



OAKLAND COUNTY SHERIFF'S OFFICE

Policies and Procedures

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| | NUMBER 282 | DATE October 21, 2014 |
| SUBJECT: | INMATE CLASSIFICATION | DISTRIBUTION A,B,D,E,J - Classification |
| REFERENCE: | Rescinds & replaces Policies & Procedures No. 129, dated February 27, 2004 | |

POLICY

It shall be the policy of the Oakland County Sheriff's Office to ensure that each inmate is classified in a timely, fair and consistent manner and shall not be discriminated against based on race, religion, ethnic background, sex, gender identity, national origin, or disability.

All housing units within the Oakland County Jail shall be assigned a specific security level and each inmate will be assessed based upon objective and identifiable criteria when assigning his/her housing area.

PROCEDURE

1.0 STAFF RESPONSIBILITY

- 1.1 It shall be the responsibility of the Classification Agent to conduct a primary classification inmate interview.
- 1.2 A Program Services Supervisor working in conjunction with the Classification Deputy II shall be responsible for the day-to-day operations and coordination of all classification functions within the Oakland County Jail System. The Corrections Executive Lieutenant will oversee the Classification Unit.
- 1.3 A Classification Deputy II will be responsible for overseeing the primary classification process conducted by the Classification Agents.
- 1.4 A Classification Deputy II or designated Classification Deputy will be responsible for making inmate housing assignments.
- 1.5 The Corrections Executive Lieutenant will address any unresolved disputes from an inmate regarding their classification.

2.0 PRIMARY CLASSIFICATION

- 2.1 Primary classification of an inmate will occur prior to an inmate being moved to the general population housing areas of the Jail. This classification will be the least restrictive security level possible while ensuring community, staff, and inmate safety.

- 2.2 A Classification Agent will conduct the primary classification interview within 72 hours of the time an inmate is booked or when the inmate is made available. This will be for the purpose of determining the inmate's security level and a review of the inmate's possible treatment needs.
- 2.3 The Classification Agent shall be required to do the following when conducting the primary classification interview:
- A. Review the inmate's criminal/ institutional behavior and update the computer record, accordingly.
 - B. Inquire about the inmate's adjustment in present housing situation.
 - C. Complete the total primary classification form and distribute copies, as needed.
 - D. Review the following material and provide copies to inmate:
 - 1. Casework services within the Jail.
 - 2. Inmate visitation and mail, and inmate visitor request.
 - 3. Reimbursement policy and information form.
 - 4. Jail Clinic's medical reimbursement policy.
 - 5. Health related information on sexually transmitted diseases.
 - E. Notify a Receiving Deputy and the Annex First Floor Supervisor or Transport Deputy if the inmate's classification level requires a change of the color of their uniform.
- 2.4 At the time the inmate has received his/her primary security classification they will also be screened by the Classification Agent for the purpose of determining appropriate referrals. (For example: Religious Services, Counseling or other services) During this screening, the Classification Agent shall inform the inmate of their right to appeal their classification level.

3.0 **SECURITY LEVEL DESIGNATIONS**

- 3.1 Inmates will be assigned to one of the following security levels:

Maximum Security

- Level 1 High Maximum (MX1) – Inmates charged with assaultive felonies, prior assaultive felony convictions accompanied with serious institutional behavior problems, and those inmates who display a serious disciplinary problem within the facility needing a maximum amount of supervision as well as separation from the general population.
- Level 2 Maximum (MAX) – Inmates charged with assaultive felony crimes, and/or having holds or pending charges of assaultive felony crimes, and/or inmates who constitute a disciplinary problem within the facility.

Medium Security

- Level 3 Medium Assault/Escape Risk (ME3) – Inmates who should be treated as an escape risk and may prove to be uncooperative or resistant to jail rules but not a significant disciplinary problem.
- Level 4 Medium (ME4) – Inmates requiring normal amount of staff supervision not representing a behavior of disciplinary problem.
- Level 5 Medium Pre-sentence (ME5) - Inmates who are in a pre-sentence status and are not yet eligible for minimum security.

Minimum Security

- Level 6 Minimum (MIN) – Sentenced misdemeanants or felons not having any felony holds or pending felony charges against them, not considered an escape risk and displaying a cooperative attitude towards staff and facility rules and regulations.

