

WEBER COUNTY CORRECTIONAL FACILITY

Volume

INMATE MANAGEMENT

Chapter

JD 02 - INMATE CLASSIFICATION

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JD 02/01.00 **GENERAL**

JD 02/01.01 **Purpose of Chapter**

The purpose of this chapter is to provide the Weber County Correctional Facility's policy and procedure for inmate classification. This chapter includes the guiding criteria, levels of classification, and procedures for initial classification and reclassification.

JD 02/01.02 **Cross Reference**

JB 08 - Post Logs
JC 02 - Admission and Initial Risk Assessments
JC 06 - Inmate Wrist Identification Band
JD 03 - Temporary Restrictions
JD 06 - Inmate Disciplinary
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JD 02/01.03 **Definitions**

BCI	Bureau of Criminal Information
Certified staff member	facility staff member that has completed required training for Correctional Officer Certification in the State of Utah
classification	a systematic arrangement in groups according to established criteria
classification challenge	a request made by an inmate or a staff member for reconsideration of a classification.
custody level	the level of supervision necessary to provide appropriate management of inmates; also referred to as classification level
DS	Duty Sergeant
ICAW	Inmate Classification Assessment Worksheet; the form used to evaluate and determine an inmate's initial classification level
ICRW	Inmate Classification Reassessment Worksheet; the form used to reassess an inmate's current classification level

Inmate Classification Committee (ICC)	a committee of facility staff comprised of three certified officers, including one ranking staff member to chair the Committee that reviews classification, reassessments, and overrides
Inmate Management Committee (IMC)	a committee, other than the ICC, that deals with inmate management, requests, override recommendations, and reviews TROs
inmate programming	programs available to inmates incarcerated in the WCCF, e.g., work programs, education services, religious services, habilitative services, etc.
JMS	the computer program which the Weber County Sheriff's Office uses for data entry and information storage
OIC	Officer in Charge
override	a process of assigning a different classification level other than that indicated by a classification assessment tool
Prima Facie	legally sufficient to establish a fact or a case unless disproved
R & O	Reception and Orientation
reassessment	re-evaluation of an inmate's current classification level
risk assessment	a series of questions intended to assess an individual's risk
security score	that score which is used to determine the initial classification level of an inmate
Temporary Restriction Order (TRO)	instrument used to temporarily separate an inmate from the general population or otherwise restrict movement and/or privileges for non-punitive purposes
UDOC	Utah Department of Corrections
WCCF	Weber County Correctional Facility

JD 02/02.00 **SYSTEM OVERVIEW**

JD 02/02.01 **Policy**

It is the policy of the WCCF:

- A. to use a Classification System as a management tool;
- B. that the Classification System shall be operated as a non-punitive management function separate from the inmate discipline function;
- C. that the Classification System is the tool intended to aid the WCCF administration in:
 - 1. managing the inmate population;
 - 2. enhancing the safety of staff and inmates;
 - 3. preventing escapes and protecting the community;
 - 4. ensuring facility security;
 - 5. making inmate housing assignments; and
 - 6. determining eligibility for inmate programs in and out of the WCCF;
- D. that assignment to a particular classification level does not ensure access to all privileges, programs, or opportunities ordinarily available at that classification level; and
- E. to classify using a multi-level system.

JD 02/02.02 **Rationale**

A Classification System is the backbone of inmate management. This system is a tool for managing the inmate population; providing a safe, secure facility; preventing escapes; and protecting inmates, staff, and the community.

JD 02/02.03 **Classification System**

- A. The WCCF's Classification System has been developed as a management tool for efficient operation.
- B. The fundamental factors which are addressed in the Classification System are:
 - 1. the security score of the inmate;

2. the housing custody level assigned to the inmate; and
3. the behavior management of the inmate.

JD 02/02.04 **Security Score**

- A. The security score is the score computed using the "Risk Assessment" questions from the Jail Management System and the "Inmate Classification Assessment Worksheet".
 1. The Risk Assessment is completed during the Booking process.
 2. The initial classification screening is completed during the R & O process.
 3. The security score is obtained from information provided by the Risk Assessment score and the Initial Classification Screening score.
 4. This score is used to determine the inmate's beginning classification custody level.
- B. Initial Classification Screening is completed by the Classification Officer using the Inmate Classification Assessment Worksheet. This score is compiled from the categories listed below:
 1. Prior Offense History;
 2. History of Assaultive Behavior;
 3. Escape History;
 4. Institutional Adjustment History; and
 5. Drug/Alcohol Abuse.
- C. Each of the assessment categories is given a score, as indicated on the ICAW, and the value of these categories provides the Initial Classification Screening Score.

JD 02/02.05 **Housing Custody Levels**

- A. The Inmate Classification System has six levels:
 1. Level 1;
 2. Level 2;

3. Level 3;
4. Level 4;
5. Level 5; and
6. Level 6.

B. The difference in these levels are reflected in:

1. the type of observation necessary;
2. the structure of day movement;
3. the structure of evening movement;
4. the structure of night movement;
5. access to jobs;
6. access to programs and habilitative services;
7. access to visiting;
8. the structure of transportation;
9. recreation area privilege;
10. the manner of meal service; and
11. other privileges allowed.

JD 02/02.06 **Inmate Behavior Management**

- A. Inmate behavior is monitored by the Booking Intake staff and officers assigned to the R & O housing unit.
- B. Data is collected from:
 1. staff observation;
 2. Log events entered by staff involved with the intake and daily routine of the inmate; and
 3. the inmate's institutional adjustment history.

- C. Inmates which have histories of hostile, aggressive, and violent behavior, or have a wanton disrespect for the rules or the staff enforcing them, should be considered for a maximum level of classification.

JD 02/02.07 **General Philosophy**

- A. The general philosophy underlying the Classification System allows classification based primarily on objective and quantifiable facts.
- B. Inmate behavior shall be used to evaluate upward or downward adjustment of classification.
- C. Upward movement is designed around good behavior to help achieve a less restrictive classification level.
- D. Inmate misbehavior likewise shall generally result in a more restrictive classification level.
- E. Upward or downward movement shall generally be limited to one classification level at a time; although, under extraordinary circumstances, greater movement may be approved.
- F. When an inmate obtains a level of classification for which there is not a bed immediately available, he may remain in his current housing unit or, in the case of the R&O Intake inmates, be moved to a housing area more secure than the classification assigned until a bed, consistent with his classification, can be made available.
- G. Inmates housed in an housing unit with a classification other than their assigned classification shall have the privileges, property, or commissary allowed at that level, unless otherwise restricted by TRO or override.
- H. The criteria used to make classification determinations should be:
 - 1. as objective as possible;
 - 2. not easily manipulated;
 - 3. fully documented; and
 - 4. written in a manner that is understood by staff and inmates.
- I. Male inmates shall be housed separately from female inmates.

JD 02/02.08 **Criteria and Housing Levels**

- A. Each housing area has been assigned to reflect the type of security required.
- B. The criteria for establishing housing area assignments are:
 - 1. the capability of direct/indirect supervision;
 - 2. the availability of camera surveillance, and
 - 3. the necessity of officer patrols to manage housing units.
- C. Housing areas may be reassigned at the direction of the Jail Commander/Designee when necessary to accommodate the needs of the WCCF.
- D. If there are too many inmates for a given classification level, overflow space may be allocated.
 - 1. This may be done on an emergency basis by the Watch Commander/Designee.
 - 2. If the need for overflow housing persists for more than five working days, permission for long-term re-designation of this space shall be obtained from the Jail Commander/ Designee.
 - 3. Inmates housed in the overflow area shall be supervised according to the same standards of supervision as the classification level they are assigned. If this is not possible due to structural or operational constraints, a waiver of that standard may be requested from the Jail Commander/Designee (See JD 02/02.03,C).
- E. Female inmate housing areas should not be in the direct view of male inmate housing areas.

JD 02/03.00 **RESPONSIBILITIES**

JD 02/03.01 **Policy**

It is the policy of the WCCF that:

- A. all staff members shall have an active roll in classification; and
- B. nothing outlined in this policy should be interpreted or construed as to prevent staff from taking steps necessary to protect the safety, security, or management of the facility;
- C. documentation of action taken shall be forwarded to the Classification Officer for review; and
- D. action taken shall be done in accordance to WCCF policies.

