

# POLICY AND PROCEDURES

NUMBER: 1503

SUBJECT: Reclassification

ACA STANDARDS: 4-ALDF-2A-44, 49

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 12/98

REVISION DATE: 5/00, 5/01, 8/02,  
10/06, 11/11



## I. POLICY

The St. Louis County Department of Justice Services will have procedures pertaining to the continual observation of an inmate and review of an inmate's file for the purpose of immediate reclassification.

## II. RESPONSIBILITIES

The St. Louis County Department of Justice Services' Unit Managers, Corrections Case Managers, Program Specialists and custody staff will be responsible for the following procedures.

## III. PROCEDURES

- A. The potential for reclassification will be available for every inmate. Anytime there is a change in criteria on which the inmate's current classification is based, the inmate's status may change requiring re-evaluation on custody status and/or housing.
- B. Occurrences which may change the inmate's status and/or housing location, include the following:
  1. Sentenced by court
  2. Facility work assignment
  3. Continuous display of aggressive behavior or minor rule violations

4. Major rule violation
  5. Change in medical and/or mental health status
  6. Additional information on the inmate's history
  7. Other reasons deemed necessary by the Unit Manager/designee.
- C. When the Unit Manager/designee needs to reclassify an inmate to another direct supervision floor (e.g., additional information, sentenced by court, etc.) that staff member will notify the Supervisor/designee on the requested area and ask if the inmate may be reclassified to that area. If the Supervisor/designee confirms the move, the inmate's name will be placed on the move list. The Corrections Case Manager/designee of the original housing unit floor will ensure the appropriate information concerning the move is placed in the inmate's file in the Inmate Jail Management System (IJMS). The move will be automatically tracked in the inmate's history.
- D. A Corrections Case Manager responsible for a particular housing unit floor will interview the inmates for facility jobs. The Corrections Case Manager on the inmate's original floor will place the inmate's name on the move list, when he/she is aware of the inmate's job information and the need for an additional worker. The move will be automatically tracked in the inmate's history in the IJMS.
- E. When an inmate is discharged from the Infirmary, the Corrections Case Manager will reclassify the inmate to the appropriate housing unit. The Corrections Case Manager will inform the Unit Manager/designee of that housing unit floor of the move and of any hazards or special conditions concerning the inmate. The Corrections Case Manager will also place the name of the medical staff member who is discharging the inmate, from the Infirmary, in the Journal in the inmate's file in the IJMS. All special conditions and hazards will also be placed in the appropriate area of the inmate's file. The move will be automatically tracked in the inmate's history in the IJMS.
- F. When an inmate needs to be immediately reclassified to:
1. The Disciplinary Segregation unit due to a major rule violation
  2. The Administrative Segregation due to staff's concern of the inmate's inability to live in a typical direct supervision housing unit

3. The Infirmary due to a change in the inmate's medical and/or mental health status

The Watch Commander/designee with input from other staff, (i.e., medical staff, Corrections Case Manager, psychiatrist/psychologist, Corrections Officers, etc.) may move that inmate immediately to disciplinary or administrative segregation or to the Special Needs Cell. The medical doctor, or psychiatrist/psychologist must give the necessary orders to admit an inmate to the Infirmary. An Incident Report will be entered into the IJMS by the staff as to why an immediate move was necessary. The move will be automatically tracked in the inmate's history in the IJMS.

- G. The Unit 8 Corrections Case Manager will conduct a daily check of inmates to be placed on the move list from Disciplinary Segregation. The Corrections Case Manager will contact the Unit Manager/designee of the housing unit floor from where the inmate was originally housed and ask if the inmate may return to that floor. If the Unit Manager/designee does not accept the inmate due to continuous behavior problems, the inmate may be placed in the appropriate housing unit on another housing unit floor. In either case, the 8th Floor Corrections Case Manager will place any additional information in the inmate's IJMS file. The move will be automatically tracked in the inmate's history.

**NOTE:** Unit Managers/designees will not be able to automatically deny a housing rule violator from returning to his/her original housing unit floor. The Unit Manager/designee from the original housing unit and the Unit Manager/designee from the housing unit being considered for that inmate, will discuss and agree to the best housing unit location prior to the actual move.

- H. Inmates in Administrative Segregation will be reviewed on a weekly basis. The staff which conduct these reclassification meetings include, but are not limited to, the 8th Floor Corrections Case Manager (s) and Unit Manager, a member of the Corrections Medicine staff, the psychologist and a Corrections Officer , (if available). The Corrections Case Manager will contact the Unit Manager/designee of the housing unit floor from where the inmate was originally housed and ask if the inmate may return to that floor. If the Unit Manager/designee does not accept the inmate due to continuous behavior problems, the inmate will be placed in another appropriate housing unit or

may remain in Administrative Segregation pending further review. The 8th Floor Corrections Case Manager will place any additional information in the appropriate areas of the inmate's file in the IJMS. The move will be automatically tracked in the inmate's history in the IJMS.