



*State of North Carolina  
Department of Correction  
Division of Prisons*

Chapter: C  
Section: .0100  
Title: **Classification Process**  
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**POLICY & PROCEDURES**

**.0101 GENERAL**

- (a) **Purpose.** The primary goal of offender classification is the systematic process of coordinating inmate assessment and assignment procedures in order to minimize community and institutional risk, to provide opportunities for the productivity and development of the inmate, and to ensure that academic and vocational needs of inmates are an integral part of assignment decisions. The classification process manages and coordinates assignments to the various prison facilities, custody levels, control conditions, housing areas, work, and program activities as appropriate and necessary for these purposes.
- (b) **Administrative Coordination and Review.** The Manager of Classification & Operational Support Services Section will coordinate the following classification functions:
- (1) Development of classification policy and procedures;
  - (2) Standardization and evaluation of classification procedures;
  - (3) Staff training for classification personnel;
  - (4) Supervision and direction of central monitoring activities;
  - (5) Supervision and direction of Division information and records systems; and
  - (6) Other duties and responsibilities as assigned.
- (c) **Case Factor, Committee, Classification Authority and Review Process.** This policy establishes procedures for custody classification of inmates using a case factor review process, committee review, classification authority review and a review process for other classification assignments.
- (1) The **Case Factor Review Process** is a procedure using an objective review of case factors specified in OPUS to govern the regular assignment of inmates to close, medium or minimum custody.
  - (2) The **Committee/Classification Authority Review Process** is used for assignments to high security maximum control, maximum control, intensive control, protective control, out of cell restrictions, extended segregation, for minimum custody assignments, for inmates serving life terms, consideration of

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exceptions to custody assignments derived from the case factor review process, and for advisory purposes as needed.

- (3) **Case Review and Referrals** by designated authorities are used to update case materials and to finalize other classification actions as necessary.

## **.0102 CLASSIFICATION PROCEDURE, TERMS, AND DEFINITIONS**

- (a) **Classification Process Overview.** Classification procedures are structured through the general guidelines established by the following four-step process:

- (1) **Case Review or Referral.** This formal report format and recommendation process provides a rationale for maintenance of, or changes in, an inmate's assignment status. Designated Division staff may originate such a review or referral.
- (2) **Classification Authority's Decision, Appropriately Reviewed.** A decision is made considering relevant background information, the referral for action, departmental needs, and the inmate's opinions and interests. Classification authorities make decisions concerning the inmate's assignments and status and also prepare a formal report providing the necessary instructions and reasons for their assignment decisions.
- (3) **Implementation Action.** Classification decisions with respect to custody, control, work, program, facility, and housing assignments are implemented by authorities at the facility to which the inmate is assigned.
- (4) **Performance and Achievement Evaluation.** A review of the inmate's performance and progress since the last classification review summarizes progress and prepares the foundation for future actions. The evaluative information is collected and utilized in future reviews and referrals, classification decisions, and assignment implementation activities.

- (b) **Initial Classification and Reclassification.**

- (1) Initial classification usually occurs within a few weeks after the inmate's admission to the Division of Prisons. The inmate is processed and evaluated at one of the Division's diagnostic centers. Through utilization of examinations, background data collection, psychometric testing, behavioral observations, and other procedures, the inmate's dangerousness, escape potential, risk management, and correctional needs are evaluated. This information, along with assignment and intervention recommendations, is submitted to the appropriate classification authority.
- (2) Reclassification is any classification action which either reviews or modifies an inmate's custody, control, housing or activity assignment or status. It may occur

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for any number of reasons such as custody review, program or work activity review, reassignment, minimum custody consideration, or control status assignments.

