INDIANA DEPARTMENT OF CORRECTION
ADULT OFFENDER CLASSIFICATION
POLICY MANUAL
November 1, 2015

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IV. CLASSIFICATION: FUNCTION AND PROCESSES

A. Departmental Classification: Basic Objectives, Principles, and Responsibilities:

1. The objectives of the adult offender classification system are to:
   a. Assign offenders to the least restrictive security and custody levels consistent with the goal to protect the community and ensure the safety of staff and other offenders,
   b. Work closely in conjunction with Unit Teams to identify the risks and needs of each offender that lead to the offender’s criminal behavior; and,
   c. Provide the Department with an effective, comprehensive management tool.

2. The basic principles of the classification system are:
   a. The application of a validated classification designation instrument in classification decisions;
   b. The application of consistent and uniform classification procedures throughout the Department;
   c. The standardization of the manner in which classification units function throughout the Department including the use of standardized forms; and,
   d. Maintain staff accountability in the classification process.

3. The responsibility of the classification system is to:
   a. Evaluate newly committed and recommitted offenders;
   b. Determine the appropriate degree of security for committed offenders;
   c. Conduct Pre-Dispositional Diagnostic Services for the Courts;
d. Work with Unit Team to identify the specific needs of offenders that should be addressed in order to maximize their potential for successful reintegration back into the community.

e. Assign and reassign offenders to facilities and programs;

f. Conduct an annual classification review of each offender;

g. Meet the Department’s operational needs and offenders’ program needs by monitoring, evaluating, and implementing offender assignment opportunities;

h. Conduct classification hearings to determine appropriate offender assignments; and,

i. Provide for an appeal process.

B. Staff Responsibilities:

1. The Commissioner is responsible for the classification and assignment of committed offenders and may delegate such powers to a staff person.

2. The Deputy Commissioner of Operations is responsible to the Commissioner for the operation of the Department’s Classification functions.

3. The Commissioner has designated the Executive Director of Classification as the Commissioner's designee in matters of departmental classification and to be responsible to the Commissioner through the Deputy Commissioner of Operations. The Executive Director of Classification has been assigned the following duties to:

   a. Coordinate the Department's classification system;

   b. Interface with the judicial system as it relates to interpretations and applications of classification services;
c. Develop, implement, operate, monitor, evaluate, and revise the Department's classification system as it relates to the mission of the Department and the various facilities;

d. Coordinate classification services as they relate to special offender populations within the Department;

e. Act as the Commissioner's designee in the transfer of offenders between the Department's facilities;

f. Respond to inquiries and appeals concerning an offender's placement at a particular facility;

g. Cause annual classification reviews to be conducted;

h. Cause offender population research to be conducted;

i. Provide budgetary input to the Executive Staff regarding classification services;

j. Supervise the Offender Record Management Section;

k. Supervise the Offender Placement Section; and,

l. Supervise the Sentence Computation and Release Unit;

m. Supervise the Operational Support Section.

4. A "designee" may act in the stead of any facility or Central Office position listed throughout this policy and administrative procedure.

5. The following Central Office staff performs classification activities as presented in this policy and administrative procedure:

a. Executive Director of Classification;
b. Supervisor of Offender Placement;
c. Director of Operational Support;
d. Classification Analyst;
e. Supervisor of Sentence Computation and Release Unit;
f. Sentence Computation and Release Quality Assurance Supervisors;
6. The Wardens are responsible for the operation of their respective facilities including the intra-facility classification and assignment of offenders.

   a. Where there is authorization for a Supervisor of Classification, the Warden supervises that position through the Deputy Warden of Operations.

   b. Where there is no authorization for a Supervisor of Classification, the Warden shall designate one or more staff persons to perform duties relating to classification.

   c. The Warden is the final administrative review for intra-facility classification decisions and intra-facility classification appeals.

   d. The Warden shall provide for an ongoing, in-house classification training program to ensure that all staff members involved in offender classification are cognizant of the overall procedures and their individual roles and responsibilities in offender classification, assignment, and reassignment.

   e. The Warden shall provide for the timely dissemination of changes in classification to all pertinent facility staff.

