

	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	October 10, 2016	<b>Page 1 of 7</b>
	<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	4090.3H July 6, 2015	
			<b>OPI:</b>	PROGRAMS	
			<b>REVIEW DATE:</b>	October 10, 2017	
			<b>Approving Authority</b>	Thomas Faust Director	
	<b>SUBJECT:</b>	<b>CLASSIFICATION (PROGRAM REVIEW)</b>			
	<b>NUMBER:</b>	<b>4090.3I</b>			
<b>Attachments:</b>	Attachment A- Initial Custody Classification Review Form Attachment B – Custody Reclassification Review Form Attachment C – Program Review Form				

**SUMMARY OF CHANGES:**

Section	Change
	<i>Minor changes made throughout the policy.</i>

**APPROVED:**



**Thomas Faust, Director**

10/10/2016

**Date Signed**

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	October 10, 2016	<b>Page 2 of 7</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	4090.3H July 6, 2015	
		<b>REVIEW DATE:</b>	October 10, 2017	
<b>SUBJECT:</b>	<b>CLASSIFICATION (PROGRAM REVIEW)</b>			
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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 an objective classification process that starts at admission, for housing, managing, programming, serving, and separating inmates and administering the facility based upon the safety, security and order of the facility, the 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 § 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 or expression, 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. Maintenance of the safety, security and order of the facility.
  - b. Initial Classification and Reclassification decisions to include custody levels, program participation and re-entry planning will be made by Correctional Treatment Specialists.
  - c. Inmates will have the opportunity to communicate directly with staff that will make decisions regarding their classification, custody and program reviews.
  - d. Inmates will be classified within appropriate time frames in accordance with their security, custody, program and re-entry planning needs.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	October 10, 2016	<b>Page 3 of 7</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	4090.3H July 6, 2015	
		<b>REVIEW DATE:</b>	October 10, 2017	
<b>SUBJECT:</b>	<b>CLASSIFICATION (PROGRAM REVIEW)</b>			
<b>NUMBER:</b>	<b>4090.3I</b>			
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## 5. AUTHORITY

- a. DC Code § 24-211.02, Powers; Promulgation of Rules

## 6. DIRECTIVES RESCINDED

- a. PP 4090.3G Classification (Program Review) (06/04/13)

## 7. DIRECTIVES REFERENCED

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

## 8. STANDARD REFERENCED

- a. American Correctional Association (ACA) 4<sup>th</sup> Edition Standards for Local Detention, Facilities: 4-ALDF-2A-30, 4-ALDF-2A-31, and 4-ALDF-2A-33.

## 9. DEFINITIONS

- a. *Initial Classification.* An instrument that is used based on a series of questions (i.e., current offense, prior criminal history, history of institutional behavior, etc.) which determine their custody classification level (minimum, medium, maximum). Inmates are reviewed within 3 business days of arrival (excluding weekends and holidays).
- b. *Reclassification.* Inmates are reviewed every ninety (90) days after initial classification, or thereafter whenever necessary to review institution adjustment and/or program participation and any information that will increase or decrease the inmate's custody level. The Case Manager shall review and update the JACCS screens (Social, Education, and Employment).
- c. *Juvenile.* An Inmate who is younger than eighteen (18) years of age.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	October 10, 2016	<b>Page 4 of 7</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	4090.3H July 6, 2015	
		<b>REVIEW DATE:</b>	October 10, 2017	
<b>SUBJECT:</b>	<b>CLASSIFICATION (PROGRAM REVIEW)</b>			
<b>NUMBER:</b>	<b>4090.3I</b>			
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## 10. CLASSIFICATION

- a. Classification is an objective, structured process by which every inmate entering the Department of Corrections is assessed for risk of assault, escape and other security breaches, and then housed accordingly, based upon reliable and valid criteria that have been examined through empirical research. Correctional classification is intended to differentiate among prisoners who pose different security risk and management issues. 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 re-entry needs.
- c. Staff shall use all available data to determine custody, program needs, referrals and housing suitability. This should include but is not limited to:
  - a) Review of the inmate's electronic record (PaperClip), BOP Form 129, court commitments, Jail and Community Corrections System (JACCS), Pretrial Realtime Information System Management (PRISM), Wales, and JUSTIS;
  - b) Interviewing the inmate and obtaining input from correctional staff and other criminal justice professionals, and
  - c) Information presented by education, vocational, work squad, medical, mental health and social service professionals.
  - 4) The classification score can then be superseded by an override of the initial custody score. Overrides are based on many factors which include:
    - a) The nature and severity of the offense,
    - b) The level of criminality described in the indictment including ties to criminal organizations, local, national or international, and in the case of narcotics, weapons, etc., the amount involved,
    - c) Whether the inmate is held without bond,

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	October 10, 2016	<b>Page 5 of 7</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	4090.3H July 6, 2015	
		<b>REVIEW DATE:</b>	October 10, 2017	
<b>SUBJECT:</b>	<b>CLASSIFICATION (PROGRAM REVIEW)</b>			
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- d) Whether the inmate has any detainer(s) from any jurisdiction or law enforcement body in this or any other jurisdiction,
- e) Whether the inmate has any local ties to the community which serve as a disincentive to flee,
- f) Whether the inmate is reputed to have significant financial resources, power, notoriety and/or connections to effect a disruption in operations through influence on staff and inmates.
- g) Notoriety of the presenting offense(s).
- h) Other factors which in their discretion may cause corrections' officials to be concerned about the security, safety and order of the facility. For instance, persons charged with crimes against children are more likely to be subjected to violence from other inmates and must be housed accordingly.
- d. When appropriate, inmates shall appear in person at classification 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, job screening, assignment or promotion.

## 11. SPECIAL HOUSING ISSUES

- a. Inmates may be placed in special management units when they are identified as sexual predators, display severe medical or mental health issues, assaultive behavior, when the inmate is evaluated by mental health staff as likely to be exploited or victimized by others, or for any other documented special need that supports single occupancy housing.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	October 10, 2016	<b>Page 6 of 7</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	4090.3H July 6, 2015	
		<b>REVIEW DATE:</b>	October 10, 2017	
<b>SUBJECT:</b>	<b>CLASSIFICATION (PROGRAM REVIEW)</b>			
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- 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 Warden and Deputy Warden for Programs and Case Management or designee, and the responsible clinician or designee, shall consult medical staff prior to issuing housing assignments, program assignments and transfers to the DOC infirmary located at the Correctional Treatment Facility (CTF) or medical facilities for those inmates who are chronically ill, physically disabled, geriatric, seriously mentally ill, or developmentally disabled inmates.
- 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 and NexTalk Video Remote Interpreting services are also available for the deaf and hard of hearing. .

## 12. 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 PP 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 emergency contact, education, employment and social data that is collected and scanned into Paper Clip.

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

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	October 10, 2016	<b>Page 7 of 7</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	4090.3H July 6, 2015	
		<b>REVIEW DATE:</b>	October 10, 2017	
<b>SUBJECT:</b>	<b>CLASSIFICATION (PROGRAM REVIEW)</b>			
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## 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 inmate's 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 a Program Review form (Attachment C) at the inmate's Initial and Reclassification. This report includes information on the inmate's identified needs and offers a program designed to address those needs. The inmate must sign the Program Review Form. The Program Review Form must be reviewed by other case managers for verification and signature.
- 4) The Case Manager shall enter the reclassification data into the JACCS screen and scan into Paper Clip.

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