

POLICY AND PROCEDURES

NUMBER: 1504

SUBJECT: Inmate Classification Review Process

ACA STANDARDS: 4-ALDF-2A-31

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 11/98

REVISION DATE: 5/00, 8/06, 10/08,
11/13



I. POLICY

The St. Louis County Department of Justice Services will ensure all inmates' classification records are reviewed and updated within a specific time period.

II. RESPONSIBILITIES

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

III. PROCEDURES

A. General Information

1. After every forty-five (45) days of incarceration an inmate's name will automatically appear on the Pending Classification queue as 'Due for Review'.
2. The Corrections Case Manager will check the queue daily and review those inmates' records showing 'Due for Review'.
3. The inmate will be interviewed within the forty-five (45) days between 'Due for Reviews' by his/her Corrections Case Manager. Any pertinent information will be placed in the Integrated Jail Management System (IJMS).

B. Inmate Classification Review Process

1. The Corrections Case Manager will locate the Pending Classification screen in the *IJMS* in the sub-menu of the Classify section.
2. The Pending Classification screen contains all of the inmate's names which are 'Due for Review'. The Corrections Case Manager will locate each inmate's name which has a 'Due for Review' note and begin the review process by:
 - a. Highlighting the inmate's name
 - b. Pressing the 'Search' button.
3. The *IJMS* will switch to the Classification Navigator and the Corrections Case Manager will move to the Journal Notes screen and add pertinent information, (e.g., new charges, disciplinary matters, information from attorney or law enforcement agencies, facility job, etc.) not asked by the existing questions, as necessary.
4. After completing the Journal Notes section, the Corrections Case Manager will proceed to the Classify 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.
5. While in the Classify Update section, the Corrections Case Manager will add any 'Hazards' and 'Cautions', as necessary.
6. 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.
7. Upon completion of the Classification Update, 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.