

Idaho Department of Correction 	Standard Operating Procedure	Title: Classification: Inmate		Page: 1 of 19
		Control Number: 303.02.01.001	Version: 7.0	Adopted: 8-21-1995

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Open to the public: Yes No

Redacted version available: Yes No

SCOPE

This standard operating procedure applies staff involved in the classification process and to inmates assigned to Idaho Department of Correction correctional facilities, including community work centers.

Revision History
<p>Revision date (09/15/2014) version 7.0: Administrative change correcting override criteria in section 6.</p> <p>Revision date (05/07/2014) version 6.0: Extensive changes to the entire document. This revision includes implementation of centralized data entry, fully automating the scoring function in CIS, elimination of community custody, changes in scoring current crimes, institutional behavior, proximity to release, and cutoff scores. Title and signature authority updated.</p> <p>Previous Revision dated 08/19/2010.</p>

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BOARD OF CORRECTION IDAPA RULE NUMBER

None

POLICY CONTROL NUMBER 303

Classification of Inmates

PURPOSE

The purpose of this standard operating procedure is to establish an objective classification process for assigning inmates to the appropriate level of custody based on safety and security requirements in the least restrictive setting.

Nothing in this standard operating procedure is intended to create a liberty interest for inmates in scoring, classifying, custody, or housing assignments.

RESPONSIBILITY

Chief of the Prisons Division

The chief of the Prisons Division is responsible for:

- Appointing a staff member to serve as the classification manager; and
- Administration of the inmate classification system.

Facility Heads

Facility heads are responsible for implementing this SOP and for ensuring staff members practice the provisions contained herein.

Classification Manager

The classification manager is responsible for:

- Overseeing the classification process;
- Supervising the centralized classification staff;
- Consulting with the CWC operations manager regarding classification issues at CWCs; and
- Developing and/or providing training to classification staff.

CWC Operations Manager

The CWC operations manager is responsible for:

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- Consulting with the classification manager regarding CWC classification issues; and
- Overseeing override issues specific to CWC placement.

STANDARD PROCEDURES

1. Classification Overview

The IDOC inmate classification system is an objective, risk-based, and descriptive assessment that determines each inmate's custody: minimum, medium, or close, which determines the custody level of the facility to which the inmate can be assigned. Custody levels refer to facilities and to the inmate classification process.

The IDOC determines standards and requirements for facility custody levels and assigns custody levels for each facility, and in some cases, units within a facility.

The classification process establishes the custody of each inmate so that staff members can assign inmates to the appropriate housing assignments.

Basic Classification Information for Inmates is available to help inmates understand the classification process. In addition, inmates will have access to this SOP when detailed information is required. *Classification Inquiry Checklist*, is available to staff for use when answering routine questions (concern forms) regarding individual inmate's classification questions.

To the extent possible, the IDOC uses objective, and documented information in the classification process. The goals of the classification system include:

- Maintaining safety, security, and order at facilities;
- Meeting the needs of inmates such as programming and vocational work opportunities;
- Preventing escapes; and
- Protecting the public.

The IDOC has three levels of custody for termers:

- Close
- Medium
- Minimum

The IDOC uses the following custody designations for non-termers:

- Rider: Court (inmates serving retained jurisdiction sentences); and
- Rider: Parole Commission (parolees confined to a correctional facility for programming in lieu of and prior to a parole revocation hearing where the Commission of Pardons and Parole has retained jurisdiction).

The director of the IDOC, deputy director, Prisons Division chief and deputy chiefs, classification manager, and facility heads retain discretion to override the adjusted custody of any inmate.

2. Roles in the Classification Process

Centralized Classification Staff

Centralized classification staff members complete the data entry (current crimes, prior crimes, and escape information). Once the data is entered, the information is locked.

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Only centralized classification staff can modify the data when a new or modified commitment order is received or if an error is detected.

Current crimes are based on the sentencing information in Reflection and/or court orders of conviction. Information regarding current crime in other documents such as the presentence investigation will not be used for classification.

Escape information will be considered based on convictions, presentence investigations (PSI), disciplinary offense reports (DORs), county jail records, etc.

When completing an initial classification, centralized classification staff members conduct a criminal background check. The criminal background check will be used to complete the prior criminal record. When an inmate has an out-of-state conviction, the centralized classification staff will research and compare the out-of-state conviction to Idaho statutes and select the Idaho statute that is the most accurate match to the out-of-state conviction.

