #1. This information shall then be forwarded to the Classification Supervisor for further research and / or investigative referral.
  - (13) Inmate answered "Yes" to 3 or more (excluding item #1). "Potential Victim" code will be entered in category 12 and the comment field.
  - (14) Neither item 12 or 13 is checked. "NS" (No Score) will be entered in category 12 and the comment field.
- k. Category 11 (SVP Assessment - Predatory) – This section contains factors that are to be used to designate inmates with a potential for sexual perpetration. For each factor the Classification Specialist must list the source(s) used to make the assessment.
- (1) Inmate has a history of institutional predatory sexual behavior – There is documentation that the inmate has a history of predatory sexual behavior while in a correctional facility as either an adult or juvenile.
  - (2) Inmate has a history of sexual abuse and / or domestic violence (community), assault, or physical abuse – The inmate's behavior suggests that he may be a danger to others because of his predatory behavior.
  - (3) Inmate has a history of intimidating or threatening other inmates, assaults or indecent exposures (2 or more) – Consider the inmate's disciplinary infractions of which the inmate was found guilty. Consider disciplinary reports from prior incarceration(s) as well as the current incarceration to determine if the inmate was found guilty of a predatory infraction.
  - (4) Inmate has a history of consensual sex while incarcerated – There is documentation that the inmate has been involved in sexual activity in any correctional setting (adult or juvenile) or if the inmate self-reports involvement in sexual activities in any correctional setting (adult or juvenile). Consider disciplinary history and / or PREA investigation for these disciplinary infractions.
  - (5) Inmate currently has gang or security threat group affiliations – Consider the inmate's involvement with a gang or security threat group activity. This behavior may be documented by disciplinary reports, intelligence gathered by the security threat group coordinator (DIU), NCIC / FCIC, self-report, etc.
  - (6) Item 1 was checked. "Known Predator" code will be entered in category 12 and the comment field.
  - (7) Inmate answered "Yes" to 2 or more (excluding item 1). "Potential Predator" code will be entered in category 12 and comment field.
  - (8) Neither item 6 or 7 was checked. "NS" (No Score) will be entered in Category 12 and the comment field.



or conflict is not indicated or does not warrant deviation, the pod / unit should be that indicated by combining the Custody Level and SVP Code.

- (1) Inmates at high risk for sexual victimization shall not be placed in involuntary single cell housing unless an assessment of all available alternatives has been made, and it has been determined that there is no available alternative means of separation from likely abusers.
- (2) Inmates placed in involuntary single cell housing for this purpose shall have access to programs, privileges, education, and work opportunities to the extent possible. If restrictions are necessary the following shall be documented:
  - (a) The opportunities that have been limited;
  - (b) The duration of the limitations; and
  - (c) The reasons for such limitations.
- (3) Assignment to involuntary single cell housing shall only be made until an alternative means of separation from likely abusers can be arranged, and such an assignment shall not ordinarily exceed a period of 30 days.
- (4) If an involuntary single cell housing assignment is made the Classification Specialist shall document the basis for the concern for the inmate's safety and the reason why no alternative means of separation can be arranged.

b. Overrides

- (1) Supervisory Override – This discretionary override is designed to address special circumstances indicated by the inmate's behavior, criminal history, needs, or medical / mental health status, etc. that warrant the inmate's placement in a housing unit other than that indicated by the classification assessment tool. If it is believed that an inmate's Custody Level and / or SVP Code and resulting housing assignment are inappropriate under the particular circumstances of the case, the Classification Specialist shall notify the Classification Shift Supervisor for an override. The reason(s) for an override shall be documented in the inmate's classification file. Reasons for a Supervisory Override may include:
  - (a) The nature of the crime warrants a higher custody level
  - (b) The inmate's current gang involvement warrants a higher custody level
  - (c) The inmate's assaultive threats toward staff warrant a higher custody level
  - (d) The inmate's escape history warrants a higher custody level
  - (e) The inmate's poor institutional behavior history warrants a higher custody level
  - (f) The inmate's positive institutional behavior history warrants a lower custody level
  - (g) The inmate's lengthy period of street time since last assaultive offense warrants a lower custody level
- (2) Administrative Override – This non-discretionary override is designed to prohibit the placement of the following inmate's to minimum custody. The reason(s) for the override shall be documented in the inmate's classification file.
  - (a) No sentenced inmate convicted of an offense designated as highest or high in the Severity of Offense Scale shall be assigned to minimum custody.
  - (b) No inmate with prior felony convictions for an offense designated as highest or high in the Severity of Offense Scale shall be assigned to minimum custody.

