

	DEPARTMENT OF PUBLIC SAFETY	EFFECTIVE DATE: MAR - 2 2012	POLICY NO.: COR.18.01
	CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	SUPERSEDES (Policy No. & Date): COR.18.01 & 02/19/09	
	SUBJECT: INMATE CLASSIFICATION SYSTEM	Page 1 of 11	

1.0 PURPOSE

To provide a manual of policy and instructions for effecting branch facility custody levels and custody designations for branch facilities, and to provide an organized and efficient method of implementing the Department's inmate classification system.

2.0 REFERENCES & DEFINITIONS

. 1 References

- a. Hawaii Administrative Rules of the Corrections Division, Title 23, Subchapter 107, Inmate Classification
- b. Hawaii Revised Statutes, Chapter 706, Disposition of Convicted Defendants
- c. American Corrections Association (ACA): Guidelines for the Development of a Security Program, Third Edition, section 1- chapter 3, Classification and Facility Security Levels
- d. Department of Public Safety (PSD), Policy and Procedure (P&P) COR.18.07, Exception Case
- e. PSD, Classification Coding Instructions Manual

.2 Definitions

a. Initial Classification

The initial classification of a jail or prison inmate is conducted to determine the custody designation appropriate to the inmate's needs and the risk the inmate represents to security. The five custody designations to which an inmate can be assigned are: maximum, close, medium, minimum, and community.

1. Jail inmates should have an initial custody screening instrument completed within seventy-two hours (72) hours of admission to the department; and

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2. Prison inmates shall have an initial custody instrument completed within sixty (60) days upon transfer to the Reception, Assessment, and Diagnostic (RAD) unit.

b. Reclassification

A formal re-assessment of the inmate's custody designation. Reclassification shall be conducted at least every six months (after the last classification action) or every 12 months for inmates designated as community custody and after any change which may affect the inmate's security or custody designation, i.e., following new sentence(s), sentence reduction, or adjudicated major (high or greatest) misconduct(s).

c. Classification Committee

The authority for all adverse institutional classification actions is delegated to this committee. The classification committee should consist of one or more members. The composition of the committee may include the Facility Classification Coordinator/designee, case manager, or other members as deemed appropriate by the branch facility Warden or their designee.

d. Initial Classification Instrument

The initial prison classification instrument shall be completed by the RAD case manager assigned to the inmate.

e. RAD

A RAD Unit that conducts an Initial Classification, Level of Service Inventory-Revised (LSI-R), Adult Substance Use Survey (ASUS), and a prescriptive plan for services based on information from the LSI-R and ASUS on all newly sentenced felons in the Hawaii correctional system.

f. Facility Classification Coordinator

Ensures that all classification actions or recommendations conform to departmental policy and procedures on Inmate Classification.

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g. Custody Designation

The result of a classification process that determines placement at or within a facility based on housing, programming, and the degree of staff supervision required by the inmate.

h. Custody Level

Custody level will determine the degree of physical control and staff supervision that an inmate requires. This will determine the inmate's facility designation and types of programs the inmate will have access to. Custody level is based upon a number of factors, including operational and physical plant criteria. A single facility may have more than one level of security within its perimeter. There are five custody levels: maximum, close, medium, minimum and community.

i. Prison Inmate

Any inmate committed to serve more than a one (1) year sentence, including sentenced misdemeanants with consecutive terms totaling greater than one year. Also includes parole violators.

j. Jail Inmate

Any inmate committed to serve less than one year (probation felons, sentenced misdemeanants, sentenced petty misdemeanants), pre-trial detainees, federal/other state holds. Also includes probation violators pending violation hearing adjudication.

k. Initial Classification Instrument

The form used to determine initial prison inmate custody designation and to determine initial inmate facility placement. This form is completed by the RAD unit assigned case manager.

l. Reclassification Instrument

The form used to determine adjustments in inmate custody designation after the establishment of the minimum term by the Hawaii Paroling Authority and also used to recommend transfer to a different facility or housing level than currently assigned.