7. The Supervisor of Classification has the following responsibilities:

   a. Coordinate overall facility classification services, including:

      (1) Annual Classification reviews;
      (2) Administrative Restrictive Status Housing reviews; and,
      (3) A&O Unit orientation programming

   b. Classify and assign offenders to their initial housing, program or unit;
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c. Provide classification support services to Unit Teams;
d. Approve or deny Unit Team classification recommendations as deemed necessary;
e. Coordinate reclassification and intra-facility reassignments;
f. Develop and administer facility operational procedures related to classification;
g. Process inter-facility transfer requests to the appropriate Central Office Classification Analyst;
h. Supervise facility offender releases;
i. Supervise the management of the facility Offender Records area;
j. Provide classification staff training as needed;
k. Maintain an on-going review of the offender information system and Offender Case Management System classification data;
l. Perform other duties as assigned; and,
m. Along with the Unit Team Managers, ensures the quality of reports and classification information generated within the facility.

8. The following facility staff performs classification activities as presented in this policy and administrative procedure:

a. Supervisor of Classification
b. Classification Specialist;
c. Case Worker
d. Correctional Release Assistant;
e. Case Work Manager;
f. Unit Team Manager.
C. Classification Considerations:

All persons involved in offender classification decisions may apply the following considerations:

1. The circumstances surrounding the present commitment.
2. The Classification Designation Instrument results;
3. The current population levels of the facilities or programs considered appropriate for the offender.
4. The degree of custody control necessary for the protection of the public, staff, other offenders, and the offender being considered.
5. Appropriate criteria.
6. Any additional relevant matters.
7. The fixed term(s) of incarceration.
8. Criminal history.
9. Information contained in the pre-sentence material.
10. Information provided by the intake unit.
11. The likelihood of the offender's successful re-entry into the community.
12. The offender's:
   a. Academic and vocational functioning level
   b. Medical code
   c. Emotional adjustment
   d. Social history
   e. Disability code
   f. Mental Health Code
   g. Employment history
   h. Department-recognized gender identity
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13. The offender's current credit class.
14. The offender's current Work Release Category.
15. The offender's facility conduct, program, or work record.
16. The offender's need for special therapy or programs including education, employment, or training available in specific facilities.
17. The Department-Wide Administrative Restrictive Status Housing Behavior Modification Plan, if applicable.
18. The sentencing court recommendations.
20. The desirability of keeping the offender in a facility or program near that offender's area of residence.
21. The personal desires of the offender.
22. The Indiana Risk Assessment System (IRAS).
23. The Offender’s Case Plan.
24. The facility packet.

D. Types of Classification Hearings:

1. The following types of classification hearings may be conducted at facilities:
   a. Administrative Restrictive Status Housing;
   b. Initial classification and assignment at a facility;
   c. Annual Classification Review;
   d. Initial classification assignment at an intake unit;
   e. Inter-facility transfers;
   f. Intra-facility reclassification;
   g. Mental health; and,
   h. Protective Custody.
E. Classification Committee Structure:

1. Classification committees are composed of at least one (1) or more staff persons.

2. The Chairperson of the classification committee may be:
   
   a. Supervisor of Classification.
   b. Unit Manager.
   c. Designated staff person.

3. The Chairperson of the classification committee shall be responsible for the operation of the classification committee including the completion and distribution of documents resulting from the Classification hearing.

F. Classification Committee Process:

The following due process procedures shall be followed during a classification committee hearing:

1. The offender is to be given 48 hours’ notice of all Annual Review Hearings unless waived by the offender in writing or precluded for security or other substantial reasons. If the 48 hour notice is precluded, the reasons are to be noted on the Classification Hearing Report. The offender is to be notified by completing State Form 7262, “Annual Review Hearing Notification.”