- c. Segregation of inmates by religion, color, race, national origin or sexual orientation is prohibited.

#### G. Reclassification

1. Reassessments – An inmate's Custody Level and SVP assessments shall be re-examined within thirty or ninety days depending upon information obtained during the initial screening or based upon any additional relevant information received by the facility since the initial screening. A reclassification form must be completed even if no changes are required.
2. Significant Events – A new Custody Level and / or SVP code shall be designated when incidents or events occur that change the assessment result, i.e. a new sentence, a predatory disciplinary report of a sexual nature, an incident of victimization, a substantiated sexual abuse investigation, when new and relevant information becomes available, or another significant event occurs that is relative to the elements contained in the assessment tool. Prior to any relocation the Custody Level and / or SVP Assessment Code shall be updated.
3. Upon receiving an inmate / detainee from another facility – An initial assessment will be conducted as stated herein upon arrival. Information from the screening process, initial assessment, and disciplinary history, will be reviewed and considered for purposes of classification, housing assignments, job assignments, programming and counseling services. When inmates return to custody from other locations, the classification specialist shall:
  - a. Update the classification record and assign housing based on the inmate's Custody Level and SVP Code.
  - b. Assign inmates returning from hospitals and psychiatric facilities to medical housing for further evaluation and housing recommendations.
4. Staff Observation – In the event a staff member has reason to believe an inmate may have been incorrectly assessed, the following process shall be followed:
  - a. The staff member shall immediately notify a Classification Specialist who shall report to their supervisor the same working day.
  - b. If the supervisor believes the staff person's concern may have merit, the Classification Specialist or Supervisor shall conduct a further review and reassessment of the inmate's classification and determine if the inmate is properly classified.
  - c. The Classification Specialist shall immediately upon completion of the reassessment notify the supervisor with the result of the review and reassessment. The supervisor shall make any adjustments in the inmate's housing, work, or programming assignments immediately upon receipt of a changed Custody Level or SVP Code.
5. Clearance from medical / psychiatric housing to general population.
  - a. Medical personnel will request inmate transfers from medical / psychiatric housing units by utilizing the *Form 98* to the Classification Section.
  - b. Upon receipt of the *Form 98*, Classification will review the inmate's Custody Level, SVP Code and classification record and select an appropriate housing unit assignment.
6. When inmates receive added charges, bond reductions, or are sentenced to county time or to the Department of Corrections, Classification shall:
  - a. Review the notification of custody status change (Primary & Release Queues)
  - b. Review and update the Custody Level and / or SVP Code
  - c. Initiate and coordinate the transfer with other security personnel if necessary
7. When juveniles become 18 years old Classification shall:

- a. Prepare a Reclassification Order, which contains the inmate's Custody Level, SVP Code and classification information, and submit placement recommendations to the Reclassification Committee Chairperson or designee for approval.
- b. Reassign the inmate, on their 18<sup>th</sup> birthday, upon approval.

#### 8. General Rules

- a. Inmates are reclassified as Custody Levels and SVP Code changes occur during the period of incarceration.
- b. Reclassifications require a review of custody and classification records and may or may not require an interview by a Classification Specialist. Reclassifications may result in reassignments which may be completed routinely by Classification.
- c. Inmates may be reassigned from one general population housing unit to another for classification purposes, such as those recommended to improve inmate compatibility in housing units. No housing assignments are permanent.
- d. No bunks or housing units are held for inmates who are in detention or other locations. Upon completion of a disciplinary sentence or return to custody, inmates are assigned housing units according to availability in a routine fashion, or may be further evaluated by the Reclassification Committee.
- e. Inmates may request reclassification by sending an *Inmate Request* to the Classification Section.
- f. On occasion, the mass movement of inmates is necessary to achieve racial balance or relieve overcrowding in certain classification categories. Once approved through the section's chain of command, the Classification Section initiates such reclassifications and housing reassignments of inmates and coordinates the necessary transfers with the shift commander(s) in the affected facilities.

