

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Classification Committee		
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Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

I. Introduction and Summary:

The Georgia Department of Corrections (GDC) provides a classification plan that assesses the program needs of offenders, ensures appropriate custody level assignment, and provides for on-going evaluation of offender progress and adjustment. GDC policy provides that all offenders/juveniles/residents be classified into the most appropriate security and program level. All offenders/juveniles/residents will be provided: classification plans, classification status reviews, pre-parole progress reports, and special needs. This policy will provide a procedure and practice for a written offender classification plan. The plan specifies the objectives of the classification system and methods for achieving them, and it provides a monitoring and evaluation mechanism to determine whether the objectives are being met.

II. Authority:

- A. Americans with Disabilities Act (ADA) of 1990;
- B. O.C.G.A. §§ 17-10-6.1, 17-10-30(b), and 42-5-2;
- C. GDC Board Rules: 125-2-4-.03, Identification and Classification, and 125-3-1-.02, Offender Security Classification;
- D. GDC Standard Operating Procedures (SOPs): 103.63 Americans with Disabilities Act (ADA), Title II Provisions, 209.06 Administrative Segregation, 215.01 Transitional Center Selection Criteria, and Placement, 220.02 Security Classification, and 222.02 County Facility Placement; and
- E. ACA Standards: 2CO-4B-01; 2-CO-4B-03; 2-CO-4B-05; 2-CO-5A-01; 2CO-5B-01; 4-4296; 4-4295; 4-4444; 4-4309; 4-4448; 4-4449; 4-4450; 4-4451; 4-4452; 4-4457; 4-4297; 4-4298; 4-4301; 4-4299; 4-4300; 4-4303; 4-4302; 4-4304; 4-4305; 4-4430; and 4-4096.

III. Definitions:

- A. **Outside Detail** - A detail that is beyond the perimeter fence. Either a correctional officer or a GDC trained/certified government staff member supervises this detail. These details may be contract details, facility details, or limited supervision outside details.

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- B. **Limited Supervision Outside (LSO) Detail** - Outside details that are not normally supervised by a correctional officer. These details are supervised by a representative from another government agency that has completed the required GDC training for outside details.

- C. **Closed Outside Detail** - A detail location that is contained within a perimeter fence and that is guarded by an armed correctional officer. This detail location is not contained within the perimeter fence of the offender’s assigned facility (i.e. Food Distribution Unit, Canning Plant, etc.).

- D. **Operational Manual** - The authoritative guidebook that describes the detailed processes and systems utilized by Care and Treatment Staff identifying the services provided to the offender population.

- E. **Next Generation Assessment (NGA)** - GDC’s assessment tool to identify programming for the offender population.

IV. Statement of Policy and Applicable Procedures:

- A. **Classification:** The goal of Classification is to provide an objective categorization of each offender based on their needs to assist offenders in reaching their goals. Individual offender treatment program needs should be based on a Next Generation Assessment (NGA) of the criminogenic factors that apply to that offender. The offender’s treatment program should provide evidence based interventions targeted to factors that relate to the individual’s criminal behavior. Classification also provides a method of monitoring progress toward those goals.
 - 1. GDC houses close, medium, and minimum-security offenders. The offender’s security level is determined by the NGA. All offenders transferred to facilities have been pre-classified by GDC based on the NGA for their security needs. The Classification process will be an on-going activity to record each offender’s progress and personal adjustment. No offender will receive more surveillance or assistance than required or be kept in a more secure status than potential risk requires. GDC Classification policy provides that:
 - a. An offender has the right for a classification review and appeal process;

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- b. When an offender disagrees with a classification decision, the offender must submit Attachment 3, Classification Appeal Form to the Classification Chairperson;
- c. The Warden/Superintendent or their designee will review the Classification Chair’s decision, and his or her decision will be the final decision for the offender;
- d. This decision will be documented in SCRIBE;
- e. The offender will be notified of the Warden’s/Superintendent’s decision; and
- f. The Classification Appeal Form will be placed in the offender’s institutional file.