The centralized classification staff may review escapes and out-of-state convictions with the classification manager to ensure the correct classification information is entered.

Data entry will include:

- Current crime(s)
- Escape history
- Prior criminal record

Classification Manager

The classification manager is responsible for the following:

- Overseeing the state-wide classification process to include appropriateness of overrides and compliance with this SOP;
- Correcting errors or reporting problems to facility heads and the applicable division leadership;
- Supervising the centralized classification staff;
- Monitoring classification data entry for accuracy;
- Monitoring audit exceptions and corrective actions; and
- Providing Prisons Division leadership with classification information for management analysis.

Classification Staff

Classification staff must be in a case manager (or similar) role and is responsible for:

- Completing initial and/or reclassifications;
- Determining if the adjusted custody level is the correct custody for the inmate, and if not recommending a discretionary override;
- Completing the classification process;
- Providing the inmate with a copy of the classification/reclassification;
- Explaining the classification and custody to the inmate;
- If applicable, explaining how the custody affects the inmate's pathway (see [Program Management: Inmate 607.26.01.014](#));
- If applicable, explaining issues that prevent the inmate from obtaining a lower custody level; and

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- Discussing other relevant case management concerns.

Review Authority

Review authority duties cannot be delegated. The review authorities for initial classification and reclassification are as follows:

- **Initial Classification:** Reception and Diagnostic Unit (RDU) managers or higher; and
- **Reclassification:** Second-in-command positions (e.g., a deputy warden or equivalent) or higher.

The review authority is responsible for overseeing the facility classification process, ensuring that staff members are properly trained, and following the requirements of this SOP.

A review authority will review discretionary overrides and make custody level recommendations to the facility head.

Facility Heads

If a discretionary override is recommended, a facility head assigns final custody level in most cases (see section 6, [Discretionary Overrides Requiring Division Chief Approval](#)). This responsibility cannot be delegated.

If a discretionary override has been recommended and a facility head is on leave or otherwise not available, the review authority may contact the classification manager (or designee) via email or telephone and the classification manager (or designee) will assign the final custody level. When a facility head is unavailable for an extended period, the chief of the Prisons Division (or designee) will appoint an acting facility head for assigning final custody level for discretionary overrides.

3. Termer Custody Level Assignment

Termers and/or timers are inmates who are sentenced for a determinate and/or indeterminate period of incarceration with the Idaho Department of Correction (IDOC).

Determining a termer's custody level is based on the following factors:

- Current crime;
- Criminal history;
- Escape history;
- Age;
- Institutional behavior;
- Proximity to release; and
- Felony detainers, warrants, and pending charges.

In addition, classification staff members use professional correctional judgment when considering discretionary overrides to include

- Risk posed to the public, staff, and other inmates; and
- Programming or other rehabilitative needs.

Adjusted Custody Level

The classification process begins by scoring current crime, escape history, prior criminal history, age, institutional behavior, and if applicable, proximity to release. Points for each

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category have been predetermined and the sum of those points. The scored custody level evaluates inmates for custody assignment based on predetermined factors and suggests an appropriate custody assignment that will be applicable for most inmates.

The adjusted custody is set next. The CIS then reviews mandatory override criteria (see section 6). If the inmate scores minimum, but has any mandatory override criteria present then the adjusted custody level is held at medium. Otherwise, the adjusted custody level matches the scored custody level.

Recommended Custody Level

After the adjusted custody level is established, classification staff must recommend the inmate's custody level. This decision must include the 'hard data' of the adjusted custody and the classification staff's professional correctional judgment. The recommended custody level may be the same as the adjusted custody level or be a recommendation to another custody level. When the recommended custody level is different from the adjusted custody level it is a recommendation for a discretionary override.

Final Custody Level Assignment

Neither the adjusted custody level nor the recommended custody level establishes the inmate's custody. The inmate is not classified until the final custody level is set. The final custody level establishes the inmate's official custody for management and housing.

4. Facility Custody Rating

Inmates must be housed at a facility or unit where the facility custody rating is equal to or greater than the inmate's final assigned custody level.

For example, a minimum custody inmate can be placed at a medium custody facility, but a medium custody inmate cannot be placed at a minimum custody facility.

An inmate classified at a higher custody level than the facility (or unit) custody rating can only be housed at that facility temporarily, in detention or transit status, awaiting transfer to a higher-custody facility. Inmate management issues such as property and visitation are based on the custody rating of the facility, not the custody level of the inmate.