#### H. Reclassification Committee

1. The Reclassification Committee will conduct a progress review of inmates classified as "Restrictive Housing" and housed in confinement for over seven days. Inmates requiring continued placement in confinement will be reviewed every seven days for the first 60 days and every 30 days thereafter. Each status review shall consider at a minimum:
  - a. The threat potential to staff and / or other inmates
  - b. The behaviors leading to the inmate's placement
  - c. The inmate's history of or lack of predatory behavior
  - d. The inmate's history of or lack of assaultive behavior
  - e. The inmate's history of or lack of membership in a security threat group
  - f. The inmate's history of or lack of escape / attempted escapes
  - g. The injuries the inmate may have caused to others
  - h. The inmate's use of weapon(s) in current or prior incidents
  - i. The inmate's documented mental health issues
  - j. The inmate's prior criminal history
  - k. The inmate's prior disciplinary record

- l. Prior classification decisions involving the inmate's status
  - m. The inmate's documented behavior (incident reports, etc.) and interactions with staff and other inmates
  - n. The real or perceived threat of harm to the inmate from other inmates
  - o. The inmate's statements regarding admission of prior actions, a commitment to changing behavior, and accountability for prior acts
  - p. Evaluation of the inmate's performance following the implementation of a behavioral contract
  - q. Any other information regarding the inmate that the reclassification committee deems appropriate
2. Inmates shall be classified as "Restrictive Housing" and / or remain in confinement only as long as the reason(s) for their placement remains valid. When the reason(s) ceases to exist, the inmate shall be reassigned. Documentation of the Committee's review shall be noted in the inmate's classification file by the Reclassification Specialist.
3. Reclassification Committee Responsibilities
- a. The Reclassification Committee shall conduct an impartial and thorough review. The Reclassification Specialist will prepare reclassification orders based on the committee's recommendations. The orders will be signed by the Reclassification Committee Chairperson.
  - b. Encourage those inmates whose detention is voluntary to return to general population if there is sufficient reason to believe such a move would not present a serious threat to life or property.
  - c. Develop a strategy for redirection for those inmates unable to remain in general population. This may involve social work, counseling referrals, behavioral contracts, etc.
  - d. Review an inmate's request that the Reclassification Committee conduct a review of the housing assignment, programs participation and other pertinent matters.
  - e. Consider possible transfer to a more appropriate housing location.

#### 4. Reclassification Committee Members

The Reclassification Committee shall consist of the following staff members:

- a. Classification Supervisor or designee (chairperson)
- b. Reclassification Specialist
- c. Inmate Healthcare representative
- d. DIU representative
- e. Sexual Abuse Services Coordinator
- f. Facility representatives – Administrative Lieutenants from South and North Divisions, or designees in their absence, and shift supervisors from the areas that house "Restrictive Housing" inmates.

#### I. Inmate Transfers

An inmate's vulnerability or tendency of acting out with sexually aggressive behavior shall be monitored and any specific occurrence or information shall be noted and considered in connection with any relocation or transfer to another facility. The Classification Section shall screen the inmate's record prior to



transfer for any history of sexual vulnerability or sexually aggressive behavior and shall advise the receiving facility, and each in-transit facility, of any such history.

J. Inmate Classification File

1. The Classification Section will ensure every inmate's classification file is kept current and contains the following information:
  - a. Classification Assessment and Reassessment Information
  - b. Custody Level and Sexual Violence Propensity Information
  - c. Housing assignment and relocation information
  - d. Administrative Segregation Orders
  - e. Disciplinary Reports and Corrective Consultations
  - f. Inmate Transfer Summary Form
  - g. Completed Inmate Request / Complaint Forms
  - h. Form 98
  - i. Information generated through the Reclassification Committee
  - j. Work assignments and other Inmate Worker documentation
  - k. Other pertinent memos and / or reports
2. Active / Inactive Status
  - a. According to statute, Classification Files will be retained for a minimum of 4 years with the exception of those Inmates sentenced to death which will be retained indefinitely.
  - b. Records of inmates returning from other locations (JAOT), such as hospitals, jails, furloughs, etc., are reactivated indicating the new housing unit assignment on the date of the inmate's return to custody.

K. Objective Classification Audit Review

A monthly internal audit will be conducted of the classification system and submitted to the Classification Lieutenant or designee for approval. The records to be audited must be selected in a random and systematic manner and must represent both inmates presently incarcerated and those previously detained. The audit shall assess the following features of the objective classification system:

1. The inmate's housing assignments are based on their assigned Custody Level and Sexual Violence Propensity Code.
2. Reassessments are completed within thirty days of the Initial Screening Classification and every ninety days thereafter.
3. Overrides are completed appropriately and in an objective manner.