B. Security Classification:

- 1. Upon placement into the supervision of the GDC, the NGA Security Classification Instrument generates a security level in SCRIBE for each offender:
 - a. The identified security level is reviewed by the Warden/Superintendent or their designee for final approval and comment if necessary;
 - b. The system also allows limited override capability that is submitted through SCRIBE for NGA Classification Manager at Central Office review and final approval;
 - c. The Security Classification Instrument requires a one-level analysis of the system-generated security level by the Warden/Superintendent or their designee to review and approve;
 - d. The designee shall be the Chief Counselor, S.I.P. Coordinator, Deputy Warden of Care Treatment (DWCT) (at Some Facilities this is the Deputy Warden of Care & Treatment/Security), Asst. Superintendent or Diagnostic Director if applicable; and

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e. The Deputy Warden of Security (DWS) can also fulfill this role.

2. Offenders will not be classified or housed based on race, religion, national origin, sex, disability, or political views;
3. The Classification Committee will recommend eligible offenders for graduated release, through a decrease in supervision to the GDC Offender Administration Unit, for transfer to a Transitional Center via SCRIBE assignment; and
4. The Committee shall be responsible for all offender initial assignments, Reclassification actions and movements regarding work details, program assignments, security levels, transfer requests, housing assignments and facility segregation hearings. The Committee's decisions are subject to the review and approval of the Warden/Superintendent. Each newly admitted offender shall be evaluated in terms of security level, behavior history, substance abuse history, medical needs, Mental Health (MH) needs, work history and skills, number of adult incarcerations, gang affiliation, and program needs/requirements.

C. Special Needs:

1. Offenders identified as high risk of re-offending with a history of aggressive and sexually assaultive behavior are assessed by the NGA or another qualified professional. Counseling, interventions, and case management are designed to facilitate change in behavior for successful transition to society or a compliant life under facility supervision. Offenders with alcohol and drug abuse problems should be identified early as well as all criminogenic areas, along with MH, Medical, Housing, etc.
2. The Classification Committee will develop and maintain an Operations Manual, which includes pertinent information and requirements, as specified in this SOP. The Classification Committee is charged with the development and maintenance of a Master Programs Schedule. The Committee will also develop offender work programs, detail descriptions, and detail criteria. The Classification Committee will develop and maintain a Facility Classification/Stratification Plan outlining:

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- a. The purpose of each offender housing unit;
 - b. Facility Mission/Vision Statement;
 - c. Facility Overview;
 - d. Specialized Programs & Details offered at the facility;
 - e. Staffing Analysis;
 - f. Facility Schematic; and
 - g. Housing Unit Stratification.
3. Classification plans for juvenile offenders will assist in determining the level of risk and program needs developmentally appropriate for adolescents. Classification plans shall include:
 - a. Consideration of physical, mental, social, and educational maturity of the juvenile offender (if applicable).
 4. The facility will maintain a written plan for full-time work and program assignments for all offenders in the general population. This plan will be maintained in the DWCT Operational Manual (see Attachment 14, Operational Manual Template). The plan also provides for employment for offenders with disabilities;
 5. All eligible offenders are to work unless assigned to an approved education or training program. Offenders have the option of refusing to participate in any rehabilitation or treatment program except adult basic education and programs required by statute or ordered by the sentencing court or paroling authority;
 6. The facility will provide opportunities for offender employment in:
 - a. Correctional industries;
 - b. Facility maintenance;

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- c. Operations; and
 - d. Public works or community projects;
7. GDC has written policy, procedure, and practices that provide that the security and program determinations necessary for any individual to be eligible for industries work are made by the Classification Committee;
 8. If services for adult and juvenile offenders are provided by the same agency, written statements of philosophy, policy, program, and procedure make clear differences in intent between criminal code and the statutes that establish and give direction to programs for juveniles; and
 9. There is a separate service delivery system for juveniles. The juvenile population is not programmed or classified with adult offenders;
 - a. GDC policy provides for a comprehensive work program;
 - b. The offender work plan provides for employment for offenders with disabilities; and
 - c. GDC will provide a variety of work assignments that allow offenders to learn job skills and develop good work habits and attitudes that they can apply for jobs after they are released.