Custody assignment does not guarantee placement at the assigned custody level or specific facility location. For example, minimum custody inmates may not meet the placement criteria at a work camp or CWC facility.

If an inmate is transported outside a facility perimeter, the transport must be conducted in accordance with *Transports: Medical, Court, Family Emergency, and State*, 322.02.01.001.

Caution: An inmate cannot be housed in general population in a facility that is **two custody levels higher than his final custody level**, which means a minimum custody inmate cannot be housed in a close custody general population housing unit, except inmates in transit status awaiting transport to a lower custody level. This does not affect inmates in special housing status, specifically, protective custody, administrative segregation, medical, and mental health housing.

5. Classification Categories

Unclassified

Unclassified male termers will be managed in a secure facility, have limited movement, and restricted property (see *Property: Inmate*, 320.02.01.001) until classified. Normally,

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female new commitments are housed in a secure facility until classified; however, they may complete the RDU process in a minimum custody facility.

Unclassified inmates are comprised of the following types of inmates:

- Civil commitments;
- Inmates awaiting initial classification; and
- Inmates under the sentence of death. Inmates committed to the IDOC under a sentence of death will be housed in either the Idaho Maximum Security Institution (IMSI) for males **or** the Pocatello Women's Correctional Center (PWCC) for females.

Rider: Court

Inmates committed to the IDOC under a sentence of retained jurisdiction are not classified using the termer classification system. All inmates under retained jurisdiction will be classified as 'rider' and facility placement will be based on court recommendations and the inmate's needs, pathway, and security risks (see [section 8](#)).

Rider: Parole Commission

Inmates in an IDOC facility for treatment who are under the jurisdiction of the Commission of Pardons and Parole are classified as Riders: Parole Commission. Such inmates have violated conditions of parole; however, before a revocation hearing, they have agreed to enter a correctional treatment facility to attend programming. The Commission of Pardons and Parole may cancel the revocation process and continue the parolee on parole based on the individual's performance in programming or may continue with the revocation process if the parolee's progress in the program is unsatisfactory. Inmates whose status changes to parole violator will be classified using the termer classification.

Classified Termers

Classified termers within the IDOC will be assigned to one of three custody levels:

- Close,
- Medium, or
- Minimum.

Close

Close custody inmates are confined within a secure perimeter (except females who will be confined at PWCC) and under staff supervision 24 hours per day, seven days per week. Movement of close custody inmates within the institution will be limited, controlled, and supervised by facility staff.

Close custody is designed to house inmates who typically have the following:

- Escape history from a secure perimeter **or** secure facility; and/or
- Serious institutional disciplinary history (class A DORs) and/or displayed dangerous behavior while incarcerated (see [Disciplinary Procedures: Inmate](#), 318.02.01.001).

Medium

Medium custody inmates are confined within a secure perimeter (except females who will be confined at PWCC). Inmates must report for regularly scheduled counts. Movement of medium custody inmates within the institution will be structured and monitored.

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Medium custody is designed to house inmates who typically have the following:

- High or low-risk crimes with a disciplinary history (class B DORs) that does not require close custody placement;
- Long-term sentences;
- High-risk crimes and are not within specified proximity to a release date (see *Classification Scoring Matrix*);
- Felony and/or ICE detainees; and/or
- Escape history from a non-secure facility.

Minimum

Minimum custody inmates may be assigned to a facility with a non-secure perimeter. Inmates must report for counts, except when on work assignments or on work release. Movement of minimum-security inmates within the facility may be unrestricted.

At a work camp and offsite vocational work projects when inmates are outside the assigned perimeter, inmates may be unescorted; however, staff or a designated person will make visual observation of the inmates at least every two hours. Facility heads may approve exceptions to the two-hour observation requirement for specific jobs or programs. Exceptions and supervision requirements must be documented for each work crew or work assignment in accordance with [Vocational Work Projects: Inmate Selection and Crew Management](#), 611.01.01.003.

At CWC facilities and facilities with work release programs, inmates must report for counts, except for when away from the facility on an approved release (for further information, see [Work Release: Inmate](#), 605.01.01.002). Movement within the facility may be unrestricted. When outside the assigned perimeter, the inmate may be unescorted and will be required to report to the facility as directed by staff.

