

Chippewa County Correctional Facility <u>Policy & Procedure</u>	Effective Date: 9/1/1997	Policy Number: 3 . 11 . 3
	Updated: 9/3/2020	Page Number: 1 of 4
Section: Inmate Rights	Reference: MDOC R791-718 ACA 4-ALDF 2A-30, 2A-31 NDS 2019 – 2.2 – Custody Classification System	
Subject: Classification Review	Authority: Michael D. Bitnar, Sheriff	
Rescinds: All Previously Issued Policies, Procedures, Directives, or Memoranda Relative to this Topic		

I. POLICY

It is the policy of the Chippewa County Correctional Facility to complete a classification review for inmate/detainees to ensure the classification level of the individual remains current.

II. PURPOSE

The purpose of the classification review process is to assure that the inmate/detainee's classification assignment remains current.

III. DEFINITIONS

Aggravating Circumstances

Serious Assault/Escape Behavioral Problems: Since last classified and/or reviewed has the inmate/detainee committed or threatened a serious assault towards staff or other inmate/detainees, attempted or made threats of an escape, or in possession of serious contraband endangering the security of the facility?

Serious Non-Assault or Escape Behavior Problems: Since last classified and/or reviewed has the inmate/detainee committed a major misconduct causing serious institutional disruption or concern other than for assault or escape?

Less Serious Behavior Problems: Since last classified and/or reviewed has the inmate/detainee committed a major rule infraction and/or multiple minor rule infractions not involving a major assault, escape, or other serious major misconduct?

Serious Behavior Problem: Since last classified and or reviewed has the inmate/detainee committed a major misconduct?

Legal Status Change or Hold/Detainer Added: Since last classified and/or reviewed has the inmate/detainee had additional charges added, or, if sentenced minimum security inmate, have any new charges been added for which disposition is pending including any new detainers and/or warrants from other jurisdictions?

Mitigating Circumstances

Marked Improvement in Compliance or Positive Attitude Change: Since last classified and/or reviewed has the inmate/detainee shown a marked improvement in his/her attitude and/or cooperation with staff and facility routine?

Program Effort, Positive Attitude Change, or Court/Staff Compliance: Since last classified and/or reviewed has the inmate/detainee made positive steps in facility program participation addressing his/her assessed needs and/or has the inmate/detainee shown a marked improvement in his/her attitude and cooperation with staff, facility routine and recommendations? *Note: An inmate is not eligible for a Custody Level lower than three (3) if the individual was previously classified during this incarceration as a Custody Level One (1) or two (2) unless an override is used and documented.*

Detainers, Warrants, or Pending Charges or Balance of Length of Stay Greater than Two (2) Years: Does the inmate/detainee have any outstanding detainers, warrants, other pending charges (not including those currently incarcerated for) or is the inmate/detainee's sentence balance greater than two (2) years?

Sentenced: - Is the inmate/detainee sentenced on all outstanding charges for which they are currently incarcerated?

IV. PROCEDURE

- A. Classification reviews will be conducted by the classification officer(s).
- B. In cases of complex determination, the classification review may be referred to the Sergeant.
- C. If **no** *aggravating* or *mitigating* event triggers a review, a fair and consistent periodic review of the inmate/detainee's classification will occur at designated intervals during incarceration. The intervals will be scheduled as follows:
 - 1. Maximum Security (level 1) – every seven (7) days
 - 2. Maximum Security (level 2) – every thirty (30) days
 - 3. Medium Security (level 3-5) – every sixty (60) days
 - 4. Minimum Security (level 6-9) every sixty (60) days
- D. All inmates who were classified while un-sentenced will be reviewed at sentencing. It shall be the sole responsibility of the Booking Officer to notify the classification staff of inmates who have been sentenced or of additional charges or change in offense.
- E. Staff shall submit all Major and/or Minor misconduct reports to the classification staff for review during inmate/detainee classification review process.
- F. Inmate/detainees shall be reviewed as a result of any change in legal status (charges added, dropped, detainers, etc.) or new information identified regarding such factors as gang affiliation, a change in mental health, an incident of abuse or victimization, protective custody needs, etc.
- G. If it is documented, suspected, and/or reported that an inmate/detainee has been physically or sexually abused or assaulted, the victim's perception of his/her own safety shall be among the factors considered.
- H. Administrators, correctional staff, and/or program staff may submit a request for a classification review to the classifications staff at anytime.

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- I. All classification reviews will be kept on file in the JMS system.
- J. CCCF shall reassess each detainee's risk of victimization or abusiveness between 60 and 90 days from the date of initial assessment, and at any other time when warranted based upon the receipt of additional, relevant information or following an incident of abuse or victimization.