D. State Board of Pardons and Parole (P&P):

1. P&P has access to all information regarding offenders housed in GDC. The offender's case note progress report will be made available to P&P. All information regarding the offender's current and complete history of their programs and activities and progress can be viewed in the following:
 - a. The SCRIBE Programs Module;
 - b. SCRIBE contacts;
 - c. SCRIBE case-notes;

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- d. Reentry Checklist;
 - e. Reentry Plan; and
 - f. The offender's parole plan is also documented in the SCRIBE contacts and prioritized for parole release.
- E. Classification Committee Composition: The Classification Committee membership, with appropriate alternates, shall be designated in writing, by the Warden/Superintendent. It shall be comprised of the following members:
- 1. Chairperson: DWCT or Chief Counselor;
 - 2. Care and Treatment Member: Selected based on experience/ability;
 - 3. Security Member: Sergeant or higher rank; and
 - 4. Other staff, such as the Operations Analyst (OA), OA Technician, or medical personnel, may be assigned to assist the Committee.
- NOTE:** In facilities where there is no Chief Counselor, a Senior Counselor may act as the Chairperson. In facilities where there is no DWCT, the Chief Counselor or Senior Counselor may act as Chairperson.
- F. Classification Meetings:
- 1. The Classification Committee shall meet a minimum of once per week, as scheduled by the Committee Chairperson;
 - 2. The Classification Committee Chairperson may schedule additional meetings as the need arises;
 - 3. The scheduling of Initial and Reclassification meetings on the same day, has been identified as a best practice; and
 - 4. A SCRIBE case note shall be used to document Committee actions.

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G. Classification Committee Operations:

1. Each state, county, and private facility shall implement a Classification and Assignment system that ensures the following in the operation of the Classification process:
 - a. All new offender arrivals will be orientated upon arrival to familiarize themselves with available programs, jobs, facility rules, etc.

H. Admissions & Orientation (A&O) Process:

1. The DWCT will designate a counselor(s) to conduct the A&O process, to include:
 - a. Completing all necessary paperwork and case management requirements;
 - b. Provide for a comprehensive offender orientation, the counselor(s) shall be trained in the diagnostic, general population, medical and MH requirements at their facility;
 - c. Counseling staff are to perform the day to day operations of the A&O process; and
 - d. Best practices indicate that the use of A&O beds in a designated area enhances the effectiveness and efficiency of the process.
2. During the A&O process, the assigned A&O counselor will:
 - a. Screen the institutional file and SCRIBE for each assigned offender within 72-hours of arrival to the facility;
 - b. Identify any special needs that require attention from the staff and make referrals to appropriate staff/departments upon discovery of such needs;
 - c. Review each offender’s history and observe his/her behavior in preparation for making initial recommendations. The A&O counselor will meet with each offender to determine their program job needs and make initial

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referrals to the Classification Committee. The Classification plan will provide for maximum involvement of representatives of relevant facility programs and the offender concerned in Classification reviews;

- d. The A&O counselor will be responsible for reviewing the information in SCRIBE and the institutional file to ensure that all personal information is completed and accurate and entered before initial classification;
 - e. The facility staff will utilize the pre-facility assessment information regarding the offender's progress and adjustment in the facility's classification decision. Information on any offender who has had contact with the criminal justice system will be used in the classification decision;
 - f. The counselor assigned to complete the initial classification paperwork of the offender shall evaluate the offender through a thorough file review, the review of SCRIBE reports to screen for the status of NGA assessed needs, legal mandates, and GDC referred and specialized program requirements;
 - g. An initial interview and observation of the offender's initial behavior and adjustment to the facility is noted;
 - h. Counselors shall ensure that all required activities and documents are completed, before submitting the offender and case file to the Classification Committee. This includes the completion of the classification form and any other documentation required by facility management; and
 - i. If the offender has returned from a Transitional Center, a security reclassification review will be conducted to ensure proper placement by the assigned counselor and forwarded to the Classification Committee along with the Initial Classification Form.
- I. Initial Classification Committee: The Committee will ensure a thorough assessment of needs, risks, capabilities, and all intake activities are completed before offenders are scheduled for Initial Classification. To provide ample time for accomplishing this requirement, offenders are typically not classified before the third (3rd) working day after their arrival. Offenders are not to be classified on the

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day of their arrival. The timeframe for completing Initial Classification should not exceed seven (7) calendar days from arrival.

NOTE: County facilities may classify offenders on the day of arrival but only after all orientation processes have been completed.

J. Initial Classification Committee Responsibilities: Following the completion of orientation and intake processing, the Classification Committee shall conduct an initial review and classification of each offender, with assignments made as appropriate.