JD 02/03.02 **Rationale**

Each staff member has an active roll in the classification process, even though there are specific staff members assigned to inmate classification. The intelligence gathered helps those assigned to classifying the inmate population in order to assign the proper security score for individuals assessed. Documentation is the most important step in this process. If it is not written, it may not be used for classification purposes, except as outlined in policy.

JD 02/03.03 **Procedure: Booking Staff**

- A. The Booking Intake staff are responsible to complete the first set of Classification questions in the Jail Management System. This shall be done during the booking process.
- B. If the individual is combative, not cooperative, or too intoxicated to answer the booking questions, the staff member entering the booking information into the computer shall:
 - 1. have the inmate secured in a holding cell until he is able to appropriately respond;
 - 2. finish the booking questions when the inmate is able to complete the process; and
 - 3. complete the booking information prior to housing placement or release of the inmate, whichever comes first.

- C. If the subject is indicating, by statement or action, that he is intending to harm himself, or if information has been received that the individual being booked may be self destructive, the Booking Intake staff member shall:
1. notify the appropriate supervisor;
 2. make a report of the incident and enter the information in the appropriate section of the Jail Management System and on the Post Log;
 3. complete a referral for the inmate to be seen by Mental Health/Designee; and
 4. complete a TRO.

JD 02/03.04 **Procedure: R & O, Housing, and Civilian Staff**

- A. All facility staff shall be responsible to monitor the inmates assigned to their unit.
- B. Staff shall:
1. monitor inmate behavior by direct/indirect interaction with the inmate during day to day activities in the R & O housing unit, noting pertinent information in an incident report or misconduct report and forwarding this information to the classification staff as necessary;
 2. watch for signs of self destructive behavior, especially within the first 72 hours of incarceration. If this becomes apparent, the staff member shall:
 - a. take appropriate action;
 - b. notify the appropriate supervisor;
 - c. report the incident and enter the information in the appropriate section of the Jail Management System and on the Post Log;
 - d. ensure a referral is completed for the inmate to be seen by Mental Health/Designee; and
 - e. complete a TRO.

JD 02/03.05 **Procedure: Classification Officer**

- A. The Classification Officer shall complete the ICAW by:

1. completing a records check on the individual for:
 - a. prior institutional history in the WCCF or other institutions; and
 - b. prior criminal history;
2. conducting an interview with the subject to assist in the determination of:
 - a. medical problems that were not apparent at the time of booking, making sure the medical unit is aware of the inmate's medical problems and/or need for medication;
 - b. the suitability of the inmate to be assigned to general population; or
 - c. housing needs consideration, including, but not limited to:
 - 1) safety concerns;
 - 2) medical needs;
 - 3) the nature of the offense; and
 - 4) notoriety of the crime.

B. The Classification Officer shall:

1. assign housing using the JMS;
2. assure the assignment is on the next housing move order; and
3. forward the completed worksheet to the Records Office to be placed in the inmate's file.

JD 02/03.06 **Procedure: Booking Sergeant/OIC**

- A. The Booking Sergeant/OIC is responsible to initiate placement of the inmate in the appropriate Housing Unit.
- B. If, for cause, an inmate is not to be placed in the R & O Unit the Booking Sergeant/OIC shall:
 1. identify appropriate alternative housing for the inmate, including but not limited to:
 - a. assignment to a medical unit cell;

- b. lockdown in a Level 1 or Level 2 housing cell; or
 - c. assignment to a booking holding cell;
- 2. ensure a report is completed explaining the justification;
- 3. ensure that a TRO has been completed documenting the circumstances; and
- 4. ensure reports are forwarded to the Classification unit.
- C. Once the appropriate supervisor has been notified that there is an inmate displaying self destructive behavior, the supervisor shall:
 - 1. ensure that all precautions necessary are made to prevent the inmate from harming himself;
 - 2. ensure the inmate is secured, when necessary, in an area that he may be regularly observed; and
 - 3. ensure that the necessary forms, reports, and referrals are completed.

JD 02/03.07 Procedure: Admissions/Release Lieutenant

- A. The Admissions/Release Lieutenant/Designee shall:
 - 1. audit randomly selected classification worksheets at least once a month in order to check for accuracy and consistency;
 - 2. assure that assessment and re-assessments are being conducted in a timely manner; and
 - 3. review classification challenges, referring recommendations to the Jail Commander/Designee for action as necessary.
- B. If the Admissions/Release Lieutenant/Designee has reason to believe that an inmate has been mis-classified, he may appeal the decision to the Jail Commander/Designee.

JD 02/03.08 Procedure: Jail Commander/Designee

- A. The Jail Commander/Designee shall:
 - 1. review and approve classification overrides;
 - 2. review and approve recommendations from the Admissions/Release

Lieutenant/Designee on classification challenges; and

3. approve appointments to the Classification Committee.

JD 02/04.00 **CLASSIFICATION: INITIAL ASSESSMENT PROCESS**

JD 02/04.01 **Policy**

It is the policy of the WCCF that:

- A. assessments shall be done in a timely manner as outlined in this section; and
- B. a staff member shall be identified by post assignment to perform classification duties.

JD 02/04.02 **Rationale**

Assigning a staff member specific duties regarding classification assessments assures that the assessments will be conducted as outlined in policy. This helps ensure that procedures will be followed and accountability for the tasks that need to be performed.

JD 02/04.03 **Procedure: Process Time**

The initial assessment process should be completed within 72 hours, excluding weekends and holidays, after the inmate's arrival at the WCCF.

JD 02/04.04 **Classification Process**

The Classification Officer shall:

- A. complete the Classification Officer's portion of the Inmate Classification Assessment Worksheet, and enter this information into the inmate's classification tab in the JMS;
- B. assign a classification level as indicated by the points scored on the entered information, or initiate an override as outlined in JD 02/05;
- C. ensure that the inmate has the proper identification band in accordance with JC 06, Inmate Wrist Identification Bands;
- D. initiate the appropriate bed assignment using the JMS;
- E. forward the completed ICAW to the Records Office to be placed in the inmate's file.

JD 02/05.00 **CLASSIFICATION OVERRIDES**

JD 02/05.01 **Policy**

It is the policy of the WCCF that:

- A. classification security scores can be overridden as outlined in this section;
- B. overrides shall be reviewed by the ICC; and
- C. overrides shall be approved by the Jail Commander / Designee.

JD 02/05.02 **Rationale**

- A. Overrides provide balance in an objective classification system. The process is used to ensure that security of the institution and the inmate population is met. Overrides provide for:
 - 1. individuals that are arrested for serious offenses that have no criminal history to evaluate;
 - 2. individuals that have mental health issues and would not function in general population;
 - 3. individuals that are in on capital offenses, i.e., charges that carry the death penalty if convicted; and
 - 4. articulated administrative needs related to, safety, security, and management as approved by the Jail Commander/Designee.
- B. Providing for these conditions helps maintain the security of the institution and provides for the safety of the staff and inmate population.

JD 02/05.03 **Procedure: Overrides**

- A. When the Classification Officer has reason to believe, or receives information that the WCCF's legitimate interests require a departure from the strict application of point totals in a particular case, the inmate may be assigned a classification level other than that indicated by the document score, and the recommended classification level may be overridden.
 - 1. When an override condition is invoked, the reason and justification shall be clearly documented by the staff member providing the information.

2. The override and resulting classification level shall be endorsed by the Classification Officer and approved by the Jail Commander/Designee.
 3. When an inmate is classified to a more restrictive classification level as a result of an override, that inmate is managed at the same custody level as any other inmate assigned to that level.
 4. Inmates that have been overridden to a more restrictive classification level should be managed at the privilege level allowed at that classification.
 4. Inmates classified by overrides should be reassessed every 30 days and reviewed by the Classification Committee.
- B. When the condition precipitating an override no longer applies, the inmate may request a classification reassessment or the inmate will be reassessed at their next scheduled reassessment.
- C. To determine the appropriate custody level for an inmate after an override is rescinded, the following guidelines apply:
1. When an inmate manifested no management problem while the override was in force, the inmate may be returned to his original classification level.
 2. When an inmate is involved in management problems which would prevent his movement to a less restrictive classification level, the starting point of the reassessment should be based on the level in which he was being managed during the override condition.

