PURPOSE: To ensure the safety and security of staff, inmates, and the facility, a classification system is required. A classification system provides for the uniform application of objective criteria in assessing inmate risks and needs to determine security levels for the purpose of housing. Further, it provides a vehicle by which every inmate is re-evaluated on a regular basis and to further the principles of direct supervision by managing those committed to our custody as people with as much dignity and respect possible in the regulated environment required of a detention facility.

I. Definitions

A. Classification - The process by which the inmate population is objectively evaluated for housing and management conditions.

B. Reclassification - The process by which classification of inmates is reviewed taking into consideration changes in the inmate’s circumstances such as legal status, physical condition, administrative status, and all other criteria previously considered in their initial classification.

C. Indirect supervision pod (medium/maximum security) - A housing pod where inmates are assigned to individual rooms (housing unit) with a common dayroom and monitored by a detention deputy from an enclosed control station.

D. Direct supervision pod (medium/maximum security) - A housing pod where inmates are assigned to individual rooms (housing unit) with a common dayroom and monitored by a detention deputy from a control station located in the dayroom.

E. Direct supervision dormitory pod (minimum/medium security) - A housing pod where inmates are assigned a bed in a dormitory setting with a common dayroom.
and monitored by a detention deputy from a control station located in the dayroom.

F. Jail Annex dormitory pod (minimum/medium security) - A housing pod where inmates are assigned a bed in a dormitory setting with a common dayroom and monitored by a detention deputy from a control station.

G. Protective custody - A designated housing area separating certain at-risk classified inmates from the general population.

H. Special Housing Unit Dorm (SHU) – A designated housing area separate from the general population for those inmates that have new criminal charges against minors and registered offenders that original charges are sexual charges related to minors.

1. The classification corporal, sergeant, or booking sergeant in their absence, will be responsible for selection of inmates to be housed in the SHU Dorm. If there is an overflow of inmates for SHU, the inmates will be housed in Protective Custody (PC) until a bed in the SHU Pod is open.

2. Inmates with sexual charges related to minors who have other charges or behavior indicating the potential to be violent will not be housed in the SHU Dorm but may be housed in PC.

I. Disciplinary detention - Designated housing in a medium/maximum pod with restricted privileges and dayroom access for inmates who violate facility rules and regulations that are related to security, safety, order and control of the facility.

J. Restrictive Housing - Individual management conditions established for inmates who require some limits on their access to activities and/or dayroom, have found to be in violation of the inmate disciplinary system, or represent a significant or serious menace to facility safety and security. Inmates on restrictive housing status are housed only in a medium/maximum pod.

K. Special handling - Inmates who require some accommodation(s) due to a handicap, medical/mental health concerns, or require separation from other identifiable inmates while in custody. Special handling inmates may be housed with the appropriate general inmate population based on their classification.

L. Alert - A managerial notation for identifying special conditions or security and safety concerns regarding individual inmates will be entered into the Jail Management System (JMS).

M. Double bunking inmates –Housing two inmates similar in size, age, and housing classification in a lower and upper bed (bunk bed). Medical conditions and/or restrictions or the ability of the inmate to climb into the upper bunk must also be considered.
I. Classification Criteria
   A. To assure accurate assessment of security risks in order to minimize violations of law and regulations within the facility.
   B. To assess the projected manageability of inmates in a particular function or type of housing.
   C. To identify and separate certain types of inmates for their own protection or for the protection of the detention staff and other inmates.
   D. To promote timely processing of inmates from the reception stage to permanent housing.
   E. To assure consistency in the classification decision making process.
   F. Lack of available space in the facility may necessitate the temporary housing of an inmate in a security level other than their classification may require.