1. The Classification Form shall be used to structure the committee's review and interview. It is the responsibility of the committee to include on the form any additional information or clarifications brought forward during their interview and questioning of an offender. Areas or issues requiring follow-up by the counselor and/or offender should be addressed and documented in the offender's facility institutional file and SCRIBE case notes;

NOTE: Effective communication for all interviews of offenders who have communication disabilities, such as hearing, vision, and speech impairments must be ensured. (See SOP 103.63 for communication accessibility examples)

2. The Committee will review the status of NGA and specialized programming. In instances where offenders are received from other permanent facilities, the committee will determine if program information is being tracked accurately. When confirmed, necessary corrections will be forwarded to the appropriate staff for data entry. Also, in cases where it can be confirmed that an offender was participating in a group(s) at the sending facility, the Committee should immediately re-enroll the offender, if appropriate;

3. The committee shall inform the offenders of NGA and specialized program requirements, reinforcing the offender's responsibility in addressing identified needs, as opportunities are made available to them. The committee will use the referral capability in SCRIBE for educational testing, vocational assessment, substance abuse programs, and other activities;

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4. The classification plan specifies criteria and procedures for determining and changing an offender’s program status. The classification plan will include at least one (1) level of appeal. Program status decisions include level of custody, transfer to another institution, and other program changes, but do not include disciplinary action;
5. The committee shall review each offender to determine if he/she is currently a registered sex offender. If the offender is currently registered, the committee will notify the Facility Sex Offender Point of Contact. The Facility Point of Contact will then notify the Sheriff of the County in which the registered offender is housed using Attachment 9, Notification of Registered Sex Offender Transfer via email or facsimile;

NOTE: If the offender is currently registered, it will be noted in red lettering under his/her picture on the personal history page in SCRIBE.

6. Offenders will be assigned to a permanent counselor/case manager at the initial classification within seven (7) days of arrival or at arrival to the facility. During the initial classification, the offender will be assigned a permanent counselor (if not done at arrival) for assured access, advice, and assistance. The counselor is expected to maintain contact with the offender. This will be documented in the case management module in SCRIBE during initial classification;
7. The classification committee will meet at a minimum, weekly to review the recommendations and finalize initial classification. After the committee has convened, the final classification will be made and forwarded to the designated data entry staff for recording in SCRIBE. Once entered in SCRIBE, the offender will receive a copy of his/her schedule. The Classification Committee Form will be placed in the offender’s institutional file;
8. At a minimum, offenders will receive a progress review to review their classification status every twelve (12) months; and
9. Progress reviews are scheduled based on the last progress review date. Offenders should be allowed to initiate reviews that determine the extent of their progress and the effectiveness of their programming. Program review includes reviews of all matters affecting the offender’s status, including

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custody. This review does not include disciplinary action. A copy of the progress review will be documented as a meaningful contact in the case notes section of SCRIBE.

K. Offender Classification Attendance: All offenders shall be required to attend initial classification. This policy provides for a procedure and practice which requires that unless precluded for security or other substantial reasons, all offenders appear at their classification hearing and are given notice forty-eight (48) hours before the hearing;

1. An offender may NOT waive the forty-eight (48) hour notice for initial classification;
2. The waiver shall be clearly documented on the classification document;
3. If a document is not completed, the waiver of the forty-eight (48) hour notice shall be completed and placed in the offender's institutional file; and
4. The names of new arrivals will be placed on the SCRIBE classification Schedule (call-out), for the day they are to appear before the classification committee.

L. Reclassification Committee:

1. It shall be the responsibility of the Reclassification Committee to manage the following scope of work:
 - a. Job Detail Changes;
 - b. Program Assignments;
 - c. Security Reviews;
 - d. Transfer Requests;
 - e. Institutional Segregation Reviews;

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f. Housing Assignments; and

g. Special Parole Review.

M. Preparation for Reclassification: For work detail and program assignments, the counselor shall complete and submit Attachment 2, Re-classification Form for Committee review and action. The counselor shall review and document each offender's facility institutional file, prior to the classification meeting.

N. Offender Reclassification Meeting Attendance: Offenders will not be required to attend Reclassification. However, this policy provides for a procedure and practice which require that unless precluded for security or other substantial reasons, all offenders appear at their classification review and are given notice forty-eight (48) hours prior to the hearing;

1. Such notice may be waived by the offender in writing;
2. It shall be the responsibility of the classification committee to establish a definite time to meet each week;
3. Each scheduled offender shall be notified forty-eight (48) hours prior to the classification review via SCRIBE appointment schedule and/or posting call-outs in the dorm on evening shift. Such notice may be waived by the offender;
4. The waiver shall be clearly documented on the classification document;
5. If a document is not completed, the waiver of forty-eight (48) hour notice shall be completed and placed in the offender's institutional file;
6. At a minimum, ensure that the offender is aware of the classification process;
7. Counselors shall have the responsibility for notifying offenders on their caseload of Classification Committee actions; and
8. Counselors are not required to be present at Reclassification meetings unless requested by the Chairperson.