2. The offender is to be present throughout the hearing unless security is jeopardized. The hearing may be held in the offender's absence under certain circumstances. The reasons for the offender's absence shall be documented on State Form 3412, “Classification Hearing Report;

3. Discuss with the offender the information on which the recommendation is based;

4. Allow the offender to challenge and present information;

5. Consider all information;
6. Render a recommendation and notify offender of the recommendation; and,

7. Submit the recommendation to the Supervisor of Classification.

G. Supervisor of Classification Action:

1. Intra-facility classification decisions:
   a. Receive all relevant documents;
   b. Review Unit Team classification decisions;
   c. Render and implement decisions;
   d. Cause the offender to be notified of the decisions; and,
   e. Distribute the completed Classification Hearing Report:
      (1) Original to offender packet,
      (2) Copy to offender,
      (3) Copy scanned and indexed into the IRIS system.

2. Inter-facility transfer recommendations:
   a. Complete Section 12 on the State Form 44355, “Report of Inter-Facility Transfer;”
   b. Submit State Form 44355 to the Warden; and,
   c. Distribute the completed Classification Hearing Report:
      (1) Original to offender packet,
      (2) Copy to offender,
      (3) Copy scanned and indexed into the IRIS system.

H. Warden Action:

1. Intra-facility classification decisions:
   a. Take appropriate action concerning the decisions; and,
   b. Cause the classification decisions to be monitored by a designated staff person.

2. Inter-facility transfer recommendations:
   a. Complete Section 13 on State Form 44355, “Report of Inter-
Facility Transfer;” and,
b. Submit the State Form 44355 to appropriate Classification Analyst in Central Office.

I. Central Office Classification Analyst Action:

Inter-facility transfer decision:

1. Render a final decision on offender's facility placement;

2. Complete Section 14 on the State Form 44355;

3. If the facility's recommendation is approved, cause a State Form 1736, “Transfer Authority,” to be issued at the appropriate time; and,

4. Return the completed State Form 44355 to the affected facility's Supervisor of Classification.

J. Classification Decisions Appeal Process:

1. Intra-facility classification decisions:

a. Offender receives a classification decision from the Supervisor of Classification;

b. If the offender decides to appeal the decision, the offender shall:

   (1) Submit a written appeal within ten (10) working days from the date that the offender received the classification decision;

   (2) Submit the appeal on the State Form 9260, “Classification Appeal;”

   (3) Attach relevant documents to the appeal form as deemed necessary; and,

   (4) Submit the appeal form and all other documents to the Warden.

c. The Warden shall:
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(1) Receive the intra-facility classification decision appeal;
(2) Cause the appeal to be reviewed;
(3) Render a decision on the appeal;
(4) Complete the State Form 9260, “Classification Appeal;”
(5) Cause the offender to be provided with a copy of the completed State Form 9260;
(6) Cause the original completed State Form 9260 and supporting documents to be scanned and indexed into the IRIS system, and filed in the offender facility packet;

The Warden is the final administrative review for intra-facility classification decisions and intra-facility classification appeals.

2. Inter-facility classification transfer decisions.

a. The offender is informed of the final decision by the Supervisor of Classification.

b. An offender may not appeal a discretionary inter-facility transfer decision sooner than one (1) year from the date of the last denial of an appeal. This includes placement in a Departmental Administrative or Long Term Disciplinary Restrictive Status Housing.

c. The offender may appeal a decision based on discretionary reasons, (overrides based on ‘good correctional judgment’ and not Criteria, Score or Time Restrictions) by:

(1) Submitting a written appeal within ten (10) working days from the date that the offender received the Classification Analyst's decision on a Classification Appeal, State Form 9260;
(2) Attaching relevant documents to the appeal form as deemed necessary; and,
(3) Submitting the appeal form and all other documents
ADULT OFFENDER CLASSIFICATION

to:

Executive Director of Classification
Department of Correction
E329 Indiana Government Center South
302 W. Washington Street
Indianapolis, IN 46204

(4) Appeals for placement in Departmental Disciplinary and Administrative Restrictive Status Housing are to be made directly to:

Deputy Commissioner of Operations
Department of Correction
E329 Indiana Government Center South
302 W. Washington Street
Indianapolis, IN 46204

d. Deputy Commissioner (or designee) or Executive Director of Classification (or designee) shall:

