



DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

Program Statement

OPI:	CASE
Number:	4090.3F
Date:	January 6, 2012
Supersedes:	4090.3E (7/15/10)
Subject:	Classification (Program Review)

1. **PURPOSE AND SCOPE.** To establish uniform procedures for initial classification and reclassification of inmates entering the DC Department of Corrections (DOC).
2. **POLICY.** It is DOC policy to use a formal classification process that starts at admission, for managing and separating inmates and administering the facility based upon agency mission, classification goals and inmate custody and program needs.
3. **NOTICE OF NON-DISCRIMINATION**
 - a. In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code section 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
4. **PROGRAM OBJECTIVES.** The expected results of this program are:
 - a. Initial Classification and Reclassification decisions will be made by Correctional Treatment Specialists.
 - b. Inmates will have the opportunity to communicate directly with the staff who make classification, custody and program review decisions.
 - c. Inmates will be classified within appropriate time frames in accordance with their security, custody, program and prerelease needs.

5. **AUTHORITY**

- a. DC Code § 24-211.02, Powers; Promulgation of Rules
- b. DC Code § 24-903, Youth Rehabilitation

6. **DIRECTIVES RESCINDED**

- a. PS 4090.3E Classification (Program Reviews)

7. **DIRECTIVES REFERENCED**

- a. TRM 4090.4 Custody Classification Instrument
- b. PS 4090.4 Custody Classification System
- c. PS 8010.1 Work Release Program

8. **STANDARD REFERENCED**

- a. American Correctional Association (ACA) 4th Edition Standards for Local Detention, Facilities 4-ALDF-2A-25, 4-ALDF-2A-30, 4-ALDF-2A-31, 4-ALDF-2A-32, 4-ALDF-2A-33, 4-ALDF-2A-34, 4-ALDF-2A-35, 4-ALDF-2A-37, 4-ALDF-2A-40, 4-ALDF-4C-29, 4-ALDF-4C-40, 4-ALDF-6B-02 and 4-ALDF-6B-08.

9. **DEFINITIONS**

- a. **Initial Classification.** The inmate is reviewed by a Correctional Treatment Specialist within three (3) business days, (excluding weekends and holidays) and is given a custody score. Information concerning emergency contact, education, employment, and social data is collected and entered at this time.
- b. **Reclassification.** Inmates are reviewed within ninety (90) days of initial classification, or thereafter whenever necessary to review behavior or any information that will increase or decrease the inmate's custody level.
- c. **Juvenile.** Inmates who are younger than eighteen (18) years of age.

10. **CLASSIFICATION**

- a. The classification phase begins upon the inmate's arrival at the designated institution; and consists of evaluation, orientation, custody classification

and a housing unit assignment based upon age (juvenile offenders), gender, legal status, custody needs, special needs and behavior.

- b. Classification requires subsequent reviews and revisions of the inmate's status as needed in response to changes in the inmate's behavior or circumstances, program and pre-release needs.
- c. Staff shall use all available data to determine custody, program assignments, referrals and housing suitability. This should include but is not limited to:
 - 1) Review of the inmate's record, court commitments, Jail Management System (JACCS), Pretrial Realtime Information System Management (PRISMS), Wales and Court View;
 - 2) Interviewing the inmate and obtaining input from correctional staff and other criminal justice professionals, and
 - 3) Information presented by education, vocational, work squad, medical, mental health and social service professionals.
- d. When appropriate, inmates shall appear in person at classification hearings that may affect the inmate's custody status, treatment, training programs, or work assignment.
- e. Minor or routine classification matters that would not require the inmate's presence may include but are not limited to routine award of good time credits, and job screening, assignment or promotion.

11. SPECIAL MANAGEMENT ISSUES

- a. Inmates may be placed in special management units when they are identified as sexual predators displaying severe medical or mental health issues, when the inmate is evaluated by mental health staff as likely to be exploited or victimized by others, or for any other documented special needs, that supports single occupancy housing.
- b. The juvenile offenders are housed separate from adult offenders. Classification for juvenile offenders shall determine the level of risk, housing, and program needs that are developmentally appropriate. Classification includes considerations of physical, mental, social and educational needs of the juvenile offender.
- c. The facility and program administrator, or a designee, and the responsible clinician, or designee, shall consult medical staff prior to housing or assignments, program assignments and transfers to other facilities for those inmates who are chronically ill, physically disabled, geriatric, seriously

mentally ill, or developmentally disabled inmates in housing assignments, program assignments and transfers to other facilities.

- d. Staff translation assistance or the language line shall be utilized when there are language barriers. TTY telephone services as well as 711 relay services are also available for the hearing impaired.

12. **CLASSIFICATION COMMITTEE**

- a. The classification committee is a team comprised of at least three (3) members which shall include a Chief Case Manager or designee, the inmate's assigned Case Manager and, whenever possible, a representative from another discipline.
- b. The Chief Case Manager or designee shall review the recommendation or the classification committee.
- c. When classifying juveniles, inmates in mental health housing units and inmates in intensive drug treatment programs where team treatment is emphasized, a designated senior Case Manager or Program Director shall chair the classification hearing. Appropriate education staff, mental health clinicians, other treatment team members and housing unit correctional staff may participate in the classification review.
- d. The Deputy Warden for Programs or designee shall periodically observe recommendations for oversight and compliance with this directive.

13. **INITIAL CLASSIFICATION**

- a. Inmates shall be classified within three (3) business days of arrival, excluding weekends and holidays.
- b. The Case Manager shall complete Initial Custody Classification (Attachment A) pursuant to *PS 4090.4 Custody Classification System* to determine the appropriate custody level and housing consistent with the inmate's risk assessment. The level of risk is determined by the offender's current offense, history of assaultive behavior, escape history and other security concerns.
- c. The Case Manager shall enter the custody classification, as well as the social information into the JACCS screen.

14. **STATUS REPORTS.** Each inmate's sentence structure, court hearings and release status is tracked and documented each month.

15. **RECLASSIFICATION**

a. Program Reviews

- 1) All inmates shall be reclassified at least every ninety (90) days.
- 2) Case Managers shall query Crystal Reports each week to determine inmates that require reclassification.

b. Reclassification Procedures

- 1) At Reclassification, the Case Manager shall review the inmate's progress and may recommend new program participation based upon the inmates needs.
- 2) The Case Manager shall complete the Custody Reclassification Instrument (Attachment B) as part of the reclassification process in accordance with TRM 4090.4 *Custody Classification Instruments*.
- 3) The Case Manager shall complete the Program Review and obtain the required signatures after reviewing the inmate's current offense, prior record, social situation, security and custody classification, financial responsibilities, general adjustment, program participation/performance and, when appropriate, shall make recommendations for community reentry and release program placement.
- 4) The Case Manager shall enter the reclassification data into the JACCS screen.

16. **APPEAL.** An inmate may appeal any classification or reclassification decision in writing to the institution Warden.



Thomas Faust

Acting Director

Attachments

Attachment A	Initial Custody Classification Review Form
Attachment B	Custody Reclassification Review Form
Attachment C	Program Review Form