Minimum custody is designed to house inmates who typically have the following:

- No recent class A or B DORs;
- Nonviolent and/or low-risk crime;
- High-risk crime but nearing a release date and no classification points for DORs (see [section 7](#));
- Do not present an obvious escape risk; and
- Do not present an obvious threat to public safety.

6. Overrides

The IDOC uses two types of overrides: mandatory and discretionary.

Mandatory Overrides

Policy decisions establish mandatory override criteria and take precedence over the point system. Mandatory overrides affect inmates who score minimum custody but policy decisions require that they be medium custody. Mandatory overrides also affect inmates who score medium custody but are being considered for a discretionary override to minimum custody.

Mandatory override criteria are:

- Life sentences, unless there is TPD within 3 years

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- Must have a PHD within five (5) years and have a FTRD within 20 year
- Has active felony detainer, pending felony charge, felony warrant, or ICE detainer

The Corrections Integrated System (CIS) automatically activates the mandatory override criteria if present. The CIS assigns medium custody as the adjusted custody if the inmate scores minimum custody and mandatory override criteria are present. In addition, if mandatory override criteria are present, minimum custody is not available at the facility level as an option under final custody. If an override to minimum is recommended for an inmate with mandatory override criteria present, the division chief (or designee) is the approval authority (see [Discretionary Overrides Requiring Division Chief Approval](#)).

Discretionary Overrides

The majority of final classification assignments will be the same as the adjusted custody level. However, the IDOC recognizes that no instrument can account for all situations. Therefore, classification staff must review each classification to determine if the adjusted custody level is the appropriate custody level for that particular inmate. A discretionary override should be recommended when in a classification staff's professional correctional judgment the inmate should be managed at a higher or lower custody level than the adjusted custody level.

A 5% to 15% rate of discretionary overrides is typical for a classification system. When used appropriately, discretionary overrides will include overrides to lower and higher custody levels. If facilities fall outside the typical range for discretionary overrides, the classification manager may review the classification process. If the classification manager has concerns regarding discretionary overrides, he will bring them to the Prisons Division chief (or designee's) attention.

When a discretionary override is recommended, a facility head can classify an inmate to a custody one level lower or one level higher from the adjusted custody level.

Many factors influence discretionary overrides. Placement for programs, work, tentative parole dates, and placement needs can be factors in the decision making process; however, the primary questions, regardless of such considerations, are "What is the appropriate custody level for this inmate? Can the inmate be managed at a lower custody level, or does he require management at a higher custody level?"

Discretionary Overrides Requiring Division Chief Approval

If a discretionary override meets any of the following criteria, the Prisons Division chief (or designee) is the approval authority:

- Two custody levels deviation from adjusted custody level;
- Override to minimum custody if mandatory override criteria are present; or
- Override to minimum custody if inmate has a current high-risk crime and is not qualified to receive proximity to release points.

Discretionary Overrides: Sending and Receiving Facilities

The reliability of the classification process includes making discretionary overrides that are supported by receiving facilities, division leadership, and are based on sound correctional judgment. Discretionary overrides fall into two categories: overrides to retain and overrides to move.

Override to retain means that the adjusted custody level is being overridden so the inmate can be retained at the current custody level (higher or lower than the adjusted

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custody level). For example, an inmate at a minimum custody facility receives points for a B-class DOR, which will cause the inmate to score medium custody, but staff believes the inmate can still be managed at minimum custody.

Override to move means staff believes an inmate either can be managed at a lower custody level or must be managed at a higher custody level than the adjusted custody level.

Whenever **the override is to a lower custody level**, the receiving facility head is the approval authority. The sending facility staff must consult with the facility head (or designee) of the receiving facility before moving the inmate. If the move is accepted, the receiving facility head will approve the classification override. If the receiving facility does not accept the inmate, the sending facility head or designee may contact the classification manager for review. The classification manager will elevate concerns to the division chief (or designee).

The sending facility head approves discretionary **overrides to a higher custody level**. The sending facility does not contact the receiving facility. The receiving facility does not approve the override. The receiving facility cannot reject the inmate nor will the receiving facility conduct an unscheduled reclassification early to return the inmate to the lower custody level. If the receiving facility staff believes the discretionary override to a higher custody level was unnecessary or inappropriate, the facility head (or designee) will contact the classification manager. The classification manager will review the discretionary override and if necessary, consult with the division chief (or designee). The division chief or classification manager may, when appropriate to do so, order a reclassification and return the inmate to a lower custody level.