III. Elements of the Classification Process
   A. Background
      1. An examination of the documents that accompany the inmate or documents submitted by the transporting officer.
      2. A records check to verify criminal history and/or warrant information.
   B. Personal Attributes
      1. Behavior
         a. Is the inmate cooperative or defiant?
         b. What type of behavior does the inmate display? (Aggressive, Violent, Timid, Extreme Emotionalism, etc.)
         c. If the inmate has been in the facility before, what was their behavior history then?
         d. Has the inmate indicated they have a lifestyle which might put them at risk from other inmates, such as declaring their homosexuality or trans-sexuality?
2. **Stature**
   a. Could the inmate's size affect their interacting with other inmates?
   b. Does the inmate exhibit physical/social traits which could create management problems with other inmates, such as cross gender masculinity/effeminacy?
   c. Could the inmate's age be a factor affecting their ability to get along with other inmates or in being victimized by other inmates?

3. **Physical Impairment** - any inmate that falls under any of the following concerns will be referred to the appropriate medical/mental health staff as soon as possible for evaluation and will be housed in an area most suitable to their classification and special needs in accordance with medical/mental health staff recommendations.
   a. Does the inmate have a serious medical ailment that may require close medical supervision, or segregation?
   b. Does the inmate display a continuous pattern of bizarre behavior, senility, or possible suicidal tendencies?
   c. Does the inmate have a temporary or permanent physical disability that may require special accommodation, assistance of other persons, or the use of prosthetic devices or equipment such as crutches and/or a wheelchair?

4. **Current criminal status**
   a. Is the inmate charged with a violent crime, such as murder, robbery, or sexual assault against another person?
   b. Is the inmate charged with a crime against an LEO?
   c. Is the inmate charged with a crime involving a child?
   d. Is the inmate charged with a crime that is generally regarded as heinous, sensational, or is a highly publicized crime?
   e. Is the inmate in custody for something other than an alleged criminal offense, such as a material witness, or for contempt of court?
5. Level of threat to facility security or to the inmate's safety
   a. Is the inmate currently charged with escape, attempt escape, aiding and abetting escape, have a history of escape(s) or been convicted of one of these crimes?
   b. Is the inmate a known gang member or a member of a criminal syndicate?
   c. Is the inmate a member of a group/organization that advocates violence or hatred towards other segments of the population, such as white supremacy, or a known terrorist (national/international)?
   d. Is the inmate an informant?
   e. Is the inmate a prominent member of the community or a member of the criminal justice system?
   f. Is the inmate a foreign national?

IV. Classification Intake

A. The classification staff will conduct a face-to-face interview with the inmate after it has been determined the inmate will not be released from custody. Usually, this occurs within the first 72 hours of custody.

B. After completing the interview, the classification corporal will complete the initial custody assessment scale. This is a process to determine at what custody level the inmate will be housed.

C. After completing the classification process, the classification sergeant will periodically review the paperwork. The sergeant will either agree with the findings or issue an override.

V. Classification and Placement

A. The guidelines for housing pod assignment are:

   1. Dormitory pods:
      Current charges misdemeanor, traffic, and non-violent felonies;
      Neither non-violent nor any special management conditions in prior incarceration(s);
      Current behavior compliant with direct supervision;
      Overall low escape risk or threat to jail security;
      Low risk factors to inmate's welfare from other inmates

   2. Dormitory / Direct Supervision:
      Current charges misdemeanor, traffic, and non-violent felonies;
Neither non-violent nor any special management conditions in prior incarceration(s);
Current behavior is questionable for a dorm setting;
Low risk factors to inmate's welfare from other inmates;
Meets Direct Supervision guidelines with a record of minimal disciplinary reports;
Normally Medium Custody overflow to go to dorm setting;

3. Direct Supervision:
   Current charges are primarily non-violent felonies, or violent felonies with behavior compliant to direct supervision;
   Neither non-violent nor any special management conditions in prior incarceration(s);
   Current behavior compliant with direct supervision;
   Overall low to medium escape risk or threat to jail security;
   Low to medium risk factors to inmate's welfare from other inmates

4. Direct / Indirect Supervision:
   Current charges are primarily non-violent felonies, or violent felonies with behavior compliant to direct supervision;
   Neither non-violent nor any special management conditions in recent prior incarceration(s);
   Current behavior compliant with direct supervision;
   Medium escape risk or threat to jail security;
   Medium risk factors to inmate's welfare from other inmates;
   Normally Maximum custody overflow to go to Direct Pod setting