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m. Initial Custody Screening Instrument

The form used to determine initial jail inmate custody designation and recommend housing assignment. This form is completed by the Intake Service Center (ISC) social worker at the various ISC.

n. Jail Classification Review Instrument

The form used to determine adjustments in a jail inmate's custody designation upon a change of status from pre-trial to sentenced jail.

o. Exception Cases

Cases in which administrative action may override the custody scoring to ensure appropriate placement. These actions will provide for the safety of staff, inmates and the community, and will help ensure the good management of the facility.

p. Inmate Housing

Principal area of housing assignment, i.e., residency module, annex, holding unit or other living accommodations for offenders within a facility perimeter.

q. Institutional Program Areas

Areas within a facility perimeter where inmates participate in programs such as educational, vocational, and specialized treatment, that allow for freedom of movement under general supervision.

r. Security Area

Established limits within a facility where inmates cannot proceed past unless under escort.

s. Security Perimeter

The outer most fence or wall that defines the secure boundaries of a facility.

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t. Periphery of Property

The outer most boundary of the property upon which the correctional facility is situated.

u. Orientation/Intake Unit

Each facility with sentenced felon populations should have an intake Orientation Unit where newly admitted/transferred inmates shall be housed until the transfer assessment process is completed, and appropriate housing and program assignment is determined.

v. Adverse Classification Action

Adverse classification action is any increase of one step or more in custody designation. Other types of adverse actions are: transfer of a pretrial or state/federal hold inmate to prison and transfer of an inmate for the purpose of providing more restrictive security, the result of misconducts, and change in sentencing status.

3.0 POLICY

A systematic and objective classification program shall be established to facilitate correctional goals which promote public safety and reintegration opportunities through placement in programs involving increasing degrees of community involvement.

Classification shall be based on a need for differential care and handling of inmates, according to the individual's assessed needs and the risks presented. The classification process is two-fold: i.e., initial classification for appropriate facility assignment and reclassification for movement between security levels and/or facilities. While evaluations are consistently based on a specific set of variables, sensitivity to the inmates changing needs and behavior are not precluded.

Each inmate under the care and custody of the PSD shall be classified for security purposes according to the level of risk he/she represents to the facility and to the community at large. It is also the Department's policy that each inmate should be classified at the least restrictive capacity consistent with security needs. No inmate should receive more supervision or be kept at a more secure status than his/her potential risk dictates. Inmates shall be assigned to housing consistent with their custody level, whenever possible.

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In the implementation of the classification system, the following shall be adhered to:

- .1 Segregation of inmates shall not be based on race, color, creed, national origin, or religion.
- .2 Violent, predatory inmates, and inmates who may be subjected to violent acts, shall be housed separately from the general population whenever possible.
- .3 Jail inmates shall be housed separately from prison inmates, unless a threat is posed to the good management of the facility, and an exception case transfer form (PSD 8202) is initiated through the adverse custody hearing process. Approval shall be retained through the Classification Office.
- .4 Males shall be housed separately from females.
- .5 All adverse classification actions shall be conducted in an objective manner to ensure due process safeguards.

4.0 CLASSIFICATION DESIGNATIONS

The following classification designations will be used in assigning inmates to appropriate supervision:

.1 Maximum Custody

Maximum custody will be reserved for inmates who have shown through their institutional behavior that they are unable to function appropriately in the general population, regardless of the amount of time left to serve. This will include the violent, predatory, chronically disruptive, and serious management problem inmates who disrupt the safe operation of a facility. The decision to place an inmate in maximum custody must be judiciously made through an exception case request and will be subject to monitoring by the facility classification committee at a minimum of every 6 months.

When classified maximum custody, the inmate is assigned to a highly restricted area or to a maximum security-type facility. These inmates definitely present an escape risk and/or management problem. Public safety is a major concern for these types of inmates.