(1) Receive the offender appeal;
(2) Cause the appeal to be reviewed;
(3) Cause a decision to be made on the appeal;
(4) Cause the completion of State Form 9260, “Classification Appeal;”
(5) Cause a copy of the completed State Form 9260 to be sent to the offender via the Warden; and,
(6) Cause the original completed State Form 9260 and supporting documents to be scanned and indexed into the IRIS system, and filed in the offender Central Office packet.

e. Warden shall:

(1) Receive the copy of the completed State Form 9260 from the office of the Executive Director of Classification;
(2) Cause the offender to be provided with a copy of the completed State Form 9260; and,
(3) Cause the copy of State Form 9260 to be scanned and
indexed into the IRIS system, and filed in the offender facility packet.

f. The Executive Director of Classification, as the Commissioner’s designee, is the final administrative review for inter-facility classification decisions, except for placement in Departmental Disciplinary and Administrative Restrictive Status Housing.

3. State Form 7263, “Classification Designation Instrument.”

a. There is no appeal to Classification Designation Instrument based on NON-DISCRETIONARY decisions such as SCORE, CRITERIA, or TIME RESTRICTIONS. If an offender believes inaccurate information was used in the completion of the Classification Designation Instrument, the offender may challenge the information in writing to the Warden. The Warden's decision is final on these issues.

b. If the CLASSIFICATION DESIGNATION INSTRUMENT is based on a DISCRETIONARY decision, an offender may first appeal to the Warden for relief. The Warden's decision may be appealed to the Executive Director of Classification utilizing the process outlined in this section.

c. An initial classification decision from a Department Intake unit (i.e. RDC, RTI) that is based on a DISCRETIONARY decision shall be appealed directly to the Executive Director of Classification.

d. An offender whose current classification is based on a DISCRETIONARY decision may not request to have a new CLASSIFICATION DESIGNATION INSTRUMENT completed prior to the next annual review.

4. The awarding of program credit time awards, application of jail time credit and any other statutory-driven actions are not appealable under this policy and administrative procedure.
VIII. OFFENDER RECLASSIFICATION INTRA-FACILITY MOVEMENT (See Operational Procedure):

A. Reclassification Considerations:

1. Requests for reclassification are to be heard by classification committees in a reasonable period of time after submission.

2. The request for reclassification may be initiated by:
   a. A Department staff member or committee.
   b. The offender.

3. The request may be for any assignment for which the offender:
   a. Is qualified;
   b. Satisfies the degree of Custody control required; and,
   c. Satisfies the offender’s identified program and service needs.

4. Changes in bed assignments within a housing unit or a group of similar housing units within a Unit Team do not require reclassification processing.

5. Changes in education or work assignments within the same assignment area do not require reclassification processing.

6. After an offender has received an assignment, he/she may not submit a similar type of reclassification request sooner than ninety (90) calendar days from the date of the assignment. An offender may not submit a transfer request sooner than three hundred sixty-five (365) calendar days from the date of a prior decision or date of a transfer, whichever is the latest.

7. Staff may request an Intra- or Inter-Facility change at any time.

8. If an offender has a detainer/warrant removed or a change in other criteria that had prevented a lower security placement, staff is to reclassify the offender using the updated information, as soon as reasonably possible.
9. Reassignment from X-Row

When an offender with a death sentence is moved from X-Row for any reason, the Warden shall notify the Executive Director of Classification and the appropriate Regional Director.

B. Types of Reclassification Hearings

Reclassification Hearings are to be conducted through Unit Team as established in the administrative procedure for Policy 01-07-101, “The Development and Delivery of Programs, Pre-Release, and Case Management.”

1. Education, Work, Program Assignment. All non-disciplinary reclassification requests shall be accompanied by State Form 3380, “Offender Evaluation and Performance Report.” Reclassification is not to be used as a substitute for disciplinary action.

2. Housing Assignment.

3. Administrative Restrictive Status Housing.
   a. Admittance.
   b. Reviews (All administrative restrictive status hearings shall be in accordance with the time frames established in the administrative procedure for Policy 02-01-111, “The Use and Operation of Adult Offender Administrative Restrictive Status Housing Units”).