7. Proximity to Release Points

Inmates with current high-severity crimes will not have an adjusted custody level of minimum custody, until they are eligible to receive proximity to release points (-9 points).

Inmates with current low-severity crimes do not receive proximity to release points because the minus points are not required for such inmates to be minimum custody.

Proximity to release points are not given on initial classifications.

When inmates with current high-severity crimes, are eligible the proximity to release points will make their adjusted custody minimum custody.

To be eligibility to receive proximity to release points, inmates must have:

- Zero or -1 points for institutional behavior
- No mandatory override criteria

And

- A TPD or FTRD within three years **or**
- A PHD within three years and is within five years of FTRD
- If serving life, a TPD within three years

Caution: Minimum custody is appropriate as long as the TPD and/or PHD are viable. If at any time it becomes known that the inmate cannot or will not produce a viable parole plan, then the inmate must be reclassified with a discretionary override to medium. Examples of non-viable TPDs include placement in a program or housing that is nonexistent or impossible; and/or TPD is based on programming that the inmate refuses to take or fails to

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complete.

8. Mixed Legal Status (Termer, Rider, Probation, Parole)

Occasionally, an inmate has more than one legal status. For example, an inmate who is committed as a termer on one crime and a rider on another crime; **or** an inmate who is committed as a termer on one crime and is on probation for another crime.

Termer and Rider

If an inmate is committed as a termer and a rider, the inmate will be classified as a termer. Scoring for *Category 1*, severity of current offense will be based on the highest-severity offense, either the term commitment or the retained jurisdiction commitment. Although the inmate is classified, RDU staff members will not complete the Retained Jurisdiction Placement Evaluation located in CIS because it may override the termer classification. Instead, staff will complete a [Retained Jurisdiction Placement Evaluation Form](#) (see [section 8](#)). Staff will document in the CIS, as a contact note, the completion of the form. Additional retained jurisdiction reports will be completed in accordance with this SOP and [Retained Jurisdiction](#), 324.02.01.001.

Termer and Probation or Parole

If an inmate is committed as a termer and remains on probation or parole, the inmate will be classified as a termer. Scoring for *Category 1*, severity of current offense is based on the highest-risk offense, either the term commitment or probation/parole offense.

Rider and Probation or Parole

An inmate committed as a rider who is also on probation or parole will be classified as a rider. The inmate will be evaluated and managed in accordance with [section 8](#).

9. Initial Evaluation – Riders

Riders or retained jurisdiction pertains to inmates who are committed to the IDOC but where either a court or the Commission for Pardons and Parole has retained jurisdiction.

Rider: Court and Rider: Parole Commission classifications are done by the completion of a Retained Jurisdiction Placement Evaluation in the CIS.

Initial rider evaluations will generally take place within two weeks of reception. RDU staff evaluates inmates under a retained jurisdiction (rider) sentence during the RDU process.

The process is the same for Rider: Court and Rider: Parole Commission; however, the correct rider type must be selected when completing the evaluation.

Functional Roles and Responsibilities	Step	Tasks
RDU Classification Staff	1	Review criminal history, PSI reports, assessments, medical and mental health histories, recommended programs, the sentencing judge's placement recommendation, etc.
	2	Enter the CIS classification screen and complete a Retained Jurisdiction Placement Evaluation or if the inmate has a mixed legal status (termer), complete a Retained Jurisdiction Placement Evaluation Form .