- (c) **Required Review Schedules.** Inmates confined within the custody of the Division of Prisons, except those committed for presentence diagnostic study, safekeepers and death row commitments, should be regularly reviewed by classification authorities. The review procedures and schedule for persons committed for presentence diagnostic study shall be as required by law. The minimum frequency of formal case review by classification authorities should be conducted according to the following schedule:
- (1) Felon inmates should have a classification review at least once each year during their confinement. During the first three years and beginning when an inmate is within five years of a possible parole or release date, review will be completed at no longer than six month intervals.
  - (2) Misdemeanants should have a classification review at six month intervals throughout the course of their incarceration.
  - (3) An inmate's classification status should also be reviewed within six months immediately following a demotion in custody, whether through classification or through disciplinary action. Inmates assigned to a control status assignment other than the regular population should be reviewed at least once every six months.
  - (4) Additional classification reviews may be conducted at the discretion of the reviewing authorities for reasons deemed appropriate and necessary. All reviews will be formally documented and reviewed through the appropriate automated classification action process.
- (d) **Overrides and Waivers**
- (1) An **Override** is a recommended exception to the results of the case factor custody review process and may be due to such reasons as physical and mental health considerations, assaultive threats or risk, time remaining on sentence, documented history of community risk, special program needs, or any other reason which suggests that the custody indicated by the case factor review process would not be in the best interest of the Department or the inmate. All custody grade reviews and actions shall require completion of the case factor rating section as accessed and presented by the automated case factor screen (IC04 or IC05) review process.
  - (2) A **Waiver** is an exception to one of the standard custody classification rules: the sixty-month rule, 90-day infraction rule, one step promotion rule, the unaudited sentence rule, the pending charge or detainer rule, and the validated STG level 3 rule. If an inmate has an unaudited sentence for an A, B, B1 or B2 class crime, the inmate will be restricted to close custody. If an inmate has an unaudited C, D or E crime, the inmate will be restricted to medium custody. An inmate with an

A, B, B1 or B2 will be assigned to close custody. An inmate with a C, D or E detainer, any out of state or federal detainer or pending charge will be assigned to medium custody. Inmates with lower class detainers or pending charges may be promoted at the facility head's discretion. This rule applies to in-state and out-of-state detainers or pending charges. The nature of the charges must be specified. During initial processing, felons validated as STG level 3 must be assigned to close custody. During reclassification, a felon validated as STG level 3 cannot be promoted to minimum custody. All requests for waivers will be forwarded through regular channels to the Manager of Classification for final action on IC04 or IC05.

### **.0103 SPECIAL CLASSIFICATION PROCESSES**

- (a) **Case Factor Review.** The duties of the designated classification staff are to complete the regularly scheduled or special referral custody classification review using the automated OPUS case factor system.
- (1) In reviewing the relevant case materials, the assigned staff member will collect all information available concerning the inmate's criminal history, incarceration status, institutional adjustment record, institutional program and work participation, current health conditions, and any other relevant data.
  - (2) This information will be analyzed using the case factor review process. The appropriate automated classification action screen initial (IC04) or reclassification (IC05) will be used to calculate the case factor values.
  - (3) If the assignment resulting from the standard case factor evaluation is not considered in the best interest of the Department or the inmate, the override procedure should be utilized. An override or waiver of standard rules may be recommended at the facility or division level as appropriate. If the override or waiver provision is pursued, appropriate rationale will be provided and documented on the appropriate automated case factor review form.
  - (4) After the case analysis and referral have been completed, the assigned staff member should conduct a personal conference with the inmate. The inmate should be allowed to ask any relevant questions and to receive a reasonable answer and explanation. Confidential information shall not be revealed to the inmate. In accordance with DOP policy D.0601 (b) (Access to Information/Inmate Records) and DOC Personnel Policy, "Unauthorized release of confidential inmate records by department employees will be cause for immediate dismissal or other appropriate disciplinary action."
  - (5) The assigned staff member will then complete the classification review process by submitting the completed case factor analysis results and related comments to the appropriate approving classification authority. Any comments by the inmate, opinions of the reviewing staff member, or other relevant materials should also be

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submitted. The reviewing authority may approve the action, disapprove the action, or refer the action to another classification authority for review, consultation, and/or decision.