JD 02/05.04 **Procedure: Death Penalty**

Any inmate incarcerated for charges, that if convicted could carry the death sentence, shall automatically be assigned a maximum security classification level pending the resolution of all court action.

JD 02/05.05 **Procedure: Notoriety/Violence History**

- A. This override may be invoked when:
1. the notoriety of the individual or the nature of the crime may result in a significant management problem;
 2. there is evidence in the inmate's criminal history of violence such that the offender may pose a serious risk to others or the facility; and

3. the inmate has been identified as a major drug dealer and that inmate's drug activities and/or connections may jeopardize or compromise the security and management of the facility.
- B. A first degree murder charge is a "prima facie" cause for satisfying the standard of a notoriety override, regardless of the publicity or media coverage of the crime.

JD 02/05.06 **Procedure: Administrative Override**

- A. The Administrative Override may be invoked by the Jail Commander/Designee. Reasons for invoking this override condition include, but are not limited to:
1. investigations;
 2. receipt of confidential information;
 3. public safety; and
 4. facility order.
- B. The administrative override **shall not** be removed without written approval of the Jail Commander/Designee.

JD 02/05.07 **Procedure: Detainers/Fugitives from Justice**

The Fugitive from Justice override condition may be invoked when the information contained in the detainer or the charges pending indicate a more restrictive classification level is appropriate.

JD 02/05.08 **Procedure: Medical/Psychological/Intellectual**

- A. The Medical/Psychological/Intellectual is an override condition that may be invoked when recommended by the facility physician or mental health worker/designee.
- B. This override should be used when the medical or psychological condition or the intellectual level of an inmate requires a greater degree of supervision than indicated by the document score.
1. Examples include inmates with serious or contagious diseases, psychotic or suicidal behavior, and severe intellectual deficiencies.

2. When an inmate is to be classified in a less restrictive classification level due to medical or psychological needs, the recommendation shall be forwarded to and approved by the Jail Commander/Designee.

JD 02/05.09 **Procedure: Inmate Safety**

- A. The inmate safety override may be invoked when sufficient documentation exists to demonstrate that the inmate requires a greater degree of supervision than called for by the security score because of danger posed by others.
- B. **Invoking the Inmate Safety Override**
 1. If an inmate requests protection because there is a factor that he feels would place him in danger if placed in general population, the inmate shall give a written statement stating that he requests protection and describe the danger or threat. The statement shall be forwarded to the Classification Officer.
 2. If the inmate is not requesting protection, but a staff member has information or reason to believe that the inmate would be in danger if placed in general population, the staff member shall detail the incident in a report and forward the report to the Classification Office.
 3. In either case, the inmate shall be placed on TRO until action can be taken by the Classification Officer and reviewed by the Classification Committee and/or the Inmate Management Committee.
- C. **Removal of a Safety Override**
 1. If the inmate requested protection, he shall provide a written statement that explains why the override was originally invoked and what has changed to eliminate the inmate's safety needs.
 2. If a staff member requested the override, the inmate shall give a statement requesting the removal of the override. He shall provide the information as to why he no longer has safety issues and why he does not need protection now.
 3. The Classification Officer shall:
 - a. review the statement and the inmate's classification file to determine if there is sufficient evidence that the safety override is not needed; and
 - b. review the matter at the next Classification Committee meeting and/or the Inmate Management Committee meeting.

4. The Classification Committee and/or the Inmate Management Committee shall:
 - a. determine if the override is to be removed;
 - b. consider housing alternatives with a notation of those areas which pose a safety concern for the inmate; and
 - c. forward the committee's determination to the Jail Commander/Designee for review and approval.
5. A review of the inmate's safety circumstances should be done 30 days after placement in the new housing unit. A log event shall be completed documenting this review.
6. An inmate's statement that he no longer has safety concerns, releasing the County from liability, shall not in itself be sufficient documentation to remove the override.

JD 02/05.10 **Procedure: Severe Management Problem**

- A. The Severe Management Problem is an override condition which shall be invoked when sufficient documentation exists to demonstrate that the inmate:
 1. poses undue danger for others in the facility;
 2. represents high risk for escape;
 3. has documented history of repetitive, major disciplinary infractions; or
 4. exhibits behavior that cannot be managed or controlled by his existing classification level.
- B. **Removal of the Severe Management Override**
 1. If at the 30 day reassessment or after subsequent reassessments, the inmate's behavior improves and acquires a score that normally would allow him to advance a classification level, the Classification Officer shall have the override reviewed at the next Classification Committee Meeting.
 2. When the Classification Committee finds that the override is to be lifted, the inmate should start classification at the level below the override level.

JD 02/05.11 **Procedure: Other Conditions/Special Management Override**

- A. The Special Management or other override condition should be invoked when information arises which is not applicable in the above override conditions.
- B. When this override is invoked, the circumstances shall be clearly documented and shall be approved by the Jail Commander/Designee.

JD 02/06.00 **REASSESSMENT PROCEDURES**

JD 02/06.01 **Policy**

It is the policy of the WCCF that:

- A. reassessments have time constraints placed on them and that they shall be conducted by the parameters outline by this section; and
- B. inmates may be allowed to advance upward one classification level every 30 days.

JD 02/06.02 **Rationale**

The reassessment instrument evaluates the individual's behavior and institutional adjustment to ensure a balance between the inmate's interests with the need to safely manage the facility. Inmates may score points that would indicate movement across more than one classification level. Limiting their level movement allows the WCCF to observe them in each level, assuring the individual is being managed appropriately.

JD 02/06.03 **Procedure: Schedule of Reassessments**

A. **Routine Reassessments**

- 1. Inmate reassessments shall be required once every 120 days.
- 2. The 120-day reassessment date shall be determined by the Classification Officer during the initial assessment.
- 3. The Classification Officer shall log reassessment dates.
- 4. The first work day of each week the Classification Officer should run a report of reassessments due during that week. When the Jail Management System is unavailable, the Classification Officer shall refer to the log until the computer system comes back on line.

B. **Directed Reassessments**

More frequent reassessments should occur under the following conditions:

- 1. Overrides and Level 1 inmates - Every 30 days.
- 2. TRO's - Every 15 days per event.
- 3. Punitive Isolation - Within five days prior to the end of the scheduled isolation time.

C. Reassessments Requested by Staff or Inmates

1. A staff member may request a classification reassessment by sending a report to the Classification Officer detailing the need for the reassessment.
2. An inmate may request the Classification Office to reassess his classification, provided:
 - a. the inmate has been at his assigned classification level for at least 30 days; and
 - b. the inmate has not had any inmate disciplinary convictions during this period.
3. These reassessments may be conducted every 30 days.

D. Administrator Initiated Reassessments

1. Reassessments may be scheduled at the direction of the Jail Commander/Designee:
 - a. when all inmates in a housing unit shall be reevaluated for security, safety, or management reasons;
 - b. when a precipitating event necessitates a review of an inmate's current level or status;
 - c. when, upon reviewing an inmate's record at the time of a negative event, the record reveals two or more instances of negative behavior, (e.g., log events, incident reports, major disciplinary, etc.);
 - d. when there is documentation to demonstrate that the safety of an inmate is threatened;
 - e. when there is documentation to demonstrate that an inmate is a safety risk;
 - f. when there is a change in an override condition; or
 - g. to conduct a reassessment prior to the regular schedule based on exemplary behavior on the part of the inmate.

JD 02/06.04 **Procedure: Reassessment Process**

The Classification Officer shall:

- A. identify the inmates due for reassessment;
- B. complete an Inmate Classification Reassessment Worksheet (ICRW);
- C. compute the reassessment score;
- D. determine whether the inmate's classification level changes or remains the same from the incorporated reassessment scale;
- E. assign the classification level indicated and make the bed assignment using the JMS; and
- F. forward the completed ICRW to the Records Office to be placed in the inmate's file.