4. Protective Custody
   a. Admittance
   b. Reviews (All protective custody hearings shall be in accordance with the time frames established in the administrative procedure for Policy 02-01-107, “The Use and Operation of Adult Offender Protective Custody”).
C. Reclassification Format:

1. All reclassification requests are to be initiated by use of State Form 3412, “Classification Hearing Report.”

2. Classification Committee/Unit Team Committee
   a. Reviews request.
   b. Reviews Case Plan and Indiana Risk Assessment System (IRAS).
   c. Meets with the offender and recommends the appropriate assignments within the facility taking into consideration the Case Plan and IRAS.
   d. Makes recommendation concerning the request to Supervisor of Classification.

3. Supervisor of Classification (or designated classification staff)
   a. Renders decision concerning the request.
   b. Informs Unit Team and the offender of decision, in writing. If the decision was to deny the request, the Supervisor shall note the reasons for the denial to the Unit Team and the offender.
   c. Implements decision.
   d. Ensures reclassification documents are filed in offender's packet.

4. Offender may appeal decision to the Warden.

5. The Warden renders the final decision on all intra-facility classification appeals. The Warden’s decision shall be documented with a copy of the Warden’s decision forwarded to the offender and copies filed in the offender’s packet, scanned and indexed into the IRIS system.
6. An operational procedure shall be developed by each facility to establish work and program criteria and indicate how and by whom these processes shall be completed.

7. The operational procedure shall be reviewed annually in accordance with Policy and Administrative Procedure 00-04-101, “The Development, Approval, and Implementation of Policy.”
X. INTER-FACILITY TRANSFERS:

A. Transfer:

1. Facility staff may request transfer of an offender to another facility or program.

2. Central Office staff may request transfer of an offender to another facility or program.

3. An offender may request transfer to another facility or program.

4. Department staff may process an offender voluntarily or involuntarily, on a routine or emergency basis, consistent with this policy and administrative procedure.

B. Transfer Considerations:

1. The following may be the basis for consideration of an offender transfer:

   a. Administrative reasons.
   b. Age.
   c. Best interests of the community, the Department, or the offender.
   d. The results of an offender’s classification as indicated on State Form 7263, “Classification Designation Instrument.”
   e. Continual, serious, maladaptive behavior.
   f. Court recommendation.
   g. Dental/medical treatment.
   h. The results of an offender “Behavior Modification Plan,” State Form 56393, if applicable.
   i. Department-recognized gender identity
   j. Disciplinary reasons.
   k. Appropriate classification.
   l. Psychiatric or psychological treatment.
   m. Offender cannot or will not benefit from existing programs.
   n. Offender is an escape or security risk.
   o. To allow the offender to be closer to home and family and/or increase visits for the offender.
   p. To allow the offender to take advantage of educational, work,
or other program opportunities in another facility.

q. To leave protective custody and enter general population.
r. To protect the offender, other offenders, or staff persons.
s. Work Release Category assignment.

2. The major principle underlying a transfer request shall be to house the offender in the least secure facility for which the offender properly qualifies. Staff is to process for transfer any offender who has criteria changes that no longer prohibits the offender from being transferred as soon as reasonably possible.

3. Due to the vast number of variables involved, there is no established time frame in which an offender’s transfer will be scheduled.

C. Administrative Responsibilities and Actions:

1. Transfer Request Initiation.
   
a. Offender Initiated:

   Offender submits request in writing to Unit Team. Offender may not submit a transfer request sooner than one (1) year from the date of a prior decision or date of a transfer, whichever is the latest, unless a criteria, score or time restriction factor prompting the denial has changed.

b. Facility Initiated:

   Facility submits State Form 44355, “Report of Inter-Facility Transfer.” (Note: Facility-initiated lateral transfers shall have supporting documentation to include, but not limited to, the Warden’s letter outlining the basis for the transfer request, and/or Monitoring Status forms or other applicable information).

c. Administration Initiated:

   Central Office notifies facility to initiate State Form 44355, “Report of Inter-Facility Transfer.”
2. After eligibility is determined, and prior to transfer, a classification transfer hearing will be conducted. Completion of State Form 3412, “Classification Hearing Report,” along with a new Classification Designation Instrument, is required.

