

POLICY AND PROCEDURES

NUMBER: 1501

SUBJECT: Classification Program

ACA STANDARDS: 4-ALDF-2A-31, 33, 46; 6B-04; 7D-20

ACTING DIRECTOR: Julia Childrey

EFFECTIVE DATE: 3/90

REVISION DATE: 11/99, 3/01, 12/03, 10/08,
11/13, 12/16, 1/18, 12/18



I. POLICY

The St. Louis County Department of Justice Services will establish a classification program, which assists in meeting the needs of the inmate and maintains the security of the jail.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Classification Specialists and Corrections Case Managers are responsible for the following procedures.

III. DEFINITIONS

Classification Program: The process by which an inmate is evaluated to determine his/her level of custody (i.e., minimum, medium, maximum) and any hazards, cautions or special conditions. The segregation of inmates will not be based on the inmate's race, color, creed, religion or national origin.

IV. PROCEDURES

A. The Classification Program will contain certain minimum provisions:

1. Male and female inmates will be assigned to separate permanent housing units, according to their level of custody and needs.
2. Inmates with disabilities will be housed in a manner which provide for the inmate's safety and security.

3. Appropriate housing will be made for inmates who appear to be mentally deficient, suicidal and for inmates who may be a threat to themselves and/or others. These inmates will remain in close supervision of the Corrections Medicine staff and the Corrections staff.
4. Appropriate housing will be made for inmates who are diagnosed as physically ill or injured and must remain in close supervision of the Corrections Medicine staff.
5. Appropriate protective custody housing will be made for inmates who present a threat to other inmates or whose safety is threatened by other inmates, because of the charges against them, their criminal record or actions.

NOTE: Classification staff and Corrections Case Manager will ensure that proper documentation is kept on file when placing an inmate in protective custody. This documentation will include the reason(s) the inmate was placed in protective custody.

6. Inmates who are "certified juveniles" and are housed in general population will be assigned single cells or housed with another "certified juvenile".

NOTE: A "certified juvenile" that has reached the age of 17 is no longer required to be in a single cell or housed with another "certified juvenile". These inmates will be given a caution code of "Over 17-Certified Juvenile" in IJMS.

7. A "civil inmate" who has no criminal charge that remains in custody, will be housed in general population. These inmates will then be asked to sign a Justice Services Civil Commitment Waiver (See Attachment 1). See Policy #1509 Civil Commitments.

NOTE: If the "civil inmate" must be housed at the Justice Center refuses to sign the waiver that inmate will be housed in Disciplinary or Administrative Segregation and will not be allowed to participate with inmates who have criminal charges. See Policy #1509 Civil Commitments.]

- B. Inmates will receive their initial classification by a Classification Specialist within twelve (12) hours (Monday - Friday) and thirty-six (36) hours (Weekends) of being booked by an Intake Service Center (ISC) Officer. (See Policy # 1502 Initial Inmate Classification)

NOTE: If an inmate is confined on the weekend or on a holiday and is unable to be released, the ISC Supervisor will have the inmate complete the pre-classification questionnaire, which consists of the pre-classification and screening questions. After the questionnaire is completed by the inmate and reviewed by the ISC Supervisor, the inmate can be placed on the move list to be housed on the appropriate floor. All male inmates are housed in housing unit 8A and female inmates are housed in housing units 4C or 4D. When the next classification Case Manager is on duty, they will then classify all of the individuals that were moved out the Intake Service Center over the weekend or holiday using the Objective Jail Classification Point System in the Integrated Jail Management System (IJMS).

- C. The Classification Specialist will use the Objective Jail Classification Point System in the Integrated Jail Management System (IJMS) when conducting the initial inmate classification, to assist in meeting the needs of the inmate and maintaining the security in the jail.
- D. Male inmates, with the exception of inmates with special conditions, will be sent to the Pre-Classification Housing Unit from the Intake Service Center. In this housing unit the inmate will be observed and oriented by staff prior to being moved to his/her assigned housing unit. (See Policy # 1508 Pre-Classification Housing Unit)
- [E. A Classification specialist will visit the Pre-Classification Housing Unit *Monday through Friday* and retrieve any caseworker slips left in the *Exam/Interview Room door slot* in order to answer any additional questions asked by the inmates. The Pre-Classification Housing Unit Officers will provide the Classification Specialist with any necessary information regarding the new inmates. This additional information will assist the Classification specialists in assigning inmates to the appropriate housing unit.]
- F. The Pre-Classification Housing Unit Officers, Female Housing Unit Officers and Indirect Housing Unit Officers will conduct the inmate orientation for all inmates. (See Policy # 1507 Inmate Orientation)
- G. The Facility Property Room staff will ensure all inmates will receive a copy of the Inmate Handbook. The handbook will be reviewed with the inmate during the inmate orientation. (See Policy # 1506 Inmate Handbook)
- H. Each Corrections Case Manager will conduct an initial classification of each inmate who is housed on his/her floor. The Caseworker will ask additional questions of the inmate, to assist with the needs and correct housing of the inmate. (See Policy #1502 Initial Inmate Classification)

- I. The inmate classification review process will be conducted by the inmate's Corrections Case Manager every forty-five (45) days. (See Policy # 1504 Inmate Classification Review Process)
- J. The reclassification of inmates will be conducted by the inmate's Corrections Case Manager and the Unit Manager with input from officers from that housing unit floor. (See Policy # 1503 Reclassification)
- K. Inmates may request information from their case files in the IJMS. The staff member will print a written copy of this information for the inmate to review or verbally inform the inmate of the information. No information will be given to the inmate if that information (e.g., chronological notes, witness statements from disciplinary reports, informational reports, etc.) may be harmful to staff or other inmates if the inmate was made aware of the information.
- L. The inmate may write a grievance concerning any classification decision. (See Policy # 1802 Grievance Procedures)