- (6) The assigned case manager or other staff member will inform the inmate of the approving authority's decision and rationale.
- (b) **Committee Review Process.** The duties of classification committee members are to review all relevant information, interview the inmate as required by policy, discuss available alternatives, and determine the committee's final decision. The committee chairperson presides over the meeting, informs the inmate of the committee's final decision, and assigns a staff member to prepare the committee action portion of the classification action screen on OPUS. The classification committee meeting occurs in a private setting and according to the following procedures:
- (1) **Case Presentation.** A case analyst, case manager, or other designated staff member evaluates the case and presents relevant information to the committee including the results of their analysis of the case factor review. In addition, the documented referral and any other evaluative information is reviewed.
  - (2) **Discussion and Case Review.** After the initial presentation, additional information may be requested by the committee chairperson if necessary. Members of the committee may discuss the case materials, the need for additional information, and techniques for interviewing the inmate.
  - (3) **Interview.** The inmate is informed of the purpose of the committee meeting and is interviewed in order to obtain the inmate's ideas, opinions, attitudes, preferences, and other additional facts. The inmate is allowed a reasonable opportunity to present comments and to ask relevant questions at the conclusion of the interview by the committee members. If the inmate is declared developmentally disabled, a certified developed disabled case manager shall be assigned to serve as a representative before all classification and control hearings. The assigned representative will write a statement on DC-138-B form concerning the hearing representation and give it to the committee chair person.
  - (4) **Discussion and Decision.** After the inmate leaves the meeting room, the available alternatives and the probable outcomes are discussed and voted upon. The staff member presenting the case and chairman shall not be allowed to participate in the voting process. The committee members will discuss the case and make a decision. The chairman will only vote in the event that a decision cannot be mutually agreed upon by the committee.
  - (5) **Informing the Inmate.** The inmate should be returned to the meeting and informed of the decision made by the committee. The inmate should be allowed to ask any reasonable questions. The chairperson should allow such discussion by the inmate as might be beneficial.

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- (6) **Classification Committee Report.** The assigned staff member will complete the relevant portions of the appropriate classification action screen as a permanent record of the committee's decision and reasoning.
- (c) **Case Reviews.** Designated staff members, case managers, activity supervisors, facility managers, etc., are responsible for individual case reviews as scheduled and referred. Relevant background materials, current activity performance, incarceration circumstances, as well as needs of the inmate and the Division of Prisons are reviewed and documented as appropriate. Each scheduled review includes a personal discussion with the inmate involved and frequently may include review by the approving authority. The outcome of each review will be presented to the affected inmate by the case manager or other assigned staff member as may be deemed appropriate.

#### **.0104 ORGANIZATION AND LEVELS OF CLASSIFICATION AUTHORITY**

Classification decisions are made by designated staff at the Division, Facility and Region levels. Actions involving inmate custody levels, control status, work and program activities, as well as housing assignments are managed at these organizational levels of operational authority. Facility decisions typically govern unit assignments or assignments within a particular facility section or manage actions which cross unit boundaries within a facility operating on a unit, or a modified unit management style. Region decisions govern promotion of Life sentence inmates to all levels of minimum custody, as well as, community program involvement on selected cases. Division level classification actions typically deal with the more restrictive inmate assignments or with inmate assignments posing more severe institutional or community risk. Actions authorized at a subordinate organization level may be referred to a supervisory level for consultation and review as deemed appropriate and necessary by the referring authority.

- (a) **Division Level Classification.** Division level classification represents the Director of Prisons as the highest level of classification authority within the Division of Prisons. Approving authorities for Division level actions are Director of Prisons or designee, e.g., Director of Support Services, Region Directors or designees, Assistant Director for Auxiliary Services and the Manager of Classification or designee.