3. Supervisor of Classification or Designee Action:

   Supervisor of Classification causes Section 1-12 of the State Form 44355, “Report of Inter-Facility Transfer,” to be completed, and forwards all material to the Warden.

4. Warden Action:

   The Warden completes Section (13) of State Form 44355, “Report of Inter-Facility Transfer.” The State Form 44355 is returned to the Supervisor of Classification, who forwards it to the appropriate Central Office Classification Analyst.

5. Central Office Classification Analyst Action:

   a. Renders a final decision by completing Section 14 of State Form 44355, “Report of Inter-Facility Transfer,” and completes the approval of the Classification Designation Instrument;

   b. Notifies the sending facility of the decision, in writing, via a copy of the completed State Form;

   c. Causes State Form 1736, “Transfer Authority,” to be issued (if approved);

   d. Causes a copy of the State Form 44355 to be forwarded to the Central Office Records Section for appropriate scanning and indexing.

6. Executive Director of Classification Action:

   a. Renders final decision on Classification Appeals relating to inter-facility classification matters, excluding decisions pertaining to Department-wide restrictive status housing.
b. Receive Appeal Response from Deputy Commissioner or designee relating to decisions pertaining to an offender’s admission to, or removal from, Department-wide restrictive status housing.

c. Causes a copy of appeal and response to be scanned and indexed into IRIS. Causes responses to be forwarded to the assigned facility who shall ensure the offender receives a copy and a copy is placed into the offender’s packet.

7. Referring Warden's Action:

Upon receipt of a completed State Form 1736, “Transfer Authority,” the Warden shall ensure that the offender, the offender’s property, all offender facility/medical packets, and any necessary medications as provided by medical staff are transported to the receiving facility on the effective date of the Transfer Authority;

8. Receiving Warden's Action

a. Accept offender with a properly completed State Form 1736, “Transfer Authority;”

b. Receives complete offender facility/medical records;

c. Receives the offender’s property; and,

d. Receives any medications transferred with the offender.

D. Emergency Transfers:

1. Emergency Inter-facility transfers may be initiated by the Warden when the Warden determines that an immediate transfer is in the best interests of the Department, the facility, the offender, and/or the community.

2. During non-working hours, weekend and holidays, emergency transfers shall be processed as follows:

a. The Executive Director of Classification shall be contacted;

b. The referring facility **must** send to the appropriate Classification Analyst, a State Form 44355, “Report of Inter-Facility Transfer,” along with all other relevant materials on
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the morning of the first business day after the transfer has taken place; and,

c. The Facility and Medical Packet must accompany the offender or, if unavailable to transporting staff, be transported to the receiving facility the next day.

3. During regular working hours, emergency transfers shall be processed as follows:

a. The Supervisor of Classification of the referring facility is to contact the appropriate Classification Analyst by telephone;

b. A State Form 44355, “Report of Inter-Facility Transfer,” is to be completed and forwarded to the Classification Analyst along with all relevant material.

c. The Classification Analyst will issue the State Form 1736, “Transfer Authority,” to the referring and receiving facilities.

E. If an offender is assigned to a specialized unit within a specific parent facility (e.g., WVS, WCU, SNU, NCP, etc.) and the transfer is an on-grounds, internal transfer on a temporary basis for medical/psychiatric reasons only, the offender may be moved temporarily without requiring a Transfer Authority as ordered by the appropriate Health Care and/or Mental Health professional. The offender’s bed will be “held” for the offender while the offender is in the temporary assignment (e.g. infirmary). This waiver of the Transfer Authority does not apply to Level 1 facilities. If the transfer requires a move outside the parent facility, this waiver of the Transfer Authority does not apply. The Executive Director of Classification and the appropriate Classification Analyst shall be notified via e-mail for transfers. This notification shall only apply for WVS, WCU, SNU, NCP, the mental health unit at Pendleton Correctional Facility, and the Department-wide Administrative Restrictive Status Housing Unit (DWARSH).

