

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b>		
Standard Operating Procedures		
<b>Functional Area:</b> Facilities Operations	<b>Reference Number:</b> (IIE05-0001) 213.11	<b>Revises Previous Effective Date:</b> 01/01/05
<b>Subject:</b> Detainee Classification		
<b>Authority:</b> Bryson/Ward	<b>Effective Date:</b> 09/03/15	Page 1 of <b>11</b>

**I. POLICY:**

Each Detention Center shall establish a Classification Committee. The committee shall be responsible for oversight of detainee classification including supervision level assignment, administrative segregation hearings, administration of certain aspects of work programs, detainee detail and program assignments, and other aspects of Center operations as detailed in this SOP.

**II. APPLICABILITY:**

Probation Detention Centers and Probation Boot Camps.

**III. RELATED DIRECTIVES:**

- A. Board Rules: 125-3-1-.01.
- B. GDC-SOP: IIE05-0002.
- C. ACA Standards: 1-ACBC-4A-02.

**IV. DEFINITIONS:**

NONE.

**V. ATTACHMENTS:**

- ATTACHMENT 1 - Supervision Assessment
- ATTACHMENT 2 - Severity of Offense Scale
- ATTACHMENT 3 - Recommendation for Supervision Level Change

**VI. PROCEDURE:**

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A. Description of Committee. At least three staff members shall be assigned to the committee. The Assistant Superintendent or Senior Counselor shall serve as a committee member and shall function as chairperson of the committee. There should be at least one security staff and at least one treatment staff member on the committee. The Superintendent shall appoint members of the committee and its chairperson. Membership on the committee may be rotated but members should serve at least six (6) months. Detainees are serving short terms of confinement. Therefore, frequent reviews of job assignment or programs will normally be neither practical nor necessary. However, a thorough initial review and appropriate placement are critical. The Classification Committee shall have the following duties:

1. Initial review of each detainee assigned to the Detention Center after completion of intake processing.
2. Detainee job assignments and changes.
3. Administrative segregation hearings.
4. Review of program plans.
5. Administration of work.
6. Assignment of initial supervision level and necessary changes.

Classification Committee decisions are subject to the review and approval of the Superintendent.

B. Classification Committee Procedures. Each Detention Center will implement a classification system that insures the following in the operation of the Classification Committee:

1. The committee will initially review each detainee as soon as intake processing is complete and make assignments as appropriate, and that each newly admitted detainee shall be evaluated in terms of medical needs, security needs, personal/social

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needs, and program needs. Assignments and program approvals will be reflective of the responsibility to protect the public, manage the Center, and the needs of the detainee. Prior to the initial committee review, all phases of intake processing must be completed. This includes completion of the medical assessment and approval of the assessment by the physician. (Note: The medical section may provide clearance for assignments in cases where final completion of medical assessment is delayed. Often this is due to delay in receiving test results. However, medical staff must be confident that no health risk is presented to the detainee before providing a preliminary clearance. Sufficient information must be available to make an appropriate assignment/classification. Upon receipt of test results, they will be reviewed and necessary follow-up performed.) Further, the Counselor assigned to the detainee should have had ample time to evaluate the detainee through personal contact, review of available information, and observation of the detainee's initial behavior and adjustment to the Center. They will insure that all required activities including but not limited to orientation, interviews by assigned Counselors, medical processing and documents are completed prior to submitting the detainee and case file to the Classification Committee for initial review. The case file shall contain all necessary documents including medical classification materials, Supervision Assessment, Detainee Intake Data, Program Plan, GCIC/NCIC information and any other documents and materials necessary for review of the detainee by the Classification Committee. The Superintendent shall insure that ample time is allocated for completion of all intake activities prior to initial classification. Initial classification will normally occur within seven working days of arrival.

2. That a written record will be maintained of all committee actions, including notations in the detainee case file and independent committee

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records. Classification Committee decisions and changes will be entered into the Offender Management System (OMS) immediately following the Classification Committee adjourning.

