

	DEPARTMENT OF PUBLIC SAFETY CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: MAR - 2 2012	POLICY NO.: COR.18.02
		SUPERSEDES (Policy No. & Date): COR.18.02 & 02/19/09	
	SUBJECT: PRISON CLASSIFICATION COMMITTEE		Page 1 of 4

1.0 PURPOSE

To establish the areas of authority and responsibility of the prison classification committee. The purpose of the prison classification committee is to place inmates in custody and program assignments according to the policies and procedures of the department's classification system to ensure that inmates are placed within the least restrictive environment without threat to institutional or public safety.

2.0 REFERENCES

.1 References

- a. Administrative Rules of the Corrections Division, Title 23, Subchapter 107, The Classification Process
- b. Department of Public Safety (PSD) Policy and Procedures (P&P) COR.18.01, Inmate Classification System
- c. PSD, Classification Coding Instructions Manual

3.0 POLICY

It is the policy of the Department to employ an objective, systematic and efficient inmate classification system that is founded on the principles of fairness, objectivity, reliability, and measurability. The goal of the institutional classification committee is to place the offender within the least restrictive environment while safeguarding the security and good government of the facility and the public. The primary function of the prison classification committee shall be to determine initial classification adjustments in custody level, housing/facility assignment, and program needs.

- .1 Classification committees will use the institutional file and the information presented by the inmate in the formulation and documentation of the classification decision.
- .2 Classification actions which may have a significant adverse effect on the inmates' custody level and housing will require a notice of hearing specifying the proposed action and the reasons for such action, twenty-four (24) hours in advance.
- .3 The inmate shall appear before the committee and be given the opportunity to be heard and present documentation specific to the classification process.

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Inmates shall have explained to them the purpose of the hearing and the aspects of the classification process.

- .4 An institutional classification committee may convene without the inmate present if he/she refuses to appear or represents a danger to the security of the institution or facility. In such cases where the inmate does not appear or is not present, the reasons will be clearly stated on the Notice of Programming form PSD 8701.
- .5 All classification actions shall be documented on the Notice of Programming form PSD 8701 or the Administrative Program Action form PSD 8702.
- .6 Results of the committee hearing/classification actions are to be documented by a chronological entry in the institutional file **and the Department's automated system**. The documentation shall include, but not limited to, date of hearing, assigned custody level, next review date, and participants of the hearing.
- .7 Inmates may appeal the decision of any committee action through the inmate grievance process.

4.0 TRANSFER ASSESSMENT HEARING

- .1 Upon transfer into a facility, each inmate shall have a transfer assessment hearing within ten (10) days.
 - a. The transfer assessment committee shall review the entire institutional file, including the Pre-Sentence Investigation (PSI) report, and Reception, Assessment, and Diagnostic (RAD) Prescriptive Plan or modified plan. If applicable, also review the Parole Violation Report, Part III;
 - b. The committee shall review all completed classification instruments and determine the appropriateness of the assigned custody level, utilizing the institutional file and RAD Prescriptive Plan;
 - c. The committee shall recommend housing, work line assessment, educational/vocational programs, and give direction for any special program services; and

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- d. The chairperson of the committee shall ensure that any actions or recommendations conform to departmental policy and procedures on the Inmate Classification System.

5.0 RECLASSIFICATION HEARING

- .1 Each inmate shall have a mandatory six month reclassification hearing from the date of the initial classification hearing and every six months thereafter. Community custody inmates shall be reviewed annually.
- .2 The classification committee shall review the RAD Prescriptive Plan and the inmate's progress for appropriateness of his/her custody level and facility placement.
 - a. Based upon this review, modifications to the prescriptive plan may be made;
 - b. Housing and working assignment, educational/vocational needs, and special programming will be reviewed and evaluated for continued appropriateness;
 - c. The committee shall complete a reclassification instrument on the inmate to ensure that the assigned custody level is appropriate; and
 - d. The facility classification coordinator shall arrange a transfer of the inmate with the Department classification Officer, should the committee recommend a transfer.
- .3 Each inmate shall be subject to special reclassification hearing when changes that affect his/her custody level arise, prior to the mandatory six month reclassification date.

Examples of changes are setting of minimum term of imprisonment, reduction of minimum term, disciplinary convictions, post conviction actions, etc.
- .4 The chairperson of the committee shall ensure that any actions or recommendations conform to the departmental policy and procedures in the Inmate Classification system.

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.5 Reclassification actions that may increase an inmate's custody level or involve a transfer to a more secured housing will require a 24-hour prior notice of hearing.

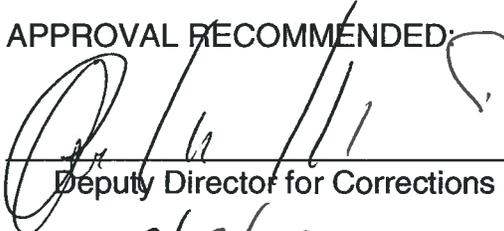
6.0 RESPONSIBILITY

Wardens, in coordination with the Department Classification Officer, have the responsibility of administering this policy.

7.0 SCOPE

This policy shall apply to all correctional facilities.

APPROVAL RECOMMENDED:


 Deputy Director for Corrections
 2/13/12
 Date

APPROVED:


 Director
 3/2/2012
 Date

**STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
CORRECTIONS DIVISION
NOTICE OF PROGRAMMING**

Facility: _____

Name Number

You are herein informed that your correctional program is scheduled to be heard by an administrative committee. You are to be present at:

_____, at _____ on the _____
(Location) (Time) (Date)

Reason for hearing:

You may may not retain legal counsel for the hearing.

Committee Chairman

RECEIPT OF NOTICE:

I acknowledge receipt of the above notice. I understand that I have a right to 24-hour notice prior to the hearing. (If given less than 24 hours, by signing this receipt I am waiving my right to the 24-hour notice.)

(Date) (Time) Signature: _____
(Inmate)

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RESULTS OF HEARING: (Summary)

Committee Chairman Date

I have reviewed the committee's findings and hereby: approve reject hold in abeyance in whole
in part , their recommendation.

Administrator Date

You have the right to seek administrative review of the decision through the grievance process within 14 calendar days from receipt of the final decision.

Receipt of results: Date _____ Signature: _____
(Inmate)

INMATE ACTIVE FILE