- (1) **Director's Classification Authority (DCA) for Male Inmates.** The DCA for male inmates represents the Director of Prisons as the highest Division classification authority. The Director of Prisons or his/her designee shall appoint Classification Coordinators from the Classification Services Section and other staff as deemed necessary to serve as the Director's Classification Authority (DCA). The approving authority for the DCA's action is the Assistant Director for Auxiliary Services, Manager of Classification, the various Region Directors, or other authority designated by the Director. Note: control housing assignments in which the DCA and the facility are in disagreement shall be referred by the DCA to the Manager of Classification, the Assistant Director of Support Services or designee who shall confer with the appropriate Region Director or designee prior to rendering a final decision. The activities of the DCA shall be coordinated through the office of the Classification Services Section. The responsibilities of

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the DCA shall be to conduct hearings as outlined herein and such other duties and responsibilities as are assigned.

(2) **Director's Classification Committee (DCC) for Female Inmates.** The DCC for female inmates represents the Director of Prisons as the highest Division classification committee. The Female Command shall have a Director's Classification Committee appointed by the Director of Prisons or his/her designee. Each committee will be chaired by a facility administrator as approved by the Female Command Manager. Both chairpersons and members for each committee will be designated from senior supervising staff as approved by the Female Command Manager and trained by Division staff. Members shall be classified at least at the level of Classification Coordinator, Program Supervisor or Lieutenant. Neither the chairperson nor the members of a given committee may be representatives of the referring facility. The approving authority for the committee's action is the Assistant Director for Auxiliary Services, Manager of Classification, the Female Command Manager, or other authority designated by the Director. Note: control housing assignments in which the DCC and the facility are in disagreement shall be referred by the DCC to the Manager of Classification, the Assistant Director of Support Services or designee who shall confer with the Female Command Manager or designee prior to rendering a final decision. The activities of the DCC shall be coordinated through the office of the Classification Services Section with one of the classification coordinators serving as procedural coordinator and official recording secretary. The responsibilities of the DCC shall be to conduct hearings as outlined herein and such other duties and responsibilities as are assigned.

(3) **Director's Classification Committee (DCC) for High Security Maximum Control Assignments (HCON).** The DCC for HCON assignments represents the Director of Prisons as the highest Division classification committee. The Director of Prisons or his or her designee shall designate HCON DCC members from Superintendent IV's, III's and II's, Wardens, Deputy Wardens, Correctional Administrators, Assistant Superintendent II's or comparable staff. Only Superintendent IV's and above will serve as the chairperson. The approving authority for the HCON DCC's action is the Manager of Classification, the Assistant Director of Support Services or other authority designated by the Director. The activities of the HCON DCC shall be coordinated through the office of the Classification Services Section with one of the classification coordinators serving as procedural coordinator and official recording secretary. The responsibilities of the HCON DCC shall be to conduct hearings as outlined herein and such other duties and responsibilities as are assigned.

(b) **Facility Classification Committee.** Facility administrators shall designate staff to coordinate classification activities and to make classification recommendations at the facility level. These administrators shall appoint facility classification committees to hear those cases requiring committee action. Responsibilities of the facility classification specialists shall be to coordinate classification recommendations regarding those case

types specified herein and complete such other duties and responsibilities as assigned. The final approving authority for each classification action shall be the facility administrator or designee.

- (1) **Facility Classification Committee.** Facility classification committees represent the highest level of classification committee action at this organizational level. Each administrator will appoint a classification committee to hear those cases requiring committee action. Each such committee will be chaired by a senior member of the facility staff. The staff will be designated, but neither the chairperson nor the members of the given committee may be representative of the referring unit or facility section. Staff having direct management responsibility for the inmate involved or direct involvement with the circumstances of the case shall not be appointed. The final approving authority for facility classification committees shall be the facility administrator or designee.
  