3. That detainees will be advised of classification procedures.
  4. That specific times are established for formal Classification Committee meetings with all members or alternates in attendance.
  5. That individual detainees are advised of the decisions affecting them and are aware of the appeal procedures.
  6. That illegal discrimination will not be practiced in program and work assignments.
  7. That requirements outlined in relevant SOP and Departmental rules in regard to administrative segregation hearings are followed.
  8. That an orderly system of job assignment and reassignment is implemented. Only the Classification Committee may recommend permanent assignment or removal of a detainee from a particular job assignment. Job assignments will be made in keeping with a detainee's current level of supervision.
  9. That detainees will personally appear before the Classification Committee during the initial review.
- C. Administration of Work Programs. The Detention Center's Classification Committee shall be responsible for general administration of the Center's work programs. Specifically, the Classification Committee shall:
1. Review, allocate and/or approve detainee work posts. This will include the number of positions allotted to particular departments or activities, and establish or approve tasks or guidelines for detainee work posts. The committee should work with

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supervising staff in establishing work guidelines and task descriptions for each function. The work description will also include the level of supervision (I, II, III, or IV) that the particular job will provide.

2. The committee should conduct a review of detainee jobs and positions when needed. If needed, job duties or guidelines should be formally revised.
  3. Normally a detainee will not be placed on or removed from a job assignment except within procedures established by the Classification Committee. The committee will develop local procedures for emergency or temporary reassignment.
  4. The Classification Committee, in making job assignments, will consider the abilities and any medical, physical or mental limitations of the detainee, protection of the public, and the needs of the Center. Detainees will not be assigned to jobs before completion of initial medical assessment, but will be assigned to a job immediately after being cleared medically. Assignments must be in keeping with the detainee's assigned supervision level.
  5. The Classification Committee will maintain written records of committee decisions. Entries shall be made in detainee case files regarding decisions made on the individual detainee. Independent committee records shall be maintained necessary for efficient communication, management, and documentation related to the work program.
- D. Initial Supervision Level Determination. A critical aspect of initial classification is the assignment of a supervision level to each detainee. In order to accomplish this, the Detention Center Supervision Assessment will be completed in order to establish the required supervision level for each detainee. It is the responsibility of the designated Counselor (or probation officer) to complete this instrument and submit it to the Classification Committee prior to the initial review of each detainee. The committee will review this assessment

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and assign Level I, Level II, Level III, or Level IV supervision to each detainee as required by the scores arrived upon using the security issues part of the assessment form. The committee may assign the supervision level at one level higher than the security issues indicate if the score on the case management issues total 26 points or higher. The sole purpose of this review is to insure that an objective and fair evaluation of each detainee is performed. The committee may override the document for reasons other than what is captured in the case management issues. Decisions to override the assessment score shall be documented with reasons given for the decision. The Superintendent will review and approve each supervision assessment prior to the detainee being assigned to any work activity. After the initial classification, reassessments may be performed as needed if the supervision level needs to be increased or decreased.

- E. Increase in Level of Supervision. Level of supervision may be increased if the committee determines that the detainee's behavior as indicated by work performance, program participation, and disciplinary reports demand such an increase. Factors such as open charges or new information regarding the detainee's background or stability, may necessitate increasing a detainee's initial supervision classification. The Recommendation for Supervision Level Change should be completed each time the detainee is recommended for a change in his/her level of supervision. In addition to scoring the detainee on the factors on the form, other information considered relevant to the change should be documented on the form were indicated. Such factors as discovery of new information regarding potential risk to the community or Center may necessitate increasing a detainee's initial supervision classification. Prior to a formal review of the detainee for a supervision level change, an increase in a detainee's supervision level may be enacted by completing the reclassification section of the assessment form. The justification for the increase must be fully documented in the space provided. Each member of the Classification Committee and the Superintendent must sign this section of the form.

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- F. Decrease in Level of Supervision. Any detainee initially classified with a case management score of less than 26 points and a security issue score of less than 60 may be reviewed for a one-level reduction in level of supervision after he or she has been observed for a minimum of two weeks and he/she receives a score of less than seven on the Supervision Level Change form.
1. If the Classification Committee disagrees with the change form's recommendation, the reasons for disagreement should be documented on the change form in the space provided. Additional documentation should be attached if necessary.
  2. Any detainee receiving a score of 26 points or more on the Case Management Issues part and/or a score of 60 or more points on the Security Issues part of the initial Supervision Assessment will be observed for a period of at least 30 days prior to consideration for a reduction in supervision level.
  3. Detainees initially classified with a supervision level IV shall not be eligible for a decrease in the supervision level unless the Superintendent secures written authorization from the Regional Director. The authorization shall include the justification for the reduction and the specific detail to which the detainee is to be assigned.
  4. Supervision level may be reduced by only one level from the original level of supervision.
  5. The Superintendent will review and approve by signature any changes in supervision level.
- G. Description of Supervision Levels and Guidelines. As previously discussed, the Classification Committee shall assign a supervision level approved by the Superintendent for each detainee. The following provides general guidelines regarding use of this supervision level system and a description of each level of supervision:
1. All detainees will be assigned a supervision level (I, II, III, or IV).