JD 02/07.00 **CLASSIFICATION CHALLENGES**

JD 02/07.01 **Policy**

It is the policy of the WCCF:

- A. that classification decisions and are not grievable through the Inmate Grievance System;
- B. to allow staff and inmates to challenge classification decisions and findings as outline in this section;
- C. that the decision of the Jail Commander/Designee is final; and
- D. that the challenge process should be completed within ten days of receiving the challenge form and shall not take longer than 15 days.

JD 02/07.02 **Rationale**

Challenges allow for a procedural check and balance of the classification process, procedures, and the information used. The challenge system provides an administrative review to ensure that classification processes are being adhered to.

JD 02/07.03 **Procedure: Justification for Inmate Challenges**

- A. Classification decisions are not grievable. However, if an inmate disagrees with any classification decision, a classification challenge may be initiated.
- B. The inmate should move to the designated classification level and corresponding housing assignment pending the challenge. An exception would be if the move would place the inmate's safety at risk.
- C. Justification for initiating challenges include allegations that:
 - 1. the decision was based upon insufficient or incorrect information;
 - 2. classification procedures were not properly followed; and/or
 - 3. the move would jeopardize the inmate's safety and security (the inmate shall specify how and why the move would endanger him).

JD 02/07.04 **Procedure: Inmate Classification Challenges Procedure**

- A. Inmates shall initiate a classification challenge by completing the Classification Challenge Form and submitting it by institutional mail to the Admissions Release Lieutenant/Designee within five (5) working days of notification of a classification change.
- B. The reason and supporting explanation shall be clearly stated on the Challenge Form by the inmate.
 - 1. For example, the inmate shall explain the factors resulting in his incorrect classification, or indicate which policy was violated.
 - 2. The Admissions Release Lieutenant/Designee may return an unclear Classification Challenge Form to the inmate for clarification.
- C. The Admissions Release Lieutenant/Designee should have the challenge reviewed at the next weekly Classification Committee Meeting.
- D. The Classification Committee shall review the challenge and document the decision on the Classification Challenge Form.
- E. If the Classification Committee finds sufficient justification, it shall reclassify the inmate based on the justification presented, or take steps to:
 - 1. have the inmate returned to his original classification level prior to the challenge; or
 - 2. have an updated assessment completed for classification and housing assignment.
- F. The Classification Committee shall then forward the completed Classification Challenge Form to the Jail Commander/Designee.
- G. The Jail Commander/Designee shall review the decision and approve the action taken. If the Jail Commander/Designee does not agree with the committee decision, he shall return the challenge form to the Admissions Release Lieutenant/Designee with a written explanation of the action to be taken.
 - 1. The Admissions Release Lieutenant/Designee shall follow through on the action directed and return the form to the Jail Commander/Designee.
 - 2. Once the challenge has been approved by the Jail Commander/

Designee, he shall forward the Classification Challenge Form to the Assignment Office for distribution to:

- a. the inmate; and
 - b. the inmate's classification file.
- H. The decision of the Jail Commander/Designee is final.
- I. The challenge process should be completed within ten (10) days of receiving the challenge form and shall not take longer than 15 days.

JD 02/07.05 **Procedure: Staff Classification Challenges**

- A. If a staff member has reason to believe that an inmate has been misclassified, he may appeal the classification decision by sending a written report to the Admissions Release Lieutenant/Designee with the supporting evidence.
- B. When the Admissions Release Lieutenant/Designee has been provided, documentation to demonstrate that the inmate may have been mis-classified or that a particular move may result in a management, control, or security problem, he shall:
- 1. take action as necessary to provide for the safety and security of the inmate and the facility; and
 - 2. have the appeal reviewed at the next weekly Classification Committee Meeting.
- C. The Classification Committee shall review the appeal and document the decision.
- D. If the Classification Committee finds sufficient justification from the documentation, it shall re-classify the inmate based on the documentation presented, or take steps to:
- 1. have the inmate returned to his original classification level prior to the appeal; or
 - 2. have an updated assessment completed for classification and housing assignment.
- E. The Classification Committee shall then forward the their decision to the Jail Commander/ Designee.
- F. The Jail Commander/Designee shall review the decision.

1. If the Jail Commander/Designee does not agree with the committee decision, he shall return the report to the Admissions Release Lieutenant/Designee with a written explanation of the action to be taken.
 2. The Admissions Release Lieutenant/Designee shall follow through on the action directed and return the report to the Jail Commander/Designee.
 3. Once the appeal has been approved by the Jail Commander/Designee, he shall forward the report to the Classification Office.
 4. The Classification Officer shall send a memo to the staff member initiating the appeal detailing the action taken.
- G. The decision of the Jail Commander/Designee is final.
- H. The challenge process should be completed within ten (10) days of receiving the appeal and shall not take longer than 15 days.

JD 02/08.00 **CLASSIFICATION COMMITTEE**

JD 02/08.01 **Policy**

It is the policy of the WCCF that:

- A. a committee shall be selected to review classification issues, challenges, and overrides;
- B. the committee shall only make recommendations to the Jail Commander/Designee; and
- C. the decisions of the Jail Commander/Designee are final.

JD 02/08.02 **Rationale**

The classification committee balances the authority of the classification system. This ensures that the procedures are followed and the system is not corrupted.

JD 02/08.03 **Procedure: Committee Selection**

- A. The Classification Officer, with the concurrence of the Jail Commander/Designee, shall assign committee members.
- B. The Committee shall consist of:
 - 1. one supervisory level staff member to chair the Committee; and
 - 2. a minimum of two certified facility staff members.

JD 02/08.04 **Procedure: Committee Function**

- A. The Classification Committee should meet on a regular basis, a minimum of once per week.
- B. The Classification Committee shall be responsible to;
 - 1. review and recommend classification overrides;
 - 2. review and recommend action on classification challenges;
 - 3. review inmate classification reassessments; and
 - 4. document action taken.

JD 02/09.00 **INITIAL ASSESSMENT WORKSHEET**

JD 02/09.01 **General Instructions**

- A. The purpose of the Initial Assessment Worksheet is to aid in the determination of the appropriate housing placement of each inmate entering the population of the WCCF.
- B. The information needed to complete the worksheet is generally available through computer records. This includes, but is not limited to:
 - 1. the Jail Management System;
 - 2. the Utah Criminal History files on BCI (State Computer);
 - 3. Interstate Criminal History files list on Triple I through the BCI System; and
 - 4. UDOC inmate management system (O-Track).

JD 02/09.02 **Items and Point Values**

- A. The number of points corresponding to the appropriate value is written on the line opposite that category.
- B. If more than one value within each item can be used, only the highest value is entered.
- C. Information and sources should be documented on the lines provided under each category.

JD 02/09.03 **Prior Offense History**

- A. Information for prior offenses can be obtained in the Utah Criminal History files Interstate Criminal History files list on Triple I through the BCI System and UDOC'S offender management system.
- B. The information used for this variable will consist of convictions for the last five years prior to this arrest. Information from a conviction older than five years may be used if the inmate is still on Parole or Probation.
- C. Assigned points are as follows:
 - 1. No convictions - Zero (0) points.
 - 2. One misdemeanor conviction - One (1) point.

3. Two misdemeanor convictions - Two (2) points.
4. Three or more misdemeanor convictions - Three (3) points.
5. One felony conviction - Three (3) points.
6. Two or more felony convictions - Four (4) points.