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Functional Roles and Responsibilities	Step	Tasks
RDU Review Authority	3	<ul style="list-style-type: none"> • Within three (3) working days, review the Retained Jurisdiction Placement Evaluation in CIS or if used, the <i>Retained Jurisdiction Placement Evaluation Form</i> for completeness and recommendations consistent with good correctional practice and in compliance with this SOP; • If there are no errors and the recommendations are appropriate, approve the evaluation and save in the CIS (if the <i>Retained Jurisdiction Placement Evaluation Form</i> is used, forward it to records staff); or • If there are errors or if the recommendations are inappropriate, return the evaluation to RDU staff for correction.
		<p>Caution: The inmate does not receive a copy of the evaluation and no print copy of the CIS Retained Jurisdiction Placement Evaluation is filed.</p>
RDU Classification Staff	4	<ul style="list-style-type: none"> • Complete the placement process in accordance with <i>Inmate Placement Process</i>, 322.02.01.002; or • If the placement is to the male CAPP, proceed to <i>Correctional Alternative Placement Program (CAPP)</i>, 607.26.01.015.
	5	<p>If an inmate's history, behavior, or needs prevent placement at a retained jurisdiction program:</p> <ul style="list-style-type: none"> • Notify applicable managers; • Enter the CIS, and document a c-note entry under RDU special concerns; and • Ensure that the sentencing judge is notified of the placement and the reasons for the placement.
Inmate Placement Group	6	Review placement in accordance with <i>Inmate Placement Process</i> and then schedule the inmate for transport.
Records Staff	7	<ul style="list-style-type: none"> • If the <i>Retained Jurisdiction Placement Evaluation Form</i> was used, file the signed form in the inmate's central file. • If a Retained Jurisdiction Placement Evaluation printed from CIS is received, do not file the CIS print out. Shred the CIS printout and notify staff that the CIS Retained Jurisdiction Placement Evaluation is not printed or filed.

10. Initial Classification – Termers

All termers inmates, specifically new commitments and parole violators, will be assigned a custody level using the initial classification instrument, typically before leaving the RDU.

Riders whose retained jurisdiction has been relinquished or 'dropped' and have remained incarcerated either in a county jail or IDOC facility will be classified using the reclassification instrument. All riders who have been released to probation, parole, or any release from custody and then returned to a term sentence will be classified using the initial classification.

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Initial classification will normally take place within 14 days, but will not exceed 30 days following reception at an RDU. Inmates, who receive an initial classification following commitment, while housed in a county jail, will be classified using reclassification instrument during the RDU process if six months have passed since the initial classification.

When the need arises, unclassified inmates may be assigned to a behavioral health unit (BHU) at the discretion of the facility head (or designee). Classification staff will complete the classification as soon as possible following the BHU placement. Unclassified inmates in BHU will be managed in accordance with BHU management guidelines and the Mental Health Manual.

To complete an initial classification, classification staff will complete the following steps:

Functional Roles and Responsibilities	Step	Tasks
Central Classification Staff	1	Review sentencing information, PSI report, and complete a criminal background check. <ul style="list-style-type: none"> If any felony detainers, warrants, or ICE detainers are found, notify warrant/detainer staff and/or the IDOC victim services coordinator if any no contact orders are found.
	2	<ul style="list-style-type: none"> Enter the CIS classification screen, and enter criminal and escape history; and Notify the RDU/facility classification staff that the classification is complete.
RDU Classification Staff	3	Open a new classification in CIS: <ul style="list-style-type: none"> If in your professional judgment (considering behavior, programming needs, etc.) the adjusted classification result is the appropriate custody for the inmate, complete the CIS classification process. Skip to step 7. If in your professional judgment (considering behavior, programming needs, etc.) the adjusted custody level is not appropriate, select the applicable discretionary override check box, select the recommended custody level from the dropdown list, and document the rationale for your recommendation in the comments section.
RDU Review Authority	4	<ul style="list-style-type: none"> Within three working days of the notification, enter the CIS classification screen, review pending discretionary override. Review the discretionary override and select the custody level you recommend from the dropdown list; Document the rationale for your recommendation in the CIS comments section; and Notify the applicable facility head of the discretionary override request. (If the facility head is unavailable, you may contact the classification manager (or designee) who will assign the final custody level in lieu of the facility head.)

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Facility Head	5	<ul style="list-style-type: none"> • Within three working days of the notification, enter the CIS classification screen, and consider the override recommendation. • If the override requires approval by the Prisons Division chief (or designee), select the custody level you recommend, and notify the Prisons Division chief (or designee) <i>via email</i>. • If the override decision is made at the facility head level, accept or reject the recommendation, assign the final custody level, and notify the RDU classification staff. Skip to step 7.
Chief of the Prisons Division (or designee)	6	<ul style="list-style-type: none"> • Enter the CIS classification screen, determine the inmate's final custody level, and complete the classification process. • Notify the facility head and RDU staff via email that the classification is ready for service.
RDU Classification Staff	7	Enter the CIS classification screen and print two copies of the classification.
	8	<ul style="list-style-type: none"> • Meet with the inmate, serve one copy of the classification to the inmate, and explain the classification assignment and placement procedures. • Forward one copy of the classification to records staff.
Records Staff	9	File the classification in the inmate's central file.