- (c) **Unit Level Classification.** The superintendent of each facility with independent management units functioning within the institution shall designate a staff member to coordinate classification activities and to make classification recommendations at the unit level of the facility. Each person designated will use a case factor review process for custody referrals for actions which are made to the unit supervisor or manager. The unit supervisor has the responsibility designated herein for classification activities and for such other duties and responsibilities as may be assigned.
  - (1) **Unit Level Classification Committee.** Unit level classification committees are not required unless otherwise mandated by facility or division authorities.

**.0105 CLASSIFICATION AUTHORITY BY ACTION TYPE AND DECISION LEVEL**

- (a) **Custody Levels:** Custody level decisions are presented below in terms of custody action decision authority by action, by type and decision level. It is noted that all reviews should be initiated at the unit level and every case is routed through the automated classification request and review procedure. Appropriate comments justifying the requested and taken action are required at each level (IC04 or IC05). Custody classification action decisions are listed below by action type, decision level and decision authority. This presentation specifies the scope of decision authority as delegated for each level of division operations.
  - (1) **Decision Matrix:** The chart below represents custody action decision authority by action type and decision level. (An asterisk denotes a required classification committee procedure.)

CUSTODY AUTHORIZATION					
Current Custody	Action Recommended	Rationale	Facility	Region	Division



<b>Misdemeanant Levels</b>					
Minimum 1	Minimum 2 Minimum 3	Activity Activity	Decision Decision		Consultation Consultation
<b>Felons Levels</b>					
Minimum 1	Minimum 1 Minimum 2 Minimum 3 To any minimum level	Activity Activity Activity Life Sentence or 80 or more years	Decision Decision Decision Review *	Decision	Consultation Consultation Consultation Consultation
Minimum 2	Minimum 1	Activity	Decision		Consultation
Minimum 3	Minimum 1 Minimum 2 Minimum 3	Activity Activity Activity	Decision Decision Decision		Consultation Consultation Consultation
Minimum	Medium	Case Factor - Override	Decision Review*		Consultation Decision
Minimum	Close	Case Factor - Override	Decision Review*	Consultation	Consultation Decision
Medium	Minimum	Case Factor + Override Waiver Life Sentence or 80 or more years	Decision Decision Review Review *	Decision	Consultation Consultation Decision Consultation
Medium	Medium	Case Factor + Override - Override	Decision Decision Decision		Consultation Consultation Consultation
Medium	Close	Case Factor -Override	Decision Review *		Consultation Decision
Close	Minimum	Waiver	Review		Decision
Close	Medium	Case Factor +Override Waiver	Decision Decision Review		Consultation Consultation Decision
Close	Close	Case Factor - Override	Decision Decision		Consultation Consultation
Minimum 1, 2, 3 STG Validated	Close	Case Factor -Override	Review*		Decision
Medium STG Validated	Close	Case Factor -Override	Review*		Decision
Close STG Validated	Close	Case Factor Override	Decision	Consultation	
* = Classification Committee Action Required/Requires notice to the inmate (48) hours prior to the hearing.					

- (2) **Referral and Consultation Options.** All cases may be submitted to a higher level of authority for review, consultation and action as deemed necessary and appropriate by the subordinate authority. All cases may also be directed to a particular agent for decision even though the decision was within the authority of

the initial delegate. Recommendations for a formal hearing before one of the Director's Classification **Authorities/Director's Classification Committee** may be made as deemed necessary by facility authorities.

- (b) **Control Status Assignments.** Control status represents the degree of containment and management control necessary and exercised within a given facility for a particular offender. Specific control action assignments are initiated at the facility level and processed through the appropriate Control Action (IS11) automated record request process, and approved by the appropriate designated final approving authority. All requests are processed using the automated system and will include appropriate comments indicating the nature and reason for the request, the final decision, and justifying comments. The various control action types are presented by decision authority and organizational level in the table below.

- (1) **Decision Matrix:** The chart below represents control action decision authority by action type and decision level. (An asterisk denotes a required classification **authority** or committee procedure.)