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The level of supervision required for maximum custody is as follows:

Supervision Required

Residency Area:	Restricted to room or quadrant; constant surveillance.
Security Area:	Movement under escort and with or without restraints; constant supervision
Outside Security Area, within Perimeter:	Movement under escort of two uniformed officers, with restraints; constant supervision.
Outside Perimeter:	Restraints and escort shall be in accordance with the provisions of confidential Policies COR. 08.01, Court Appearance and Transport of Inmates and COR 08.24, Use of Mechanical Restraints
Meal Movement:	Fed in cell or quadrant.

.2 Close Custody

This custody will be used for those inmates with long minimum sentences (21 years or longer), serious escape risks, and other types of inmate characteristics that may require higher controls in the general population. Inmates placed in close custody as a result of a long minimum sentence shall be reviewed after five years of observation for consideration of reduction of custody to medium. Should a reduction of custody level not be granted at the first review, the inmate shall be reviewed every year thereafter until medium custody is attained. The close custody inmate will be assigned to facilities designated as medium, but will be subject to restrictions concerning the hours they are allowed to mix with the general population and the types of programs they may participate in. Close custody inmates cannot be assigned to programs outside the security area, such as motor pool or outside worklines. Close custody inmate will be subjected to security headcounts every two hours outside their residency area. The levels of supervision for close custody inmates are as follows:

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Supervision Required

Residency Area:	Freedom of movement; constant surveillance.
Security Area:	Movement under constant surveillance; report for count every two hours. Must be under escort after daylight hours.
Outside Security Area, within Perimeter:	Movement under escort; constant surveillance.
Outside Perimeter:	Restraints and escort shall be in accordance with the provisions of confidential Policies COR.08.01, Court Appearance and Transport of Inmates and COR 08.24, Use of Mechanical Restraints.
Meal Movement:	In general population dining area under constant supervision.

.3 Medium Custody

Medium custody may include long term moderate and low risk prison inmates or marginal risk inmates. The inmate's institutional conduct and adjustment indicates a need for continuous control and frequent supervision. Medium custody is also assigned to parole/probation violators prior to a revocation hearing.

The medium custody inmate is assigned to a more secure residency area within a multi-level security facility or to a medium security-type facility. These inmates may present an escape risk or management problem(s). The levels of supervision for medium inmates are as follows:

Supervision Required

Residency Area:	Freedom of movement; constant or intermittent supervision.
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Security Area: Movement with constant or intermittent supervision.

Outside Security Area, within Perimeter: Movement under escort; constant surveillance.

Outside Perimeter: Restraints and escort shall be in accordance with the provisions of confidential Policies COR.08.01, Court Appearance and Transport of Inmates and COR 08.24, Use of Mechanical Restraints.

Meal Movement: Under general supervision.

.4 Minimum Custody

Minimum custody is for low risk prison and jail inmates who have 48 months or less to parole/release eligibility and have demonstrated through their institutional conduct and adjustment a minimal need for control and supervision, have no felony hold or detainer, have not been involved in a violent episode within the last 12 months, and did not escape or attempt to escape from the department within the last seven years. Medical and mental health clearance is required for transfer to a minimum-security facility. Inmates who refuse to actively participate in available correctional programs to address-identified problem areas shall be excluded from minimum or community custody. Inmates on psychotropic drugs are also excluded, unless they have been approved/cleared by the facility psychiatrist. Inmates identified for sex offender treatment must obtain clearance from the Administrator of the Sex Offender Treatment Program. The inmate is assigned to the least secure housing area available within multi-level facility or to a minimum-security facility. These inmates tend to present low escape risk or management problems.

The levels of supervision required for minimum custody are as follows:

Supervision Required

Residency Area: Freedom of movement is allowed within the residency and multi-purpose area with intermittent supervision.