JD 02/09.04 **History of Assaultive Behavior**

- A. A history of assaultive behavior determines the recency of violence, if any, in the inmate's background, not including the present offense.
- B. Violence for the purpose of this variable include:
 1. arrest and/or convictions for violent offenses; and
 2. disciplinary convictions for violent misconduct.
- C. Violent conduct shall include, but not be limited to:
 1. murder;
 2. assault and battery;
 3. sexual assault;
 4. robbery;
 5. aggravated burglary;
 6. terroristic threats;
 7. assault with a weapon;
 8. interfering with or resisting arrest; and
 9. assault on a police or correctional officer.
- D. Sources of this information include:
 1. the Jail Management System;
 2. the Utah Criminal History files on BCI (State Computer);
 3. Interstate Criminal History files list on Triple I through the BCI

System; and

4. UDOC inmate management system (O-Track).

E. This variable requires a decision with regard to recency, as determined by the date of arrest or conviction. Offenses in the recent past are defined as having occurred within the past five years. The point system is as follows:

1. If the inmate has a misdemeanor assault or resisting arrest offense within the past five years - Two (2) points.
2. If the inmate has a felony assault, assault by a prisoner, or an assault on a police officer, or multiple misdemeanor assaults as listed in paragraph 1 - Three (3) points.
3. If the inmate has a misdemeanor assault or resisting arrest offense beyond the past five years, but no more than eight years - One (1) point.
4. If the inmate has a felony assault, assault by a prisoner, or an assault on a police officer beyond the last 5 years, but no more than ten years - Two (2) points..
5. If the inmate has no record of crimes of violence as outlined in JD 02/09.04.C - Zero (0) points.
6. If the inmates record has no charges as outlined in JD 02/09.04.C, and the current offense is a charge outline in the paragraph - One (1) point.

JD 02/09.05 **Escape History**

A. The escape history variable determines whether there are episodes of escape or attempted escape in the history of the inmate and requires a decision as to recency, as determined by the date of conviction.

B. Information for this variable may be found in:

1. the Jail Management System;
2. the Utah Criminal History files on BCI (State Computer);
3. Interstate Criminal History files list on Triple I through the BCI System; and
4. UDOC inmate management system (O-Track).

- C. Escapes from both juvenile and adult correctional facilities should be included.
- D. Each occurrence for failure to appear in court and a warrant issued for arrest of the inmate should be considered.
- E. The following convictions score as an escape:
 - 1. Criminal convictions for escape, attempted escape, walkaway from a jail work program, and evading.
 - 2. Disciplinary violation convictions for:
 - a. escape;
 - b. attempted escape; and
 - c. absconsion from secure facilities.
 - 3. Verified AWOL and desertion from the military.
- F. A single episode is not counted twice (i.e., criminal charges and disciplinary action for the same escape).
- G. Convictions for escape, attempted escape, absconsion or AWOL are not counted if they cannot be verified.
- H. Recency is defined as an escape within the past five years. Any escape which occurred during any previous arrest or FTA is counted. The point system is as follows:
 - 1. An escape as defined in JD 02/09.05.E within the past five years is awarded five (5) points.
 - 2. An escape as defined in JD 02/09.05.E older than five years is awarded three (3) points.
- I. Recency is defined as a Failure to Appear (FTA), Bench Warrant, or Conditional Commitment within the past five years. All occurrences during any previous arrests in the last five years are counted. Any occurrences older than five years shall not be scored. The point system is as follows:
 - 1. Any escapes as defined in E. of this section are scored as directed in H of this section.
 - 2. If no escapes are listed and the inmate has five or more FTA'S on his

record, three (3) points are awarded.

3. If the inmate has two to four FTA'S on record, two (2) points are awarded.
4. If the inmate has one FTA on record, one (1) point is awarded.
5. If the inmate has no escapes as defined in JD 02/09.05.E and no FTA'S as defined in D of this section, zero (0) points are awarded.

JD 02/09.06 **Institutional Disciplinary History**

- A. The Institutional Disciplinary History variable is appropriate for inmates with a previous history of incarceration. It is used to evaluate the disciplinary history of the inmate.
- B. Information for this variable can be found in the Jail Management System or from other correctional institutions in which the inmate has been incarcerated.
- C. The disciplinary history requires a decision with regard to the severity of the charge and the recency of the occurrence. Recent problems are defined as disciplinary convictions having occurred within the last five years, or the last incarceration the inmate served 30 consecutive days or more.
- D. The severity of the disciplinary may be determined by referring to JD 06, Inmate Disciplinary (Sections B1-B4). Scoring is as follows:
 1. An inmate who has been convicted of a disciplinary violation found under Section B1 within the last five years, or the last incarceration the inmate served 30 consecutive days or more, shall be awarded four (4) points.
 2. An inmate who has been convicted of a disciplinary violation found under Section B2 within the last five years, or the last incarceration the inmate served 30 consecutive days or more, shall be awarded three (3) points.
 3. An inmate who has been convicted of a disciplinary violation found under Section B3 within the last five years, or the last incarceration the inmate served 30 consecutive days or more, shall be awarded two (2) points.
 4. An inmate who has been convicted of a disciplinary violation found

under Section B4 within the last five years, or the last incarceration the inmate served 30 consecutive days or more, shall be awarded one (1) point.

5. An inmate who has no disciplinary violations shall be awarded zero (0) points.

JD 02/09.07 **Drug and Alcohol Abuse History**

A. Abuse is defined as:

1. an arrest for drug and alcohol related offenses;
2. court or disciplinary convictions for drug and alcohol related offenses;
or
3. crimes committed to obtain drugs.

B. Examples are:

1. convictions for DUI or arrests for Public Intoxication;
2. possession or sales of controlled substances; and
3. disciplinary convictions for possession or use of intoxicating substances including, but not limited to:
 - a. glue;
 - b. gasoline;
 - c. alcoholic beverages;
 - d. drugs;
 - e. paint; or
 - f. possession of paraphernalia.

C. Information for this variable can be obtained from:

1. the Jail Management System;
2. the Utah Criminal History files on BCI (State Computer);
3. Interstate Criminal History files list on Triple I through the BCI

System; and

4. UDOC inmate management system (O-Track).

- D. Substance abuse is also defined as being a part of the commission of any criminal act. For example, if a person were under the influence of drugs or alcohol and then committed an Assault or Theft, he shall be viewed as having a substance abuse problem.
- E. Scoring is as follows:
 - 1. A history of substance abuse (drug or alcohol) shall receive three (3) points.
 - 2. No history of substance abuse shall be given zero (0) points.

JD 02/09.08 **Computation and Assignment of Classification Levels**

- A. After scoring each item, the Classification Officer shall add the points awarded for each variable.
- B. The total score of each variable is entered as the "Inmate Classification Assessment Worksheet Score". This score is added to the "Initial Booking Classification Score". The total of the two scores is the Initial Assessment Score or the Security Score and is used in selecting the inmates beginning classification level. Appendix B illustrates security score ranges.
- C. These initial custody level assignments are operative unless an override condition is selected.
- D. The Classification Officer has the responsibility to initiate an override condition when the override is warranted and sufficient documentation exists, but shall document the reason in a log event report or as a supplement to a preceding report. Overrides shall be approved by the Jail Commander/ Designee.

JD 02/10.00 **REASSESSMENT FORM**

JD 02/10.01 **General Instructions**

- A. The purpose of reassessment is to accommodate and process the need for change in an inmate's classification as a result of:
 - 1. behavioral changes;
 - 2. adjustment to facility living;
 - 3. time impacts on classification factors; and
 - 4. other factors observed by staff affecting the inmate's classification.
- B. The Classification System provides for periodic adjustment in response to changing circumstances of inmates.
- C. Information required to complete this form is available in:
 - 1. the incident and misconduct log of the JMS, and
 - 2. the records file.
- D. For each variable on the form there is a point value given. The appropriate value for each category is circled and the corresponding value is written on the line provided in the category score box.
 - 1. If more than one value within each variable can be used, the highest value is selected.
 - 2. Information sources may be documented in the margins of the reassessment document.

JD 02/10.02 **Severity of Current Charges**

- A. Information regarding current charges is provided in the inmate's booking in the JMS.
- B. Assigned points are as follows:
 - 1. If charged with an Capital Felony, ten (10) points are awarded.
 - 2. If charged with a First Degree Felony, five (5) points are awarded.
 - 3. If charged with a Second Degree Felony, four (4) points are awarded.

4. If charged with a Third Degree Felony, three (3) points are awarded.
5. If charged with a Class A Misdemeanor, two (2) points are awarded.
6. If charged with a Class B Misdemeanor, one (1) point is awarded.
7. If charged with a Class C Misdemeanor, zero (0) points are awarded.