- 3.2 The security level designations stated in 4.1 shall also apply to inmates that are on a Writ of Habeas Corpus. These security classifications will be preceded by a “W” to indicate their “Writ” status.

4.0 SECURITY LEVELS/RESTRICTIONS**4.1 Level 1 High Maximum**

- 4.2 Level 1 High Maximum security level inmates will be housed in a designated area of the jail facility and will not be allowed to associate with other inmates. Any movement outside of the jail facility will consist of belly chains or handcuffs. Movement of High Maximum security inmates inside the jail facility will consist of belly chains or handcuffs behind the back. No visitation, television or commissary will be allowed.

4.3 Level 2 Maximum and Level 3 Medium Assault/Escape Risk

- 4.4 Level 2 Maximum and Level 3 Medium Assault/Escape Risk security level inmates will be allowed limited out-of-cell movement. Participation in jail programs will be dependent upon the inmate’s institutional behavior.

4.5 Level 4 and 5 Medium

- 4.6 Level 4 and level 5 Medium security level inmates will be allowed to participate in most in-house programming, afforded the opportunity to become trustees.

4.7 Level 6 Minimum Security

- 4.8 Level 6 Minimum security level inmates will be eligible for trusty status, work crew status, and work release, as court sanctioned.

5.0 **HOUSING ASSIGNMENT**

- 5.1 The Classification Deputy shall review the Primary Classification information, including any additional information in the Jail Management System, and determine an appropriate housing assignment.
- 5.2 The Classification Deputy shall provide a transport list to the Receiving Deputies or to the 1-G Pod Officer, depending on where the inmate's newly assigned housing area will be. If the inmate's cell assignment is located in the Main Jail, the Receiving Officer will transport the inmate to their assigned cell. If the inmate's cell assignment is located in the Main Jail Annex, the 1-G Pod Officer will notify the appropriate housing area to arrange transport.
- 5.3 In addition to inmate cell location indicating an inmate's security level, the color of their jail-issued clothing will be an indicator of the inmate's classification level.

6.0 **CLASSIFICATION APPEAL**

- 6.1 All inmates in the Oakland County Jail will have the opportunity to request an appeal of their classification assignment within ten (10) days of the original Primary Classification decision. A periodic classification review process will be established and maintained.
- 6.2 Upon receipt of an appeal notice, the security level assignment will be reviewed by the Classification Officer (Deputy II) or designee. Any further appeals will be handled by the Corrections Executive Lieutenant.
- 6.3 The results of the review shall be documented in the Jail Management System as an incident entry and the inmate shall be notified of the outcome in writing.

7.0 **CLASSIFICATION REVIEW**

- 7.1 A classification review can be requested at any time by administrative staff, correctional staff, or program staff to the Classification Deputy.
- 7.2 Inmates who were classified while unsentenced will be reviewed when sentenced. If an inmate is housed at a satellite facility, the Circuit Court Detention Unit and/or Booking shall notify the Classification Unit of any inmate sentenced to prison. Additionally, the Classification Unit will receive court disposition forms showing all inmates sentenced on the preceding date.
- 7.3 The Deputy overseeing a specific housing unit shall be responsible for notifying Classifications, via written report, of any major disciplinary action. Prior to the disciplinary hearing, the Classification Officer will review all major incidents for determination of any necessary housing changes for safety and security reasons. The Classification Officer will also be notified by the Reviewing Sergeant of any major or minor disciplinary action following the disciplinary hearing.

- 7.4 MX1 security level inmates shall initially be reviewed at seven (7) days following the assignment of this level. Following this initial review, inmates will be reviewed at fifteen (15) days, and then every thirty (30) days proceeding.
- 7.5 MAX and ME3 security level inmates shall be reviewed at least every thirty (30) days.
- 7.6 ME4, ME5, and MIN security inmates shall be periodically reviewed at the discretion of the Classification Staff.
- 7.7 Inmates shall be reviewed as a result of any change in legal status (For example: charges added or dropped, detainers, etc.) or new information identified regarding such factors as; gang affiliation, protective custody needs, change in their work or program record, etc. Booking will notify the Classification Unit of any additional charges, changes in offense and/or warrants.
- 7.8 It shall be the responsibility of the Classification Officer (Deputy II) to ensure that the classification reviews are conducted properly.
- 7.9 Classification reviews shall be documented in the Jail Management System by the Classification Officer who is performing the review. The event entry shall indicate the date that the classification review was done and the results of the review.



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