F. Certain offenders with Mental Health Code “C” may be transferred to a Level 1 facility, the Branchville Correctional Facility, or the Madison Correctional Facility (Appendix XV-D1 lists the Level 1 facilities that can house offender with a Mental Health Code “C”). Offenders must meet all the criteria for assignment to the recommended facility. Prior to submitting a request to transfer these offenders, the Supervisor of Classification shall ensure the
facility Mental Health staff is contacted and a MENTAL HEALTH STATUS form is completed. The Mental Health staff shall indicate in the “comments” section whether the offender is suitable for placement at these facilities. If there is a question regarding the offender’s suitability for this assignment, the designated Mental Health staff shall contact the Executive Director of Mental Health and Special Populations or the contracted medical provider’s Regional Director for Behavioral Services. Once the final recommendation has been made, the Supervisor of Classification shall ensure a note is included in the Classification Designation Instrument indicating the recommendation of Mental Health staff.
XIII. CONSIDERATIONS FOR OFFENDER CELL ASSIGNMENTS

The following considerations and procedures are to be applied whenever an offender is provided a housing assignment that will consist of the offender being double-celled with another offender, whether the move is an intra- or inter-facility assignment.

A. When an offender is being prepared for transfer to another facility, designated staff at the sending facility shall ensure that all information pertaining to that offender, including confidential information (such as Mental Health, Medical, Security Threat Group [STG], and Investigations and Intelligence [I and I]) which may be useful in the classification and assignment of the offender at the receiving facility is sent with the offender’s facility packet.

The sending facility designated staff shall notify, via e-mail, the Warden of the receiving facility if there are any special circumstances that need to be considered during the classification and assignment of the offender. These special circumstances may include, but are not limited to:

- Monitoring status
- Designation as a Likely PREA Aggressor or Likely PREA Victim in which there is a confirmed situation or an assault
- High-ranking STG affiliation, or other known issues
- Assault History
- Recent Escape History
- High Profile cases
- Conduct Issues
- Mental Health/Medical Flags
- Division of Investigations and Intelligence investigations or information that may be needed
- Youthful Offender or Alternatively Sentenced Offender status
- Offender’s Department-recognized gender identity

B. Upon receipt of an e-mail from a sending facility, the Supervisor of Classification shall ensure that any available information provided regarding the offender is forwarded to staff responsible for the intake of the offender and to the Supervisor of Classification or designee. Staff shall review the information provided and review the offender’s offender information system records, IRIS, and any other available pertinent
C. Upon the arrival of an offender following a transfer from another facility, staff shall thoroughly review the offender’s packet, offender information system, IRIS, and any other pertinent information (e.g., Medical, Mental Health, STG, Investigations and Intelligence, gender identity issues, etc.) to determine whether there is any information that might require special consideration in the assignment of the offender to a particular housing unit, or a double-cell assignment.

In reviewing the offender’s packet and offender information system screens, IRIS records, and any other pertinent information, staff shall pay particular attention to the following areas:

1. **Gender Identity**: Used to classify a person as male, female, both, or neither. Gender encompasses aspects of social identity, psychological identity, and human behavior.

2. **Intersex Identity**: Used to classify a person whose reproductive, genetic, or sexual anatomy does not seem to fit the typical definitions of female or male. Intersex identification does not necessarily mean the offender also identifies as Transgender.

3. **Monitoring Status**: Staff shall ensure that offenders who have separatees listed in their records are not placed in the same cell or housing unit as those offenders who are to be separated from them.

4. **PREA Flags**: Determine whether offender has been identified as a likely victim or aggressor. Offenders who have been identified as likely aggressors shall not be placed in the same cell as offenders identified as likely victims.

5. **Security Threat Group (STG) Affiliation**:
   
   A. Offenders who have been identified as STG members may be housed in the same cell as an offender with crimes against women and/or children following review and approval by the Warden. The Warden may delegate the review and approval to the Deputy Warden.