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2. Supervision level assigned will determine the degree of supervision required for the detainee in question.
3. Supervising staff shall maintain knowledge of the supervision level of detainees assigned to them and the supervision requirements regarding that level of supervision.
4. When on duty, staff actions and activities will be directed toward providing the required supervision. Activities not in keeping with the supervision of detainees' performance or duty shall not be conducted.
5. When detainees of various supervision levels are working together on the same work site, the highest applicable supervision level will be utilized.
  - a. LEVEL I - Detainees assigned to Level I supervision may be assigned to any Center detail. They are the only detainees eligible for special work assignments (as defined in SOP IIE05-0002). When working outside the Center, supervising personnel (staff or other agency staff) will visually check the detainee periodically, but at least once every two hours. In regard to special work assignments (supervised by other agencies), the Center will conduct at least weekly spot checks of detainees on the job sites and shall make agency staff aware of supervision requirements.
  - b. LEVEL II - Detainees assigned to Level II supervision may be assigned to any work assignment were on-site supervision by staff appropriately trained and approved by G.D.C. is provided. When possible, staff will maintain constant visual contact. When the nature of the job site makes constant visual contact impossible, staff shall insure that visual contact is made at least once every fifteen minutes. Detail supervisors are responsible for informing their supervisors of work site

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conditions that make constant visual contact impossible. The supervisor shall review the work site and shall instruct the detail officer as to supervision expectations as discussed in this document.

- c. LEVEL III - Detainees assigned to Level III supervision require the highest level of supervision and control that the Center can offer. They may be assigned only to details working on Detention Center, Department of Corrections property, other state property, or other approved location under armed supervision by staff appropriately trained and approved by G.D.C. When outside the Center constant visual contact must be maintained.
  - d. LEVEL IV - Detainees assigned to Level IV supervision will not be assigned to details operating outside the perimeter of the Center. Reduction to a lower level of supervision is permitted only with written authorization from the Regional Director.
  - e. Regardless of current supervision level, a detainee with a pending felony charge, must be assigned to details working on GDC property for a minimum of 30 days. Thereafter, assignment may be made within the supervision level guidelines at the discretion of the Superintendent.
  - f. Any detainee may be placed on a detail assignment with a higher level of supervision than he/she is classified; however, no detainee will be assigned to a detail with a lower level of supervision provided than is required for his/her assigned supervision level.
- H. Recommendation for Supervision Level Change. Each time a detainee is reviewed for a change in supervision level a Recommendation for Supervision Level Change form should be completed. This review may occur at two week or thirty day intervals depending on the scores achieved in the

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initial assessment as described earlier in this policy. An exception may be made if prior to the established time frames, new information is received which warrants an increase in supervision level. See Section VI. E. for details of this procedure.

1. The Counselor will score the detainee on the four factors of work performance, program participation, disciplinary history, and staff/peer relationships.
2. The point total will fall within a range recommending an increase, decrease, or no change in supervision level.
3. If the Counselor/Classification Committee disagrees with the form's recommendation, the reasons for disagreement shall be documented on the form in the space provided.
4. No detainee will be allowed a reduction of more than one level lower than the initial assessment level.
5. The Superintendent will approve all changes in supervision levels and the Counselor, Classification Committee, and Superintendent will sign the form.

**VII. RETENTION SCHEDULE:**

- A. Attachment 1 of this SOP, when completed will be placed in the Detainee case file. Upon completion of sentence, the file will be transferred to the State Record Center where it is kept for four years, then destroyed.
- B. Attachment 2 will be kept until it is obsolete or replaced, then destroyed.
- C. Attachment 3 of this SOP, when completed will be placed in the Detainee case file. Upon completion of sentence, the file will be transferred to the State Record Center where it is kept for four years, then destroyed.