

Chippewa County Correctional Facility <u>Policy & Procedure</u>	Effective Date: 9/1/1997	Policy Number: 3 . 11 . 1
	Review Date: 6/23/2013, 2/23/2023, 11/14/2023	Page Number: 1 of 4
Section: Inmate Rights	Reference: MDOC 791 – 718 ACA 4-ALDF 2A-30, 2A-31 DHS 115.81, 115.41	
Subject: Classification - Initial	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 ensure an initial classification process is completed for all inmate/detainees during the intake/booking process.

II. PURPOSE

The purpose of initial classification is to provide the intake/booking officer with an initial classification process. This process will assist the officer in identifying and making decisions regarding initial and immediate custodial management and treatment needs of inmate/detainees admitted to the Chippewa County Correctional Facility. Initial Classification will ensure safe and secure temporary housing and identify any immediate emergency treatment needs.

III. DEFINITIONS

Initial Classification: a process intended to aid in the initial decision of the temporary cell assignment upon admission into the facility.

IV. PROCEDURE

- A. The booking officer will consider the inmate/detainee's age, current charge(s), legal status, current physical/mental and

medical condition(s), suicide risk, physical build/appearance and predatory risk in determining appropriate short-term housing placement.

- B.** CCCF shall assess all detainees on intake to identify those likely to be sexual aggressors or sexual abuse victims and shall house detainees to prevent sexual abuse, taking necessary steps to mitigate any such danger. Each new arrival shall be kept separate from the general population until he/she is classified and may be housed accordingly.
- C.** Upon receipt of an inmate/detainee, the booking officer responsible for booking shall complete the initial/medical classification information utilizing the JMS system in addition to other pertinent documents required at this time (e.g Initial Classification Interview – ICE DETAINEES ONLY).
1. Complete the Primary Classification Interview will consist of the following information:
 - a. Whether the detainee has a mental, physical, or developmental disability;
 - b. The age of the detainee;
 - c. The physical build and appearance of the detainee;
 - d. Whether the detainee has previously been incarcerated or detained;
 - e. The nature of the detainee's criminal history;
 - f. Whether the detainee has any convictions for sex offenses against an adult or child;
 - g. Whether the detainee has self-identified as gay, lesbian, bisexual, transgender, intersex, or gender nonconforming;
 - h. Whether the detainee has self-identified as having previously experienced sexual victimization; and
 - i. The detainee's own concerns about his or her physical safety.

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- D.** Other inmate/detainees will not be used to translate for LEP inmate/detainees. If a language barrier exists, translation vendor services will be utilized and/or an interview form provided in the appropriate language.
- E.** The initial classification process shall consider prior acts of sexual abuse, prior convictions for violent offenses, and history of prior institutional violence or sexual abuse, as known to the facility, in assessing detainees for risk of being sexually abusive.
- F.** The officer upon completing the initial interview shall make a determination as to appropriate temporary housing, with emphasis on separating violent from non-violent prisoners based on current charge or prior knowledge. In making the determination for initial housing assignment, consideration shall be given to any and all known special needs of the individual.
- G.** The temporary housing assignments for all male inmate/detainees will generally be limited to the following housing areas:
 - 1. H1 (holding)
 - 2. O2 (observation)
 - 3. O3 (observation)
 - 4. M & J sections – INS Detainees in need of medical clearance
- H.** Temporary cell assignments for all female inmate/detainees will generally be limited to the following housing areas:
 - 1. O1 (observation)
 - 2. J section – INS Detainees in need of medical clearance
- I.** All temporary housing assignments will be approved by the supervisor and/or designee. If a temporary housing assignment is necessary, an incident report will be completed by the supervisor and/or designee documenting

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the circumstances/need for the temporary housing assignment.

- J.** In making the determination for initial housing assignment, consideration shall be given to any and all special needs of the inmate/detainee in an effort to avoid undue hardships and/or allow situations where the inmate/detainee may harm him/herself and/or others.
- K.** The booking officer shall also be responsible for making a determination as to any immediate needs of the new inmate/detainee including any emergency treatment that may be necessary. The booking officer shall notify the shift Corporal and the appropriate medical authority and make the appropriate referral.
- L.** The facility shall implement appropriate protections on responses to questions asked pursuant to this screening, limiting dissemination, and ensuring that sensitive information is not exploited to the detainee's detriment by staff or other detainees.
- M.** Detainees shall not be disciplined for refusing to answer, or for not disclosing complete information in response to, questions asked pursuant to paragraphs IV-B, IV-C-1 -g, IV-C-1-h, or IV-C-1-i.
- N.** The initial classification process and initial housing assignment should be completed within twelve hours of admission to the facility.