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- O. Assignment Change/Request Procedure: The Classification Committee shall have an assignment Change/Request procedure for changes in job assignments and program assignments. The offender can initiate a review of progress and program status by use of the Counselor Request Form, Attachment 8. It shall be submitted through the assigned counselor to the Committee.
- P. Institutional Reviews: The following actions or functions may be handled institutionally by the Classification Chairperson:
1. Actions such as reentry plan reviews, security reviews, and transfer requests may be acted on by the Chairperson. On their signature, these documents can be forwarded for review, approval, and processing by facility management. As necessary, the Chairperson should forward exceptional cases for review by the full Committee;
 2. Please note that the Classification Form does not have to accompany security Reclassifications, reentry plan reviews, institutional segregation reviews, or transfer requests;
 3. Assignments to programs made in mass may be handled by the Chairperson. The Program Data Form should be utilized to make, add and remove offenders from Risk Reduction Programs. However, the assignment recommendations shall be submitted by the assigned counselor or program counselor to the Chairperson. To document these actions, each offender's new schedule will be assigned through SCRIBE and documented in SCRIBE case-notes as a Classification or Reclassification action. Offenders are selected for programming based on the following:
 - a. Activity Priority Report will be utilized to determine who will be placed in programming;
 - b. All offenders should be completed with programming prior to their identified Target Completion Date;
 - c. Prior to assignment to the group, the Facilitator will conduct an initial interview with selected offenders;

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- d. During the interview, the Facilitator will explain the program, and have the offender sign a Participant Expectations Form;
 - e. The Facilitator will also administer the designated pre-test (assessment) to the offender during the initial interview. If the offender agrees to attend the group during this interview, the Facilitator will complete a Program Data Form (PDF) with all the names of the offenders to begin the group. The Activity Priority Report (APR) will also be attached to the PDF (this provides evidence that APR was used to determine placement); and
 - f. The PDF will be submitted to the Classification Chair for review and forwarded to the Operations Analyst for entry into the scheduler.
4. When offenders are placed in segregation or isolation, they are to be removed immediately from the detail roster. Once released from isolation/segregation, they are to be institutionally reviewed and re-assigned by the Classification Chairperson if the assignment involves an outside detail. The previous steps of this section shall be followed and then forwarded to the Deputy Wardens/Assistant Superintendents and Warden/Superintendent for approval.
- Q. Work Activity Performance Report (WAPR): All requests to remove offenders from job assignments must be supported by a completed WAPR and documented in SCRIBE case-notes. The Program Data Form will be utilized to remove offenders from Risk Reduction Programs for successful or unsuccessful removal. A SCRIBE documentation will also be noted in case-notes regarding offender's program participation. In Education/Vocational, a WAPR will be utilized to address moving from one level to the next level as well. In instances where the reason for requesting an assignment change is unsatisfactory performance, the Committee should verify that other appropriate action has been taken.
- 1. WAPR's will also be used for the following reasons:
 - a. When supervisors want to communicate exceptionally good or poor performance to an offender's counselor. This should be the first intervention, prior to requesting removal from an assignment;

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- b. Counselors should request WAPR's to gather current information when necessary for a full assessment of offender's progress or lack of progress on all assignments; and
 - c. WAPR's shall be placed in the offender's institutional file, along with any documentation of counselor intervention.
- R. Special Parole Review: In the event an offender has displayed exemplary conduct for an extended period, the Warden or Acting Warden may recommend a Special Parole Review to be conducted. The Classification Committee shall be responsible for gathering pertinent documentation concerning the exemplary conduct. This recommendation, (see Attachment 4) once approved by the Regional Director and Director, Facilities Operations, will be forwarded to the State Board of Pardons and Paroles for an early release consideration of the offender. This recommendation will only take place when and if certain preliminary criteria are met. Those criteria include:
1. The offender in question must not be serving a sentence of life without parole;
 2. This type of recommendation cannot be made on the behalf of an offender who:
 - a. Was convicted of a "Serious Violent Felony" as defined in O.C.G.A. § 17-10-6.1; and
 - b. Has a sentence of less than life.
 3. An offender serving a sentence of Life must have served the majority of his/her set off period (five (5) of eight (8) years, four (4) of six (6) years, etc.);
 4. The offender must have served twenty-four (24) months since his/her last parole consideration;
 5. The offender must have been at his/her present (recommending) facility for a minimum of twenty-four (24) months, of which time he/she has not received a disciplinary report; and

