

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number 01-04-101	Effective Date 2/1/2024	Page IV-1	Total Pages IV-14
Title ADULT OFFENDER CLASSIFICATION			

IV. CLASSIFICATION: FUNCTION AND PROCESSES

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

1. The objectives of the adult classification system are to:
 - a. Assign incarcerated individuals to the least restrictive security and custody levels consistent with the goal to protect the community and ensure the safety of staff and other incarcerated individuals,
 - b. Work closely in conjunction with Unit Teams to identify the risks and needs of each offender that lead to the individual'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 individuals;
 - b. Determine the appropriate degree of security for committed individuals;
 - c. Conduct Pre-Dispositional Diagnostic Services for the

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
01-04-101	2/1/2024	IV-2	IV-14
Title			
ADULT OFFENDER CLASSIFICATION			

Courts;

- d. Work with Unit Team to identify the specific needs of the incarcerated that should be addressed in order to maximize their potential for successful reintegration back into the community.
- e. Assign and reassign incarcerated individuals to facilities and programs;
- f. Conduct an annual classification review of each incarcerated individual;
- g. Evaluate classification and placement for incarcerated individuals who request or require placement for legitimate reasons in a facility not listed in Appendix XV-D1, XV-C, and XV-D. This evaluation shall be conducted by a multidisciplinary team consisting of applicable staff from Classification, Operations, Legal Services, the ADA office, and Health Services, including Behavioral Health.
- h. Meet the Department’s operational needs and the program needs of the incarcerated by monitoring, evaluating, and implementing assignment opportunities;
- i. Conduct classification hearings to determine appropriate assignments; and,
- j. Provide for an appeal process.

B. Staff Responsibilities:

- 1. The Commissioner is responsible for the classification and assignment of committed individuals and may delegate such powers to an employee
- 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

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
01-04-101	2/1/2024	IV-3	IV-14
Title			
ADULT OFFENDER CLASSIFICATION			

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 populations within the Department;
 - e. Act as the Commissioner's designee in the transfer of incarcerated individuals between the Department's facilities;
 - f. Respond to inquiries and appeals concerning an incarcerated individual's placement at a particular facility;
 - g. Cause annual classification reviews to be conducted;
 - h. Cause 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.

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
01-04-101	2/1/2024	IV-4	IV-14
Title			
ADULT OFFENDER CLASSIFICATION			

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;
 - g. Sentence Computation and Release Analysts; and,
 - h. Supervisor of Record Management.

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 employees involved in classification are cognizant of the overall procedures and their individual roles and responsibilities in 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:

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
01-04-101	2/1/2024	IV-5	IV-14
Title			
ADULT OFFENDER CLASSIFICATION			

- a. Coordinate overall facility classification services, including:
 - (1) Annual Classification reviews;
 - (2) Administrative Restrictive Status Housing reviews; and,
 - (3) Admission and Orientation (A&O) Unit orientation programming
 - b. Classify and assign incarcerated individuals to their initial housing, program or unit;
 - 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 releases of incarcerated individuals;
 - 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 information systems and systems' 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

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
01-04-101	2/1/2024	IV-6	IV-14
Title			
ADULT OFFENDER CLASSIFICATION			

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 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 incarcerated individual.
- 4. The degree of custody control necessary for the protection of the public, staff, other incarcerated individuals, and the individual 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 incarcerated individual's successful re-entry into the community.
- 12. The incarcerated individual's:

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
01-04-101	2/1/2024	IV-7	IV-14
Title			
ADULT OFFENDER CLASSIFICATION			

- a. Academic and vocational functioning level
 - b. Medical code
 - c. Emotional adjustment
 - d. Social history
 - e. Disability Code / Availability of reasonable accommodation
 - f. Mental Health Code / Availability of reasonable accommodation
 - g. Employment history
 - h. Department-recognized gender identity
13. The incarcerated individual's current credit class.
 14. The incarcerated individual's current Work Release Category.
 15. The incarcerated individual's facility conduct, program, or work record
 16. The incarcerated individual'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.
 19. Victim Notification information.
 20. The desirability of keeping the incarcerated individual in a facility or program near that individual's area of residence.
 21. The personal desires of the incarcerated individual.
 22. The Indiana Risk Assessment System (IRAS).
 23. The Offender's Case Plan.
 24. The facility packet.
- D. Types of Classification Hearings:

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
01-04-101	2/1/2024	IV-8	IV-14
Title			
ADULT OFFENDER CLASSIFICATION			

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 employees.
2. The Chairperson of the Classification Committee may be:
 - a. Supervisor of Classification.
 - b. Unit Manager.
 - c. Designated employee.
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 incarcerated individual is to be given 48 hours' notice of all Annual Review Hearings unless waived by the incarcerated individual 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 incarcerated individual is to be notified by completing State Form 7262, "Annual Review Hearing Notification."

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
01-04-101	2/1/2024	IV-9	IV-14
Title			
ADULT OFFENDER CLASSIFICATION			

2. The incarcerated individual is to be present throughout the hearing unless security is jeopardized. The hearing may be held in their absence under certain circumstances. The reasons for the individual's absence shall be documented on State Form 3412, "Classification Hearing Report;
 3. Discuss with the incarcerated individual the information on which the recommendation is based;
 4. Allow the incarcerated individual to challenge and present information;
 5. Consider all information;
 6. Render a recommendation and notify the individual 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 incarcerated individual to be notified of the decisions; and,
 - e. Distribute the completed Classification Hearing Report:
 - (1) Original to facility packet,
 - (2) Copy to incarcerated individual,
 - (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:

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
01-04-101	2/1/2024	IV-10	IV-14
Title			
ADULT OFFENDER CLASSIFICATION			

- (1) Original to facility packet,
- (2) Copy to incarcerated individual,
- (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 incarcerated individual.
- 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 the incarcerated individual'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. The incarcerated individual receives a classification decision

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
01-04-101	2/1/2024	IV-11	IV-14
Title			
ADULT OFFENDER CLASSIFICATION			

from the Supervisor of Classification;

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

- (1) Submit a written appeal within ten (10) working days from the date that the individual 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:

- (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 incarcerated individual 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 facility packet;

d. 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 incarcerated individual is informed of the final decision by the Supervisor of Classification.

b. An incarcerated individual 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

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
01-04-101	2/1/2024	IV-12	IV-14
Title			
ADULT OFFENDER CLASSIFICATION			

Departmental Administrative or Long Term Disciplinary Restrictive Status Housing.

c. The incarcerated individual 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 individual 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 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 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,

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
01-04-101	2/1/2024	IV-13	IV-14
Title			
ADULT OFFENDER CLASSIFICATION			

- “Classification Appeal;”
- (5) Cause a copy of the completed State Form 9260 to be sent to the incarcerated individual 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 incarcerated individual’s 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 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 incarcerated individual believes inaccurate information was used in the completion of the Classification Designation Instrument, they 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 incarcerated individual 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

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
01-04-101	2/1/2024	IV-14	IV-14
Title			
ADULT OFFENDER CLASSIFICATION			

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 incarcerated individual 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 credit time awards, application of jail time credit and any other statutory-driven actions are not appealable under this policy and administrative procedure.