11. **Reclassification**

All term inmates are reclassified using the following guidelines. Reclassifications are either scheduled or unscheduled.

Classification review authorities are responsible for quality control of the reclassification process in their area or facility. Review authorities consult with the classification manager when questions arise regarding reclassifications.

Scheduled

Scheduled reclassifications are conducted based on specific time intervals. The first reclassification is conducted six months after the initial classification. Thereafter, reclassifications are conducted annually on all term inmates. A scheduled reclassification will generally take place within 14 days (before or after) of the anniversary date of the previous classification.

Unscheduled

Unscheduled reclassifications are conducted **when an event occurs** that will change (increase or decrease) an inmate's adjusted custody level.

Events that may affect custody include the following:

- Age
- Class A or B DOR or DOR points added or removed;
- Criminal offense added or removed or a change in offense severity;

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- Escape or escape points added or removed;
- Detainers, warrants, pending charges added or removed;
- Parole date received, lost, or modified; and
- Proximity to release.

Classification staff members are responsible for immediately conducting unscheduled reclassification when an event occurs that will increase an inmate's adjusted custody level. This does not prevent a recommendation for a discretionary override.

Examples:

- Immediately reclassify a minimum custody level inmate who has received an affirmed DOR that will increase the adjusted custody level to medium or close custody. If the inmate is at a CWC or minimum custody facility and no override is considered or granted, the inmate must be moved to the appropriate custody facility.
- If an inmate is in detention and an affirmed DOR will increase the inmate's adjusted custody level, he must be reclassified before being released from detention.

Do not conduct an unscheduled reclassification if the inmate's adjusted custody level (minimum, medium, or close) would not change.

Do not conduct an unscheduled reclassification early following an initial classification unless the inmate receives an A or B class DOR, except as noted below in Early Reclassification (non-event).

When staff is aware of an event that will lower an inmate's adjusted custody level, an unscheduled reclassification should be completed.

Inmates may also request an unscheduled reclassification when an event occurs that would lower the adjusted custody level such as expiration of disciplinary points, detainer dropped, or TPD granted. When inmates request an unscheduled reclassification, classification staff will open a new reclassification in CIS to determine if the event results in a lower adjusted custody level. If the event does not result in a change to the adjusted custody level, do not complete an unscheduled reclassification.

Generally, unscheduled reclassifications should not be done prematurely.

Examples:

- If an inmate is overridden to a higher custody because he cannot be managed at a lower custody, he should not be reclassified until the next scheduled classification.
- An inmate, who will score a lower custody upon his first reclassification following the initial classification, should not be reclassified until the scheduled reclassification. No event has occurred in either example.

Early Reclassification (non-event)

Generally, when no event has occurred, reclassifications are not done more than 30 days before the annual reclassification date. Facility heads, facility review authorities, and the classification manager may make exceptions. If a reclassification is done early, the reason will be stated in the comments section.

If the need arises to fill empty beds at a certain custody level, facility staff will first consult Inmate Placement at Central Office to ensure there are no inmates available at the needed custody level.

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When the search of inmates includes possible discretionary overrides, staff must seek support and guidance from the classification manager to identify specific classification criteria to be considered.

The classification manager will monitor early reclassifications and report any concerns to the Prisons Division chief, deputy chief, and/or facility heads.

Reclassification staff will follow these steps when conducting scheduled, unscheduled, and early reclassifications.

Functional Roles and Responsibilities	Step	Tasks
Reclassification Staff	1	Open a new classification in CIS: <ul style="list-style-type: none"> • If in your professional judgment (considering behavior, programming needs, etc.) the adjusted classification result is the appropriate custody for the inmate, complete the CIS classification process. Skip to step 6. • If in your professional judgment (considering behavior, programming needs, etc.) the adjusted custody level is not appropriate, select the applicable discretionary override check box, select the recommended custody level from the dropdown list, document the rationale for your recommendation in the comments section, and notify the reclassification review authority.
Reclassification Review Authority	2	<ul style="list-style-type: none"> • Within three working days of the notification, enter the CIS classification screen, review pending discretionary override. • Review the discretionary override and select the custody level you recommend from the dropdown list; • Document the rationale for your recommendation in the CIS comments section; and • Notify the applicable facility head of the discretionary override request. (If the facility head is unavailable, you may contact the classification manager (or designee) who will assign the final custody level in lieu of the facility head.)