CONTROL AUTHORIZATION			
Action	Rationale	Facility	Division
Admin. Segregation 3 days or less	On Off	Decision Decision	Consultation Consultation
Admin. Segregation >3 and <16 days	On Off	Decision Decision	Consultation Consultation
Admin. Segregation >15 and <61 days	On Off	Decision** Decision	Consultation Consultation
Disciplinary Segregation	On Off	Note Para (2) Note Para (2)	Consultation Consultation
Out of Cell Restriction Up to 3 Working Days***	On Off	Decision** Decision	Consultation Consultation
Out of Cell Restriction Maximum of 30 Days	On Off	Review ** Decision	Decision * Consultation
Protective Control 3 days or less	On Off	Decision Decision	Consultation Consultation
Protective Control >3 and <16 days	On Off	Decision Decision	Consultation Consultation
Protective Control >15 and < 61 days	On Off	Decision** Decision**	Consultation Consultation
Protective Control >60 days – 180 days	On Continuation Off	Review** Review ** Decision**	Decision* Decision* Consultation*
Intensive Control (Non STG) >60 days -180 days	On Continuation Off	Review** Review ** Decision**	Decision* Decision* Consultation*
Intensive Control/STG Validated Level III	On Continuation Off	Review** Review** Review**	Decision* Decision* Decision*

Maximum Control >60 days – 180 days	On Continuation Off	Review** Review** Review**	Decision* Decision* Decision*
High Security Control >60 days-180 days	On Continuation Off	Review** Review** Review**	Decision ± Decision ± Decision ±
Regular Population	On	Standard	Standard
<p>* Director’s Classification Authority Required for Male Inmates and Director’s Classification Committee Required for Female Inmates/Requires notice to the inmate (48) hours prior to the hearing                  ± Director’s Classification Committee for HCON Required/Requires notice to the inmate (48) hours prior to the hearing                  ** Facility Classification Committee Required/Requires notice to the inmate (48) hours prior to the hearing.                  *** During these 3 working days the facility must contact the Manager of Classification Services who has 5 working days for the Director’s Classification Authority (if the inmate is male) or the Director’s Classification Committee (if the inmate is female) to set a date for the inmate hearing. Outside cell activities shall be restricted pending the hearing. Working days are Monday through Friday exclusive of holidays.</p>			

- (2) **Referral and Consultation Option.** All cases may be submitted to a higher level of authority for review, consultation and action as deemed necessary and appropriate by the subordinate authority. Recommendations for a formal hearing before one of the Director’s Classification Authorities/Director’s Classification Committee may be made as deemed necessary by facility authorities. Disciplinary Segregation is decided by Facility Head or Designated Hearing Officer.
- (c) **Facility Assignments:** Facility assignments for inmates are made in keeping with security, custody, control and activity assignment requirements by the appropriate unit, facility, or division authorities. Unit authorities typically manage housing assignments within unit jurisdictions; facility housing assignments are usually coordinated at the facility level, within individual institutional housing areas for facilities operating on a unit management and individual housing assignments are authorized by division level authority.
- (d) **Housing Assignments:** Immediately upon arrival at a Division of Prisons facility for housing purposes, whether temporary or permanent housing, or thereafter as deemed necessary and appropriate, inmates are assigned to a housing area and specific bed allocation consistent with the level of management and control warranted by the inmate's designated special characteristics, custody, control, and activity assignments. Housing assignments are thereby managed by facility staff as designated by the Facility Head.
- (e) **Activity Assignments:** Inmate work and program activity assignments are made in keeping with the inmate’s classification plan, needs of the Division and department, and public and institutional safety and security requirements. The task is to provide for required services and inmate growth and development while providing effective control and containment to insure public and institutional safety and security. Activity assignment reviews and recommendations for program and job assignments and for

assignment to levels II and III of minimum custody are made through these designated facility authorities.