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Security Area:	Movement under intermittent surveillance.
Outside Security Area, within Perimeter:	Movement under escort; constant surveillance.
Outside Perimeter:	Restraints and escort shall be in accordance with the provisions of confidential Policies COR.08.01, Court Appearance and Transport of Inmates and COR 08.24, Use of Mechanical Restraints.
Meal Movement:	Under general supervision.

.5 Community Custody

Community custody is a program custody for low risk prison or jail inmates who have met the requirements for minimum custody and are within **24** months to discharge or parole eligibility. Medical and mental health clearance is required to ensure participation in community service worklines and/or furlough **with** or **without** restrictions. Inmates on psychotropic drugs are to be excluded, unless they have been approved by the facility psychiatrist. Those inmates identified for sex offender treatment require a Sex Offender Custody Level Review recommendation for community custody (see attachment, form PSD 8760). Those inmates identified for sex offender treatment who do not have the recommendation of the Sex Offender Treatment Program Administrator will be excluded from community custody. This is to ensure satisfactory completion of the Sex Offender treatment program in a secured setting and appropriateness for furlough participation.

Inmates who refuse to actively participate in available correctional programs to address identified problem areas shall be excluded from minimum or community custody.

Community custody inmates require the following levels of supervision:

Supervision Required

Residency Area:	Freedom of movement with intermittent surveillance.
Security Area:	Movement under intermittent surveillance.

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Outside Security Area, within
Perimeter:

Movement with or without escort.

Outside Perimeter:

Movement with or without escort. There are instances in which security requires an inmate to be restrained.

Meal Movement:

Under general supervision.

5.0 RESPONSIBILITY

- .1 Wardens, in coordination with the Department Classification Officer, have the ultimate responsibility of administering this policy.
- .2 The designated Facility Classification Coordinator is responsible for ensuring that all actions and recommendations of the committee conform to the requirements of Chapter 18 of the Corrections Administration P&P manual.

6.0 CLASSIFICATION ACTIONS

Classification of inmates shall be made in accordance with instructions contained within the Classification System Manual and Coding Instructions.

7.0 SCOPE

This policy shall apply to all correctional facilities.

APPROVAL RECOMMENDED:


 Deputy Director for Corrections

2/22/12
 Date

APPROVED:


 Director

3/2/2012
 Date



SEX OFFENDER CUSTODY LEVEL REVIEW

INMATE'S NAME: _____
(Last) (First) (Middle Name or Initial)

INMATE'S ID: _____ DOB: _____
(SID # / SS #) (Date of Birth)

PED/EPH: _____ TODAY'S DATE: _____
(Parole Eligibility Date/Early Parole Hearing)

1. The inmate is incarcerated at:
 Halawa Correctional Facility Other _____
Case Manager _____

2. In which Circuit was the inmate sentenced?
 First, Oahu Third, Hawaii
 Second, Maui Fifth, Kauai

3. Is inmate currently incarcerated because of a conviction for sexual offense?
 Yes. CR# _____ Charge: _____
 No. If not a sexual offense, on what charge is inmate convicted? CR# _____
Charge: _____

4. If inmate is NOT convicted for a sexual offense, he/she may qualify as a sex offender because of a:
 Instant offense sexually motivated.
 Prior sex offense conviction as an adult.
 Prior sex charge as an adult.
 Prior sex charge as a juvenile.
 Other: _____

5. Noteworthy factors include any history or incidents during incarceration of: (all that apply)
 Substance abuse, dirty UAs.
 Pornography in cell, seeks subscription to erotica.
 Violence/threats/attacks on ACO's, staff, or inmates.
 Health problems that hinder work.
 Poor performance on work details, firings, quitting.
 Deviant sexual behavior/proposition to staff or inmates.
 Non-compliance with programs, educational goals.
 Escapes (including attempts).
 Other: _____

6. Does offender refuse to participate in SOTP or deny he/she needs further treatment?
 Yes No

7. Comments

SOTP Administrator's Recommendation
 Medium
 Minimum
 Community

SOTP Administrator's Signature

Date