   B. Offenders who have been identified as STG members may
be housed in the same cell as another STG member following review and approval by the Warden. The Warden may delegate the review and approval to the Deputy Warden.

6. Transgender: Used to classify a person whose gender identity and/or expression do not conform to the gender roles assigned to them at birth.

7. Offense – current and prior: Staff shall determine whether the offender’s current or prior criminal offenses might present a danger if the offender is housed with another offender, such as housing a STG offender with an offender with crimes against children.

8. Zachary and other Flags: Offenders with a Zachary or other flag shall not be housed with another offender who has a history of animosity to offenders with those flags or who has been identified as a likely predator or STG member that may impact their ability to reside in the same cell.

9. Offender’s Physical Characteristics: Staff shall review the offender’s physical characteristics, including height, weight, age, etc. Staff shall attempt to assign offenders with similar physical characteristics together so that there are not increased potentials for one offender to take advantage of another offender due to these characteristics. Offenders with significant differences in their physical characteristics should not be housed together whenever possible.

10. Race: Offenders who have been identified as STG members shall not be assigned to the same cell assignment as a member of a different race. For example, Black offenders should not be housed with White STG members or White offenders with Black STG members. Initially, offenders with similar racial backgrounds together should be assigned together whenever possible. However, offenders may be considered for non-separated housing by the Unit Management Team if requested by the offenders and/or it is determined to be in the best interests of the facility. (NOTE: This consideration does not mean that offenders of different races shall not be assigned to the same cells, only that staff shall review the assignment before it is made to ensure that there will not be unnecessary conflict between the offenders.)
11. **Youthful Offender:** Staff shall review the offender’s court documents and demographic data to determine whether the offender is Youth Incarcerated as an Adult (YIA) or Alternatively Sentenced offender (ASJ).

12. **Assault/Conduct History:** Staff shall review the offender’s disciplinary history to determine whether the offender has a history of assault or other violations against a person that might be an indicator of potential problems.

13. **Escape History:** Staff shall review the offender’s criminal history and disciplinary history to determine whether the offender has a history of escape or attempted escape and shall not assign offenders with escape histories together.

14. **Mental Health/Medical/Disability Flags:** Staff shall review the offender’s offender information system’s Flag Screen to determine whether there are any Mental Health, Medical, or Disability Flags which might impact an offender’s ability to be assigned to a cell with another offender.

15. **Earliest Possible Release Date (EPRD):** Staff shall review the offender’s EPRD for consideration in housing assignment. When possible, offenders being assigned to two (2) person cells shall have EPRDs that are somewhat similar. (For example, offenders who have less than five (5) years until their EPRD may be given priority when assignments to double cells are made. Offenders who have five (5) years to fifteen (15) years to serve may be given priority consideration and offenders who have more than fifteen (15) years until their EPRD may be given priority consideration.) Facilities shall attempt to follow these examples; however, housing assignments shall not be delayed or assignments not made simply because of a difference in EPRDs. The operational needs of the facility shall take precedence in the use of the EPRD for housing assignments.

**NOTE:** In addition to reviewing the above considerations in IRIS and the offender information system or JDS, staff shall ensure that the offender’s facility packet is reviewed to ensure that no possible conflicts or considerations are overlooked when assigning the offender to housing.
Staff shall pay particular attention to any of the above considerations in which there is an offender information system or JDS flag, or if other noteworthy issues are found.

D. When making Work/Program assignments staff shall review the above considerations since in some cases offenders assigned to certain work or program assignments may be required to be housed in the same housing unit. Staff shall pay particular attention to any Monitoring status.

E. When considering assigning offenders in the same cell, staff shall complete an, “Offender Comparison Sheet for Double Celling.” Staff shall complete this form and attempt to determine the compatibility of the offenders and whether there are any considerations which may result in a conflict between the offenders. If disparities or other considerations seem to indicate a potential conflict, staff shall note their concerns in the “Comment Section” and not assign the offenders to the same cell. Upon completion of this form, the Unit Management Team shall either approve or deny the proposed assignment. The completed form with the Unit Management Team’s recommendation shall be forwarded to the Warden or designee for final review and approval.