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6. The offender must have documented in his/her file, exemplary conduct documented via staff completing Work Activity Performance Reports (WAPR's).
- S. Institutional Segregation Hearings: The Classification Committee shall follow the requirements outlined in SOP 209.06, Administrative Segregation. With the approval of the Warden, the Classification Committee Chairperson may designate a sub-committee to handle institutional segregation reviews. The Classification Committee Chairperson must review and sign off on the sub-committee's actions.
- T. Outside Detail Assignment: The following criteria shall be applied to all outside details.
1. The offender shall have no more than fifteen (15) years left to serve on his/her sentence, TPM or Maximum Release Date;
 2. The offender shall not have pending charges or detainers for any violations of Georgia Controlled Substance Act for which the offender may be subject to a life sentence;
 3. Offenders with pending charges or detainers of a Non-Violent nature will be considered for housing in the annexes, county placement, and outside details;
 4. Pending Non-Violent charges that might carry a sentence of > 20 years will NOT be considered for placement in Annexes, Outside Details or County Facilities;

Code Section	Offense	Punishment
16-5-46	Trafficking a Person for Labor or Sexual Servitude	Max. 50 or Life
16-5-72	Reckless abandonment of Child	Max. 25 years
16-6-13	Keeping a Place of Prostitution, Pimping, or Pandering involving person under 16	Max. 30 years

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16-8-22	Theft of Cargo collective value at least \$10,000 but less than \$1 million	Max. 25 years
16-8-22	Theft of Cargo collective value \$1 million	Max. 30 years
16-11-1	Treason	Max. Life
16-12-125	Unlawful to Avoid or Interfere with Security Measure WIT Commit a Felony	Max. 25 years
16-13-31	Trafficking of Certain Controlled Substances over 400 grams	Mandatory minimum 25 years
16-13-31.1	Trafficking MDMA, Ecstasy (any weight)	Max. 30 years

5. Sex Offenders with Aggravated Offenses will NOT be considered for housing in the Annexes and for county placement. (I.e. Agg. Sodomy, Agg. Child Molestation);
6. Offenders with a conviction of statutory rape shall be considered for outside detail on a case-by-case basis;
7. Offenders with excessive fines (i.e. \$500,000 or more) shall not be considered for placement in Annexes, outside details or Counties;
8. Offenders shall have no escape convictions or attempts within the last five (5) years;
9. Offenders with convictions of violent offenses may be considered only as a last resort unless the detail assignment is to a closed outside detail. Murder, voluntary manslaughter, and manslaughter indictments and convictions shall never be considered for outside detail. Offenders with armed robbery indictments or convictions may be considered if no other offenders are suitable for the detail. Cases such as this must be reviewed carefully to ensure that no present security concerns exist; and

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10. Offenders with Federal Immigration Detainers, any violent pending charges, or violent felony detainers will NOT be considered for placement in annexes, outside details or county camps.
 11. Although an offender may be placed in the annex for housing, you MAY designate him as “No Outside Detail”
- U. Limited Supervision Outside (LSO) Details: The offender, prior to being assigned to these type details, shall meet the following criteria:
1. Prior to the review the offender shall be minimum security;
 2. The offender shall not be involved with drugs and/or alcohol within the last year;
 3. A former offender who had been previously assigned to an LSO detail and who has been returned to incarceration because of violation of conditions of parole (as stipulated upon the offender's parole certificate) may be recommended for reinstatement of assignment to LSO detail after serving three (3) months;
 4. An offender who loses his LSO detail due to violation of the rules and regulations must maintain a clear conduct record for one (1) year to be eligible for a recommendation to return to LSO detail; and
 5. If known to be an alcohol or drug addict at the time of commitment, sufficient evidence must be furnished indicating that the addiction is controlled (i.e. completed a substance abuse class, no positive drug screens, etc.).
 6. An offender is NOT eligible for LSO detail:
 - a. If he or she is or has ever been under a death sentence;
 - b. If he or she has a Life sentence which is under appeal;
 - c. If he or she has been sentenced for two (2) or more crimes of violence;
 - d. If current or prior sentence is for a felony sex offense;