JD 02/10.03 Serious Offense History

- A. Information regarding current charges is provided in the inmate's booking in the JMS, or from information gathered during the records check at the time of their initial assessment.
- B. Scoring this variable requires a decision as to the most serious conviction the inmate has had, or the most serious charge he is currently pending.
- C. Points are awarded as outlined in Appendix C.

JD 02/10.04 Escape History

- A. The escape history variable determines whether there are episodes of escape or attempted escape in the history of the inmate and requires a decision as to recency, as determined by the date of conviction.
- B. Information for this variable may be found in:
 1. the Jail Management System; and
 2. the initial Classification assessment.
- C. Escapes from both juvenile and adult correctional facilities should be included.
- D. The following may be scored as an escape:
 1. Criminal convictions for escape, attempted escape, walkaway from a jail work program, and evading.
 2. Disciplinary violation convictions for:
 - a. escape;
 - b. attempted escape; and
 - c. absconsion from secure facilities.

3. Verified AWOL and desertion from the military.
- E. Single episodes should not be counted twice (e.g., criminal charges and disciplinary action for the same escape).
 - F. Convictions for escape, attempted escape, absconsion, or AWOL are not counted if they cannot be verified.
 - G. Recency is defined as an escape within the past five years. Any escape which occurred during any previous arrest may be counted. The point system is as follows:
 1. An escape as defined in JD 02/10.04 D within the past five years is awarded a five (5) points.
 2. An AWOL or attempted escape as defined in JD 02/10.04 D is awarded a three (3) points.
 3. If inmate has FTA'S on their record two (2) points are awarded.
 4. If the inmate has no escapes as defined in JD 02/10.04 D, zero (0) points are awarded.

JD 02/10.05 Institutional Risk

- A. Information for the institutional risk variable is provided in Gang Intelligence List provided by from the Ogden-Weber Metro Gang Unit, UDOC'S offender management system (O-Track), State computer system (BCI), or from affirmations made by the inmate.
- B. Points are assigned as follows:
 1. If the inmates affirms affiliation to a Gang or Militia Group, three (3) points are awarded.
 2. If the inmate is an identified Gang or Militia Group member, three (3) points are awarded.
 3. If the inmates has tattoos symbolizing Gang affiliation one (1) point is awarded.
 4. If none of these pertain to this inmate zero (0) points, are awarded.

JD 02/10.06 **Holds and Sentence Information**

- A. Information for the holds and sentencing variable is provided in the inmate's booking information in the JMS. This information requires a decision with regard as to the type of hold on the inmate or if the Inmate is still pending charges.
 - 1. No Bail Hold information is added when an agency, jurisdiction, or a court places a No Bail Detainer on the inmate. This type of hold constitutes an escape risk if the inmate were to be allowed access to certain custody levels (e.g., outside worker status).
 - 2. If the hold entered is not a No Bail agency hold, it should not be used for scoring this item.
 - 3. As with no bail holds, inmates pending felonies also can be high escape risks, due to the likelihood of a prison sentence. These types of offenders could be an escape risk if allowed access to certain custody levels (e.g., outside worker status).
- B. Points are assigned as follows:
 - 1. If the inmate has a hold, as described in JD 02/10.01 A, three (3) points are awarded.
 - 2. If the inmate is still pending felony charges or is on a Probation or Parole violation, three (3) points are awarded.
 - 3. If the inmate is still pending misdemeanor charges one (1) point is awarded.
 - 4. If the inmate does not have a hold, or does not have pending charges, zero (0) points are awarded.

JD 02/10.07 **Most Serious Disciplinary Convictions**

- A. Information for serious disciplinary convictions variable can be found in the Misconduct section of the JMS.
- B. To determine severity of the disciplinary history, reference may be made to JD 06, Inmate Disciplinary (Sections B1-B4). The most serious Disciplinary Conviction within the past 30 days should be determined and scored as follows:

1. An inmate who has been convicted of a disciplinary violation found under Section B1 within the last thirty days shall be awarded six (6) points.
2. An inmate who has been convicted of a disciplinary violation found under Section B2 within the last thirty days shall be awarded five (5) points.
3. An inmate who has been convicted of a disciplinary violation found under Section B3 within the last thirty days shall be awarded three (3) points.
4. An inmate who has been convicted of a disciplinary violation found under Section B4 within the last thirty days shall be awarded two (2) points.
5. Any disciplinary handled as a minor violation with an imposed sanction as outlined in JD 06/05.02 G, award two (2) points.
6. An inmate who has no disciplinary violations, shall be awarded zero (0) points.
7. Any disciplinary violations pending a hearing shall be awarded five (5) points.

C. Scoring of any variable in this chapter is limited to this incarceration only.

JD 02/10.08 **Number of Disciplinary Convictions**

- A. Information for this variable can be found in the Misconduct section of the JMS.
- B. The Misconduct section in the JMS shall be checked to determine the number of disciplinary convictions of the inmate within the past 30 days, and shall be scored as follows:
 1. An inmate who has had one disciplinary conviction within the last thirty days shall be awarded one (1) point.
 2. An inmate who has had two disciplinary convictions within the last thirty days shall be awarded two (2) points.
 3. An inmate who has had three or more disciplinary convictions within the last thirty days shall be awarded four (4) points.

4. An inmate who has had no disciplinary convictions within the last thirty days shall be awarded zero (0) points.

C. Scoring of any variable in this chapter is limited to this incarceration only.

JD 02/10.09 **Sentence Information**

- A. Information for the sentencing variable can be found in the Sentence section of the JMS.
- B. Scoring this variable requires a decision as to the sentence disposition of the inmate's current charges.
- C. Assigned points are as follows:
 1. If the inmate is sentenced on all of their charges and committed to the WCCF with no Inmate Disciplinary Violations in the last thirty days negative ten (-10) points shall be awarded.
 2. If the inmate is sentenced on all of their charges and committed to the WCCF and has had Inmate Disciplinary Violations in the last thirty days zero (0) points shall be awarded.
 3. If the inmate is still pending charges or has a hold as outlined in JD 02/10.06, zero (0) points shall be awarded

JD 02/10.10 **Prior Felony Convictions**

- A. Information for the prior felony convictions variable is provided from information gathered during the records check at the time of the initial assessment.
- B. Points are awarded as follows:
 1. If the inmate has had two or more prior felony convictions three (3) points shall be awarded.
 2. If the inmate has had one prior felony conviction one (1) point shall be awarded.
 3. If the inmate has not had a felony conviction zero (0) points shall be awarded.
- C. Current charges for scoring this section are excluded.

JD 02/10.11 **Substance Abuse History**

- A. A. Abuse is defined as:
 - 1. an arrest for drug and alcohol related offenses;
 - 2. court or disciplinary convictions for drug and alcohol related offenses;
or
 - 3. crimes committed to obtain drugs.
- B. Examples are:
 - 1. convictions for DUI or arrests for Public Intoxication;
 - 2. possession or sales of controlled substances; and
 - 3. disciplinary convictions for possession or use of intoxicating substances including, but not limited to:
 - a. glue;
 - b. gasoline;
 - c. alcoholic beverages;
 - d. drugs;
 - e. paint; or
 - f. possession of paraphernalia.
- C. Information for this variable can be obtained from:
 - 1. the Jail Management System;
 - 2. the Utah Criminal History files on BCI (State Computer);
 - 3. Interstate Criminal History files list on Triple I through the BCI System; and
 - 4. UDOC inmate management system (O-Track).
- D. Substance abuse is also defined as being a part of the commission of any criminal act. For example, if a person were under the influence of drugs or alcohol and then committed an Assault or Theft, he shall be viewed as having a substance abuse problem.

E. Scoring is as follows:

1. A history of substance abuse (drug or alcohol) shall receive a three (3) points.
2. No history of substance abuse shall be given zero (0) points.

