

POLICY AND PROCEDURES

NUMBER: 1502

SUBJECT: Initial Inmate Classification

ACA STANDARDS: 4-ALDF-2A-25, 30, 32, 33; 5B-13; 7D-20

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 11/98 REVISION DATE: 5/00, 5/01, 8/02,
10/06, 10/08, 10/09, 11/13, 1/15



I. POLICY

The St. Louis County Department of Justice Services will use the "Objective Jail Classification System" to determine inmate's needs and custody level and to ensure the inmates are classified properly.

II. RESPONSIBILITIES

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

III. PROCEDURES

A. General Information

1. Initial Classification will be made according to the inmate's:
 - a. Sex
 - b. Age
 - c. Custody status
 - d. Security risk level
 - e. Medical/Mental Health state

NOTE: Inmates with mental health problems will be referred for psychological counseling.

2. Classification or segregation of inmates will not be determined by race, color, creed or national origin.
3. All information given to the Classification Specialist by the prisoner is confidential.
4. Information required for an accurate classification is obtained through the following sources:
 - a. Arrest Reports
 - b. Medical/Psychological screening and/or examination
 - c. Criminal records
 - d. Facility report from prior incarcerations
 - e. State, local police/sheriffs, federal records
 - f. NCIC data
 - g. Inmate interviews
 - h. Input from custody staff
5. While conducting an inmate interview, Classification Specialists will identify inmates who show signs of:
 - a. Passiveness
 - b. Vulnerability
 - c. Aggressiveness
 - d. Belligerence
 - e. Gang membership
 - (1) Tattoos
 - (2) Colors

(3) Hair style.

6. Other criteria which will be considered during classification is:

a. The frequency, recency and severity of prior criminal history and particularly if the inmate's history involves violence

b. Escapes and/or escape attempts

c. The current offense:

(1) Severity of the offense and bond amount

(2) Need for victim's protection

(3) Inmate's reaction to the offense or incarceration (whether the inmate is a suicide risk)

d. Prior facility adjustment

(1) Behavior/Attitude

(2) Mental/Physical illness, disabled or suicidal

(3) Drug or alcohol use

(4) Protective custody

B. Initial Classification of an Inmate by the Classification Specialist

1. The Classification Specialist will bring up the 'Pre-Classification' queue in the Jail Management System (IJMS) and pull an inmate's name in booking time and date order. The inmate will be called to the Classification Counter to begin the classification process.

2. The first screen the Classification Specialist will review is the 'Booking Sheet/Short Profile' screen. This screen will inform the Classification Specialist of the inmate's charges.

[3. The second screen the Classification Specialist will bring up is the 'Preclassification' screen. The Classification Specialist will ask the inmate all of the questions on the screen and place the inmate's

answers in the appropriate space. Depending on the answers, each inmate will be given a *disposition status* (e.g., will make bond, hold court, review, etc.) which will assist the Classification Specialist when completing the classification.]

4. The third screen the Classification Specialist will go to is the 'Initial Screening Questions' screen. The Classification Specialist will ask the question on the screen to the inmate and place the inmate's answers in the appropriate space.
5. The fourth screen that the Classification Specialist will use is the 'Associations' screen. The Classification Specialist will place the appropriate information on that screen.
6. The fifth screen that the Classification Specialist will use is the 'Intake Classify' screen. This screen will give each inmate a score, which will assist the Classification Specialist in placing the inmate in the correct custody level. The specialist may change or "override" the inmate's custody level due to the inmate's behavior, medical/mental health state, and/or input from the staff.
7. The sixth screen that the Classification specialist will then use will be the 'Movement List' screen. The specialist will place the inmate in one of the following housing units:

MALE

- a. Pre-Classification Housing Unit – General population
- b. Disciplinary Segregation – resulting from unruly behavior displayed in the Intake Service Center or from previous history of behavior unacceptable for general population
- c. Administrative Segregation – due to sensitive or high profile charges, protective custody, inmate request or staff classification
- d. Mental Health/Medical Infirmary – under directives of medical or mental health providers
- e. EHD/Community Corrections – court ordered.

FEMALE

- a. 4C Housing Unit – General population
 - b. 4D Housing Unit – General population
 - c. Disciplinary Segregation – same criteria as males
 - d. Administrative Segregation – same criteria as males
 - e. Mental Health/Medical Infirmary – same criteria as males
 - f. EHD/Community Corrections – same criteria as males
8. Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
9. The Classification Specialist will ask the inmate if he/she has any concerns (e.g., housing treatment facilities, etc.) about his/her release. If the inmate expresses any concerns about his/her release, the Classification Specialist will give the inmate referrals of agencies or take any reasonable action that may assist the inmate upon his/her release.
10. The inmate will then be directed by the Classification Specialist to return to his/her chair in open seating or holding cell.
- C. Initial Classification of an Inmate by a Corrections Case Manager
1. Upon arrival of an inmate to a floor, the Corrections Case Manager will interview the inmate in the housing unit and complete the initial classification of the inmate in the IJMS, within five (5) days.
 2. The Corrections Case Manager will locate the 'Pending Classification' screen of the IJMS in the sub-menu of the 'Classify' section.
 3. The 'Pending Classification' screen contains all of the inmate's names who need a completed initial classification. The Corrections

Case Manager will locate each inmate's name which has an 'Initial' note and begin the review process by:

- a. Highlighting the inmate's name
 - b. Pressing the 'OK' button
4. The IJMS will switch to the "Classification Navigator" and the Corrections Case Manager will move to the 'Medical Observation' screen, ask the inmate the questions and place the inmate's answers in the appropriate space.
5. The Corrections Case Manager will move to the 'Education' screen, ask the inmate the questions and place the inmate's answers in the appropriate space.
6. The next screen the Caseworker will go to is the 'Skills' screen. Again the will ask the inmate the questions and place the answers in the appropriate space.
7. The Corrections Case Manager will then move to the 'Summary' screen and ask the inmate if he/she has any questions concerning the orientation. The Corrections Case Manager will verbally answer any questions and will also place any responses in the appropriate space.
8. The Corrections Case Manager will move to the 'Chronological Notes' section and add any pertinent information not asked by the existing questions, as necessary.
9. After completing the 'Chronological Notes' section, the Corrections Case Manager will go to the 'Evaluation Update' screen. The Corrections Case Manager will answer the questions in this section and place any additional notes in the area marked 'Notes', as necessary.
10. While in the 'Evaluation Update' screen, the Corrections Case Manager will press the 'Classification' tab and answer the questions in this section. The Corrections Case Manager will also add any 'Hazards' and 'Cautions', as necessary.
11. If there are any significant changes in the inmate's score after the inmate classification review, the inmate may be moved to a higher or lower classification level and/or a different housing unit.

- 12.** The Corrections Case Manager will ask the inmate if he/she has any concerns (e.g., housing, treatment facilities, etc.) about his/her release. If the inmate expresses any concerns about his/her release, the Corrections Case Manager will give the inmate referrals of agencies that may assist the inmate upon his/her release.

- 13.** Upon completion of the 'Classification Update' section, the Corrections Case Manager will dismiss the inmate. The Corrections Case Manager will press the 'Save' button and then press the 'Close ' button. This will return the Corrections Case Manager to the 'Pending Classification' screen. The Corrections Case Manager will press the 'Refresh' button and this will remove the inmate's name from the 'Pending Classification' list.