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- e. If he or she is serving a sentence for a crime of violence involving particularly brutal or wantonly cruel circumstances, which involved multiple victims, which was committed against persons employed in law enforcement, the judiciary, or corrections, or if he or she committed murder in the act of another felony; and
 - f. If he or she is serving a sentence for murder, unless the Commissioner has approved in writing a finding by the Department that the murder did not involve any aggravating circumstance(s) as defined in O.C.G.A. § 17-10-30(b).
7. An offender normally will not become eligible for LSO detail without additional, justifying documentation when:
 - a. He or she has an outstanding detainer;
 - b. He or she is serving a single misdemeanor sentence; and
 - c. He or she escaped from a close security facility, if the recapture occurred less than five (5) years ago. .
 8. County Camp Placement - Follow guidelines established in SOP 222.02, County Camp Placement.
 9. Transitional Center Placement - Follow guidelines established in SOP 215.01 Transitional Center Criteria Placement and Process. (Attachment 6, Transitional Center Criteria).

V. Administration and Oversight:

1. Working in conjunction with the Facility's Oversight Committee, the Classification Committee shall be responsible for:
 - a. Monitoring, analyzing, providing reports and making recommendations on the facility's work programs;
 - b. Program slots;

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- c. In/Out criteria; and
 - d. The facility housing/movement plan.
2. This committee will also:
- a. Maintain the Master Scheduler in SCRIBE and utilize the Activity Priority report to forecast programming for their site for the Fiscal Year or Calendar Year (which-ever leadership request). Each site will be required to report to Central Office two-three months before the end of the fiscal year to work on their Master Calendar/Scheduler for the next fiscal year and will receive approval of those schedules at that time from Central Office.
- W. Facility Profile: The facility shall have a written profile for each of its housing units and beds, work details, and programs. The profile shall contain all the pertinent information needed for making appropriate assignments, given an offender's medical profile, MH status, education level, skill level, security level, and in/out status.
- X. In/Out Criteria: Classification Committees, under direction provided by the Warden, are to continue using SOP 220.02, County Camp Placement and directives issued by the Facilities Operations to guide the development of their facility's In/Out criteria.
- Y. Review of Offenders on Outside Details:
- 1. Under the direction of the Warden, the Classification Committee will conduct an on-going review of all offenders assigned to outside details for appropriateness of assignment. To implement this requirement, the Committee will establish the circumstances and events which will require the review of offenders assigned to outside details. This requirement shall contain but not be limited to the following:
 - a. When offenders are sent to and return from court (sentence modification, new conviction, or detainer added), they shall be removed from the detail roster upon leaving the facility. When they return from court they are to

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be put back before the full Classification Committee for review and assignment;

- b. Notification of Parole Board action such as denials or change of TPM (set-off);
 - c. An increase in security level;
 - d. When these offenders are placed in Segregation or Isolation, they are to be removed immediately from the detail roster. Once released from Isolation/Segregation, they are to be institutionally reviewed and assigned by the Classification Chairperson and then forwarded to the Deputy Wardens and Warden for approval if the assignment involves an outside detail;
 - e. Receipt of a Disciplinary Report;
 - f. Below average performance indicated on a WAPR;
 - g. Family crisis matters, i.e. divorce, death, custody changes, etc.;
 - h. Reports of suspicious behavior; and
 - i. The Classification Committee will coordinate with facility management to ensure that staff members are informed of the above requirements. The committee will maintain documentation regarding the communication of these requirements.
- Z. Facility Stratification and Movement Plan: With the Warden's approval, the Classification Committee and Facility Oversight Committee shall develop and maintain a written Facility Stratification and Movement Plan. The plan shall be:
- 1. Utilized to organize and manage the internal stratification and movement of the facility's offender population;
 - 2. Specific criteria shall be established for housing/bed assignments and movements;

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3. The plan will identify the level of authority required for approving and making movements within dorm/units, between dorm/units in the same building, and between buildings at the facility; and
4. The Classification Committee Chairperson shall be provided a copy of the daily report of all moves.