JD 02/10.12 **Computation and Assignment of Classification Levels for Reassessments**

- A. After scoring each item, the Classification Officer shall add the points awarded for each of the seven variables. The total shall be entered on the appropriate portion of the ICRW.
- B. The ICRW includes a scale that indicates how the score on the form is to be applied. The score breakdown is outlined on Appendix B of this chapter.
- C. The Classification Officer shall determine where the score falls on the scale and indicate the change on the ICRW as follows:
 1. If the form score places the inmate in the range that indicates the inmate is to stay at the same classification level, the Classification Officer shall enter "No Change" in the box provided on the ICRW.
 2. If the form score places the inmate in a range that indicates the inmate is to move to another classification level, the Classification Officer shall enter the appropriate level in the box provided on the ICRW.
- D. The Classification Officer has the option to select an override condition when he determines it is appropriate, but shall explain the reasons in a log event report. The override shall then be reviewed and approved by the Jail Commander/Designee.
- E. The Classification Officer shall initiate the housing and bed assignment, as indicated on the worksheet using the JMS.
- F. The Classification Officer shall then forward the completed worksheet to the Records Office to be placed in the inmate's file.

JD 02/11.00 **LEARNING OBJECTIVES**

JD 02/11.01 **Development of The Classification System**

Staff shall become familiar with the following:

- A. The development and general philosophy of the Weber County Correctional Facility's Classification Plan; and
- B. The classification policy statement.

JD 02/11.02 **Classification Procedures**

Staff shall become familiar with the following:

- A. The initial classification process;
- B. The levels of classification;
- C. The role each staff member plays in classification;
- D. Classification overrides and how they are implemented;
- E. The reassessment process;
- F. Classification challenges (i.e., who initiates them and how they are initiated);
- G. The Classification Committee and its function; and
- H. The purpose and use of the classification forms.

WEBER COUNTY CORRECTIONAL FACILITY

INMATE CLASSIFICATION ASSESSMENT WORKSHEET

INMATE'S NAME: LAST _____ FIRST _____ MIDDLE _____

BOOKING # _____ PERMANENT ID # _____ DATE BOOKED ____/____/____

INMATE'S DOB ____/____/____ AGE _____ SSN # _____ - _____ - _____ Current Housing Bed Assignment _____

ASSESSED BY _____ DATE COMPLETED ____/____/____

SID# _____ FBI# _____ Checked NCIC _____ UCCH _____ PSWA _____ Booking Screen Updated _____

ASSESSMENT CRITERIA WORKSHEET

7. PRIOR OFFENSE HISTORY:

How many criminal convictions (Last 5 years)

Scale: No Convictions = 0; One misdemeanor conviction = 1; Two misdemeanor convictions = 2
Three or more misdemeanor convictions = 3; One felony conviction = 3;
Two or more felony convictions = 4.

8. History of Assaultive Behavior:

Does the inmate have a history of assault.

Scale: No assaults on record = 0
Has a Misdemeanor assault, or resisting arrest = 2
Record shows more than one of the above offenses or has a Felony assault, assault
by prisoner, or an assault on a Police Officer = 3. Current Charge fits this category = 1.
Has assaults/resisting/ assault on a P.O. prior to the last 5 years no charges within the last five
years = 1.

9. Escape History:

Does the inmate have a history of Escape, Evading, Att Escape, Fta's, or Walkaways.

Scale: No History = 0; Has one FTA = 1; Has two to four FTA's = 2; Has five or more FTA's = 3;
Has an escape/evading/walkaway = 5.

Does the inmate have a history of disciplinary problems in the facility.

[illegible]

Does inmate's record indicate drug or alcohol abuse.

Combined Score

[illegible]

Special Notes: _____

=====

CLASSIFICATION LEVEL

**HOUSING / BED
ASSIGNMENT**

WEBER COUNTY CORRECTIONAL FACILITY

INMATE ORIENTATION REVIEW SHEET

I _____ received orientation on the Weber County Correctional facility's inmate
(Please Print Name Legibly)

orientation material. The orientation material includes but is not limited to the following:

- | | |
|----------------------------|------------------------|
| 01. Inmate Accounts/Funds | 07. Legal Access |
| 02. Inmate Classification | 08. Mail |
| 03. Inmate Code Of Conduct | 09. Medical Access |
| 04. Inmate Disciplinary | 10. Telephone Access |
| 05. Inmate Grievance | 11. Visitation |
| 06. Housing Sanitation | 12. Medical Co-Payment |

I also understand the orientation information is accessible to me thru the Inmate Handbook or by requesting the inmate policy manual from my housing unit officer and if I have any questions concerning the orientation materials I can ask my housing unit floor officer for assistance.

(Inmate Signature) Date ____/____/____

(Reviewing Officer and IF#) Date ____/____/____

WEBER COUNTY CORRECTIONAL FACILITY INMATE CLASSIFICATION REASSESSMENT WORKSHEET

Last Name _____ **First Name** _____ **Middle Name** _____

Booking# _____ - _____ **Permanent I.D.#** _____ **Date Completed** ____/____/____ **Completed By** _____

Current Classification Level _____ **Current Housing Assignment: Unit** _____ **Bed** _____

Reason For Reassessment: (Circle One) Scheduled Request TRO Disciplinary Other

Circle one from each of the following categories:

1. Severity Of Current Charges/Convictions

- | | | |
|----------------------------------|---------------------------------|---------------------------------|
| a. Capital Felony 10 | d. Third Degree Felony 3 | g. Class C Misdemeanor 0 |
| b. First Degree Felony 5 | e. Class A Misdemeanor 2 | |
| c. Second Degree Felony 4 | f. Class B Misdemeanor 1 | |

2. Serious Offense History (Current Charges or Prior Convictions)

- | | | |
|--|---------------------------------------|--------------------------------------|
| a. Criminal Homicide 7 | h. Agg. Sexual Assault 4 | o. Simple Assault 2 |
| b. Att. Criminal Homicide 5 | i. Rape 4 | p. Any D.V. Charge 4 |
| c. Manslaughter/Kidnaping 4 | j. Assault By Prisoner 4 | q. Felony Drug Offense 3 |
| d. Homicide Felony 3 4 | k. Sex Offense Felony 2 4 | r. Misdemeanor Drug Offense 1 |
| e. Homicide Misdemeanor A 4 | l. Sex Offense Felony 3 3 | s. Non Assault Felony 2 |
| f. Agg. Burglary 4 | m. Sex Offense Misdemeanor 2 | t. Non Assault Misdemeanor 1 |
| g. Agg. Assault/Robbery/Arson 4 | n. Assault On Police Officer 3 | |

3. Escape History

- | | | |
|--|--------------------------------|------------------------------|
| a. No Escapes Or Attempts 0 | d. Evading 5 | g. Attempted Escape 3 |
| b. Escape From An Institution 5 | e. Walkaway 5 | h. Has FTA's 2 |
| c. Absconding/Fugitive 5 | f. AWOL From Military 3 | |

4. Institutional Risk

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| a. Admits Affiliation To Militia 3 | c. Has Gang Tattoos 1 | e. Identified Militia Member 3 | g. None Fit This Subject 0 |
| b. Admits Affiliation To Gang 3 | d. Identified Gang Member 3 | f. Under care of Mental Health 3 | |

5. Holds And Court Information

- | | | |
|---------------------------------|-----------------------------------|--------------------------------------|
| a. Pending Misdemeanor 1 | c. No Bail O.J. Hold 3 | e. None Of These Fit Inmate 0 |
| b. Pending Felony 3 | d. Probation/Parole Hold 3 | |

6. Most Serious Disciplinary Conviction (Last 30 Days)

- | | | | |
|------------------|-----------------|-------------------------|--|
| a. None 0 | c. B-2 5 | e. B-4 2 | g. Minor W/Officer Imposed Sanction 2 |
| b. B-1 6 | d. B-3 3 | f. IDP Pending 5 | |

7. Number Of Disciplinary Convictions (Since Last Assessment)

- | | | | |
|------------------|-----------------|-----------------|---------------------------|
| a. None 0 | b. One 1 | c. Two 2 | d. Three Or More 4 |
|------------------|-----------------|-----------------|---------------------------|

8. Sentence Information

- | | |
|-----------------------------|--|
| a. Pending Charges 0 | c. Sentenced to WCCF No IDP's -10 |
| b. Any Hold 0 | d. Sentenced to WCCF/w/IDP(s) 0 |

9. Prior Felony Convictions (Exclude Current Charges)

- | | | |
|------------------|-----------------|-------------------------|
| a. None 0 | b. One 1 | c. Two Or More 3 |
|------------------|-----------------|-------------------------|

10. Substance Abuse History

- | | |
|------------------------------|------------------------|
| a. History Of Abuse 3 | b. No History 0 |
|------------------------------|------------------------|

Category	Score
A.	_____
B.	_____
C.	_____
D.	_____
E.	_____
F.	_____

Reassessment Scale

(Combined Score: -9 to 0 points = **Level 6**, 1 to 6 points = **Level 5**, 7 to 17 points = **Level 4**, 18 to 23 points = **Level 3**, 24 to 27 points = **Level 2**, 28 points or more = **Level 1**)

New Classification Level _____ **New Housing Assignment: Unit** _____ **Bed** _____

Override Y/N (If Yes Explain) _____.