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Functional Roles and Responsibilities	Step	Tasks
Facility Head	3	<ul style="list-style-type: none"> • Within three working days of the notification, enter the CIS classification screen, and consider the override recommendation. • If the override requires approval by the Prisons Division chief (or designee), select the custody level you recommend, and notify the Prisons Division chief (or designee) or if the placement is at a CWC, the Division of Education, Treatment, and Reentry, reentry manager <i>via email</i>. • If the override decision is made at the facility head level, accept or reject the recommendation and assign the final custody level.
Prisons Division Chief Or Reentry Manager (or designee)	4	<ul style="list-style-type: none"> • Enter the CIS classification screen, determine the inmate's final custody level, and complete the classification process. • Notify the classification staff via email that the classification is ready for service.
Case Manager or Similar Staff	5	Enter the CIS classification screen and print two copies of the classification.
	6	<ul style="list-style-type: none"> • Meet with the inmate, serve one copy of the reclassification to the inmate, and explain the reclassification assignment and placement procedures. • Forward one copy of the reclassification to records staff.
Records Staff	7	File the printed reclassification in the inmate's central file.

12. Audit Procedures

The classification manager (or designee) will conduct monthly quality assurance by reviewing classifications and/or reclassifications and reporting findings to the Prisons Division chief, deputy chiefs and Division of Education, Treatment and Reentry reentry manager. Quality assurance may include researching inmate records, PSI reports, disciplinary history, detail reports etc. to ensure that classifications are being correctly completed. The classification manager (or designee) will provide monthly statistics to leadership for management analysis.

The Prisons Division will conduct annual operational audits to monitor facility implementation, consistency, and compliance with this SOP.

13. Classification Scoring

Category 1: Severity of Current Offense (manual data input)	
High Severity	9
Low Severity	1
Category 2: Escape History (manual data input)	
Conviction for escape or attempted escape from adult secure facility within the last 10 years	10
DOR for escape/attempted escape from adult secure facility within the last 10 years	7

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Conviction/ DOR for escape/walk-away or attempted escape/walk-away from a facility without a secure perimeter in the last 5 years	4
None	0
Category 3: Severity of Prior Felony Convictions (manual data input)	
High Severity (initial)	5
High Severity (reclassification)	3
Low Severity (initial)	1
No Prior Convictions (initial)	0
Low Severity or No Prior Convictions (reclassification)	0
Category 4: Current Age (auto populated)	
< 23	3
24 – 31	2
32 – 38	1
39 – 50	0
> 51	-1
Institutional Behavior (auto populated)	
Class A DOR, level 1 enhancement, within the last 5 years	25
Class A DOR, level 2 enhancement, within the last 3 years	23
Class A DOR, no enhancement, within the last 12 months	20
Class B DOR within the last 12 months	7
Class C DOR within the last 12 months	0
No DOR (Class A, B, or C) within the last 12 months	-1
Proximity to Release (auto populate) *Reclassification Only*	
High-risk Crime:	
<ul style="list-style-type: none"> Has at TPD or FTRD within three (3) years or Has a PHD within three (3) years and is within five (5) years of FTRD 	-9
Life Sentence:	
<ul style="list-style-type: none"> Has a TPD within three (3) years 	-9
Adjusted Custody (auto populated)	

Scoring Cutoffs for Initial and Reclassification

Initial Classification	
Close	17 or more
Medium	5 to 16
Minimum	4 or less

Reclassification	
Close	20 or more
Medium	7 to 19
Minimum	6 or less

DEFINITIONS

Detainer: A warrant or hold placed against an inmate in a federal, state, county, or city jail, which notifies the holding authority of the intention of another jurisdiction to take custody of the inmate when he is released.

Non-secure Perimeter: A perimeter that is not armed. (Pocatello Women's Correctional Center [PWCC] does have a non-secure perimeter, but it is considered a secure facility.)

Secure Facilities: The Idaho Correctional Center (ICC), the Idaho Correctional Institution-Orofino (ICIO), the Idaho Maximum Security Institution (IMSI), the Idaho State Correctional Institution (ISCI), and the Pocatello Women's Correctional Center (PWCC).

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Secure Perimeter: A perimeter consisting of two (2) perimeter fences (both with razor wire attached) and an armed patrol or armed towers.

REFERENCES

Basic Classification Information for Inmates

Classification Inquiry Checklist

Retained Jurisdiction Placement Evaluation Form

– End of Document –