NOTE: Moves of those with Accommodation Needs: All offenders requiring reasonable accommodations as defined by the Americans with Disabilities Act shall be housed in cells/living units that best meet the identified disability needs. Offenders who require this type of accommodation will be given priority over an offender who does not require an accommodation for a disability. The offender not requiring reasonable accommodations shall be moved to another cell/living unit if the cell/living unit is needed for an offender requiring such accommodations. Transfer from one facility of this nature to another facility of this nature shall be a method of last resort. Offender housing shall be facilitated in accordance with SOP 103.63.

AA. Facility Trend Analysis:

1. The Classification Committee and Facility Oversight Committee shall have the responsibility for identifying, analyzing, and reporting trends or issues within the facility, to include areas such as:
 - a. Disciplinary reports and other behavior related issues;
 - b. Requirements of work details and programs; and
 - c. Full employment (work/programs) of the population, level of movements, etc.
2. The Committee shall also develop strategies to help stabilize caseloads and minimize movements. The Committee is to coordinate with the Operations Analyst to identify and secure information available through computerized systems, for example:

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- a. Disciplinary report tracking;
- b. Intranet reports;
- c. Vacancy reports;
- d. Activity rosters;
- e. Attendance reports; and
- f. Reports on internal moves, etc.

3. This policy ensures that a process and practice are provided so that facility staff will identify monthly the needs of the offender population to ensure that the necessary programs and services are available, including programs and services to meet the needs of offenders with specific types of problems.

BB. Work/Program Slot Review:

- 1. The Classification Committee, with assistance from the Operations Analyst, will ensure that:
 - a. Computerized Vacancy Reports are kept current, on a weekly basis;
 - b. The Committee will use the report(s) to guide their decision making when assigning offenders to work details and programs; and
 - c. Supervisors are to inform the Committee of any critical needs or issues.

CC. Computer Reports:

- 1. The Classification Committee shall utilize current available computer report formats. The Operations Analyst or their designee shall provide:
 - a. Current Vacancy Reports;
 - b. Incarcerated Offender Reports;

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- c. Activity Priority Report, Performance Incentive Credit; and
 - d. Movement Reports, etc., to the Committee to assist them with making appropriate assignment decisions and carrying out trend analysis responsibilities.
- DD. Computerized Report Entry: The Operations Analyst or designee shall enter schedule changes daily to ensure accurate accountability.
- EE. SCRIBE: All assignments, profiles, events and conditions shall be entered into SCRIBE. Offenders shall receive a printed copy of their new schedule prior to the start of their work cycle and program assignment.
- FF. Documentation of Classification Committee Actions: All Classification Committee actions shall be documented in a written report which is to be maintained on file and kept on file in the Counselor Supervisor office or DWCT office. After each Classification meeting, this report shall be forwarded for review and signature provided by the DWCT, DWS, and Warden.
- GG. Role of the Operations Analyst (OA):
- 1. The OA shall have the responsibility of:
 - a. Helping to coordinate the computerized documentation/tracking for all offender movement and assignments;
 - b. The OA or designee shall provide the Classification Committee with the necessary information/reports needed to develop a Stratification and Movement Plan; and
 - c. Continue to do an analysis of the trends in movement at the facility.
- HH. Offender Classification Committee Appeal:
- 1. All Classification actions may be appealed;

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2. If an offender is dissatisfied with a decision of the Classification Committee, he/she must complete and submit Attachment 3, Classification Appeal Form, which will be forwarded to the Warden/Superintendent or their designee;
3. They shall review and respond to the issue and so advise the offender; and
4. The form will be filed in the offender's institutional file.

V. Attachments:

- Attachment 1: Classification Committee Stamps
- Attachment 2: Classification Committee Form
- Attachment 3: Classification Appeal Form
- Attachment 4: Special Parole Review Recommendation Form
- Attachment 5: Re-Classification Form (Inside Only)
- Attachment 6: Transitional Center Criteria
- Attachment 7: Notification of Registered Sex Offender Transfer
- Attachment 8: Counselor Request Form
- Attachment 9: Movement Plan Memo Template
- Attachment 10: Stratification Plan Template
- Attachment 11: 48-hour Waiver
- Attachment 12: County Facility Criteria
- Attachment 13: Offender Refusal Form
- Attachment 14: Operational Manual Template

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachments 1, 2, 3, 4, 5, 7, 8, 11 and 13 will be placed in the offender's institutional file and retained per the official retention schedule. Attachments 6, 9, 10, 12, and 14 shall be utilized per the SOP, until such time the attachments are revised or becomes obsolete.