ICRW-001.wpd 09/2003

WEBER COUNTY CORRECTIONAL FACILITY
INMATE CLASSIFICATION CHALLENGE FORM

INMATE'S NAME _____ DATE ____/____/____

(Please Print Legibly)

DOB ____/____/____ INMATE # _____ BK# _____ HOUSING UNIT _____ CELL # _____

THE INMATE MAY REQUEST THAT THE CLASSIFICATION COMMITTEE REVIEW THE CLASSIFICATION DECISION. THE REQUEST MUST BE MADE WITHIN 5 DAYS OF A CLASSIFICATION CHANGE OR ASSIGNMENT.

I request that my classification be reconsidered for the following reasons:

(Check Applicable Boxes)

- ☐ Insufficient information was used.
- ☐ Classification procedures were not properly followed.
- ☐ I am stating that moving to my new classification would cause safety and security issues.

Explain _____

_____.

Inmate's Signature _____ /____/____.
Date

Classification Committee Decision:

- ☐ No Change.
- ☐ Change Classification Level to .

Explanation _____

_____.

Committee Chairman's Signature & Date Committee Member Signature & Date Committee Member Signature & Date

Jail Commander/Designee.

☐ I concur with the Committee's decision.

Jail Commander/Designee's Signature **Date** ____/____/____.

APPENDIX A: Standards for Custody Matrix Table

Supervision	<u>R & O</u> Close	<u>LEVEL 1</u> Intensive	<u>LEVEL 2</u> Close	<u>LEVEL 3</u> Secure	<u>LEVEL 4</u> Intermediate	<u>LEVEL 5</u> Indirect	<u>LEVEL 6</u> Trustee	<u>Comments</u>
Housing Unit Observation	*Direct, frequent Observation of inmates	*Direct, frequent Observation from behind barrier	*Direct, frequent Observation of inmates	*Direct, frequent Observation of inmates	*Indirect Periodic	*Indirect Periodic	*Periodic Indirect	* hourly walkthroughs on a unscheduled basis.
Out of cell movement	No Barrier. Maximum of 6 inmates out at one time	Barrier. Maximum of 2 inmates out at one time	No Barrier. Maximum of 8 inmates out at one time	No Barrier.	No Barrier.	No Barrier.	No Barrier	
Movement outside of housing unit within facility.	**Barrier. 1 officer to 6 inmates - escorted. ***	*Barrier. 1 officer to 2 inmates - escorted .	**Barrier. 1 officer to 4 inmates - escorted.	No Barrier. Inmates move escorted.	No Barrier. Up to 12 inmates may move unescorted.	No Barrier.	No Barrier.	*Handcuffed behind the back with waist chain and shackles. **Handcuffed behind the back or handcuffed in front with waist chain. *** Booking cuffed consistent with initial Classification.
Transport outside of the secure perimeter.	**	**	**	**	**	** See work details	See work details	**Handcuffed behind the back with waist chain , legs secured with shackles. May be handcuffed in front when “Black box” is used.
Work details outside the secure facility	No	No	No	No	No	*Yes	*Yes	* Community Service inmates with supervision., or Inmates blue banded and supervised by work detail description. No restraints required.
Programs	No	Cell study only	Cell study *Select programs within the housing unit.	Cell Study Approved programs within the secure perimeter.	**	**	** Select programs off property	* Congregate programing within the housing unit by contract approved by IMC and Jail Commander. ** All programs with approval.
Out of cell time	1 hour 4 times per week	1 hour 4 times per week	2 hours 4 times per week	Daily between the hours of 0600 & 1800	Daily between the hours of 0600 & 2130	Daily between the hours of 0600 & 2300	Daily between the hours of 0600 & 2300	Additional time may be granted by approval of the IMC committee
Meals	*In cell	In cell	*In cell	Day Room	Day Room	Day Room	Day Room	*May eat in day room during scheduled time out.
Exercise	In cell or scheduled time out **	In cell or scheduled time out **	In cell or scheduled time out **	Housing unit gym during scheduled times	Housing unit gym during scheduled times	Housing unit gym during scheduled times.	Housing unit gym during scheduled times.	** Housing unit gym exercise by schedule.
Uniform/Clothing	Maroon shirt with blue pants	Orange two piece uniform or jumpsuit	Blue two piece uniform or jumpsuit	Blue two piece uniform or jumpsuit	Blue two piece uniform or jumpsuit	*Blue two piece uniform or jumpsuit	*Blue two piece uniform or jumpsuit	*May wear approved personal clothing while housed at the Kiesel Facility
IWIB	Green	Orange	Red	Yellow	Green	Purple	Blue	
IWIB (Federal)	White	White w / orange stripe	White w / red stripe	White w / yellow stripe	White			

APPENDIX B: Assessment & Reassessment Classification Levels Scores

The Assessment Classification Level scores are as follows;

10 or more points on questions 1 & 2	Level One, or
<u>28</u> or more points on questions 1 - 11.....	Level One
<u>24</u> to <u>27</u> points on questions 1 - 11.....	Level Two
<u>18</u> to <u>23</u> points on questions 1 - 11.....	Level Three
<u>7</u> to <u>17</u> points on questions 1 - 11.....	Level Four
<u>1</u> to <u>6</u> points on questions 1 - 11.....	Level Five
<u>0</u> to <u>0</u> points on questions 1 - 11.....	Level Six

The Reassessment Classification Level scores are as follows;

10 or more points on questions 1 & 2	Level One, or
<u>28</u> or more points on questions 1 - 10.....	Level One
<u>24</u> to <u>27</u> points on questions 1 - 10.....	Level Two
<u>18</u> to <u>23</u> points on questions 1 - 10.....	Level Three
<u>7</u> to <u>17</u> points on questions 1 - 10.....	Level Four
<u>1</u> to <u>6</u> points on questions 1 - 10.....	Level Five
<u>-9</u> to <u>0</u> points on questions 1 - 10.....	Level Six

APPENDIX C: Offense Computation Table

The Assessment Offense Computation scores are as follows:

Criminal Homicide	7	Kidnaping	5	
Att. Criminal Homicide	5	Felony Drug Offense		3
Agg. Burglary 1 st Degree	5	Parole Violation		3
Agg. Sexual Assault/Rape	5	Probation Violation		2
Assault By Prisoner	4	Sex Offense Felony 3		3
Sex Offense Felony 2	3	Sex Offense Misdemeanor		2
Agg. Assault/Robbery/Arson	5	Assault On Police Officer		3
Domestic Assault	3	Simple Assault		2
Manslaughter Felony 2 or Felony 3	5	Non Assault Felony		2
Homicide Fel. 3 / Misdemeanor A	5	Non Assault Misdemeanor	1	

The Reassessment Offense Computation scores are as follows:

Criminal Homicide	7	Kidnaping	4	
Att. Criminal Homicide	5	Felony Drug Offense		3
Agg. Burglary 1 st Degree	4	Parole Violation		3
Agg. Sexual Assault/Rape	4	Probation Violation		2
Assault By Prisoner	4	Sex Offense Felony 3		3
Sex Offense Felony 2	3	Sex Offense Misdemeanor		2
Agg. Assault/Robbery/Arson	4	Assault On Police Officer		3
Domestic Assault	3	Simple Assault		2
Manslaughter Felony 2 or Felony 3	4	Non Assault Felony		2
Homicide Fel. 3 / Misdemeanor A	4	Non Assault Misdemeanor	1	