5. Indirect Supervision:
   Primarily felony current charge(s) but not restricted to felonies;
   Exhibited violence and/or was under special management conditions/sanctions in prior incarceration(s);
   Current behavior non-compliant with direct supervision;
   Overall medium to high escape risk and/or threat to jail security;
   Medium to high risk factors to inmate's welfare from other inmates

6. High Risk:
   Current charges are high profile cases;
   Violent behavior;
   High escape risk or threat to jail security;
   High risk factors to other inmates and staff

7. Protective Custody Pod:
   At risk in general population;
   Overflow from SHU;
   Inmate displays the possibility of violent behavior and has sexual charges related to minors

8. Special Housing Unit:
Current charges are sexual charges against minors;  
Prior convictions for sexual crimes against minors;  
Neither non-violent nor any special management conditions in prior incarceration(s);  
Current behavior compliant with direct supervision;  
Overall low escape risk or threat to jail security

9. Youthful Offender Cells:  
Juvenile offenders ordered by the court to be housed in the adult detention facility;  
Special management inmates when no juveniles are in custody

10. ADA (Americans with Disabilities Act) Compliant Cells:  
Any inmate with limited mobility and/or requires the use of a wheelchair/walker needs to be housed in on the following cells for ADA compliance: 1243, 1843, 2243, 901, 10001, 13001, 14001, 16001, 19001, 20001, 1103, 1130, 1703, 1730, 2103, and 2130. Exceptions will be made for inmates who need to be housed in the Clinic, as determined by medical staff.

B. Double Bunking Guidelines
Inmates that are classified Minimum and Medium only  
Inmates with a suggested housing unit of Dorm or Direct pods  
Inmates with sex crimes or violent crimes against persons will classify as Maximum or have an alert of “DO NOT DOUBLE BUNK”

C. No inmate has any interest or right to a particular housing assignment. Classification corporals will review inmate housing assignments as needed and have the authority to reclassify and place an inmate in the type of housing necessary to best manage the inmate. Any sergeant and higher authority will be allowed to override classification decisions for the benefit of the detention facility and must document the reason for the adjustment in the classification module in the JMS.

1. A designated pod may be used to house inmates pending classification and transfer to the appropriate housing pod. When possible, all non-classified inmates should go through the classification housing units before going to general population.

2. Inmates may be reclassified to an alternate housing pod or housing unit if their circumstances change as a result of court decisions, behavior problems, and medical/mental changes.

3. Inmates may be reclassified to an alternate housing pod for violations of housing rules in accordance with existing policy as outlined in the inmate handbook.

4. Once an inmate has been classified and housed, all detention personnel
should remain cognizant of classification criteria. If a deputy believes an inmate's classification should be modified, they will notify a supervisor.

D. If during the classification process a concern for the inmate's safety, safety of the staff or other inmates, or to facility security is noted, an alert will be created.

E. The use of colored inmate clothing is used to enhance visual security concerns but its use does not reflect an individual inmate’s security risk. The following statements are generalities that are covered in other detention bureau policies.

1. Orange is used for inmates assigned to the general population. Included in the general population are inmates that:
   a. May have misdemeanor or felony charges
   b. Range from low to high security risk
   c. May or may not be compliant with direct supervision
   d. May or may not be under current administrative segregation conditions

2. Green is used for inmates who have been classified as an incompatible detainee because there is another inmate(s) currently in the facility they must not have contact with during their confinement. Incompatible inmates are part of the general inmate population.

3. Red is used for inmates who are under current disciplinary sanctions or identified as a threat to staff or security.

4. Tan is used for those inmates selected for facility/laundry inmate worker status. Included in the inmate worker population are inmates that:
   a. Have misdemeanor or low severity felony charges
   b. Are considered a low security risk
   c. Are compliant with direct supervision

5. Orange and white striped is used for inmates who are kitchen inmate workers.

6. Yellow is used for inmates on suicide watches and racked medical watches.