- (1) Unit level activity assignments are typically authorized to manage on-site activities as well as some off-site activities for misdemeanor offenders. Most job and program assignments, many misdemeanor level changes, and almost all part-time activity assignments are typical examples of unit level activity decisions.
- (2) Facility level activity assignments typically include authorization of all off-site activities; i.e. work release, study release, community volunteer program, home leave, Think Smart, off-site vocational rehabilitation assignments, etc. Delegation for off-site activity approval for felons may be made to senior operations, programs, or classification staff members at the facility level; whereas, misdemeanor approval authority may be delegated by the facility unit superintendent as deemed appropriate.
- (3) Activity assignment decisions may be referred to the division level for consultation even though activity assignment authority is generally delegated to the facility level for final action. Designated authority for particular activity assignments are detailed herein in those policy and procedures sections governing the particular activity in question.
- (4) **Decision Matrix:** The chart below represents inmate activity decision authority by action type and decision level.

#### AUTHORIZATION FOR INMATE ACTIVITIES\*

INMATE ACTIVITY	ACTION	FACILITY	REGION	DIVISION
Community Volunteer Program	On Off	Decision Decision		Consultation Consultation
Study Release	On Off	Decision Decision		Consultation Consultation
Home Leave Program	On Off	Decision Decision		Consultation Consultation
Work Release Program	On Off Job Change Reinstatement Special Payment	Decision* Decision Decision Decision		Consultation Consultation Consultation Consultation
Mutual Agreement Parole Program	Recommend Approval	Decision**		Consultation
Extension of Limits: In-State Out-of-State	Approve Approve	Decision Review		Consultation Decision
Emergency Leave: In-State Out-of-State	Approve Approve	Decision Review		Consultation Decision

Inmate Control Status	Approve	Review		Decision
Inmate Marriage	Approve	Decision		Consultation
Religious Services	Approve	Decision		Consultation

**Special Note 1:** The Facility Heads are reminded the Region Director is available for consultation on questionable cases.

**\*Work Release Note:** For those cases still requiring authorization of the Parole Commission, the appropriate materials will be forwarded to the Parole Commission after approval of the Facility Head.

**\*\*MAPP Note:** The Facility recommendation is forwarded to the Division Program Services Office for processing and referral to the Parole Commission.

**Special Note 2:** Authorization for inmate activities for Life Sentence inmates or inmates with sentences of 80 or more years will be as follows: For both On and Off, the Facility authority will review and the Region authority will make the Decision. (Facilities will remain the final approving authority for Life Sentence inmates or inmates with sentences of 80 years or more for Inmate Marriages and Religious Services.)

- (5) All cases may be submitted to a higher level of authority for review, consultation, and action as deemed necessary and appropriate by the subordinate reviewing authority. Staff are reminded to consider additional consultation for decisions involving inmates with histories of assaultive behavior, serious sexual or assaultive histories, or other circumstances denoting a notorious or high profile offender.

#### **.0106 CASE DOCUMENTATION REQUIREMENTS**

Assigned case managers and other staff as appropriate should monitor inmate classification cycles and assignment requests so as to complete necessary reviews and actions on a timely basis. Case Management notes are directly recorded as such in the automated files (IP61). Classification reports are documented as described below. Distribution of automated reports for completed classification actions and Combined Records files is not required unless otherwise specifically requested. Distribution to unit jackets is required only when accompanying documentation is attached; i.e., when accompanied by documents requiring the inmate's signature, external documents or materials, or other non-automated communication or materials.

- (a) Classification reviews and assignments related to custody levels, control status, housing area assignments, and work and program activities are processed through the appropriate automated review and approval processes. Custody decisions are tracked through the Inmate Custody Classification screens, IC04 for initial classification and IC05 for reclassification activities. Review and approval processes are tracked through the IC10 screen. Opportunities to document relevant comments are provided at each step of the process.
- (b) Control actions are documented using the Inmate's Security Control Status (ISS) automated processes. Requests for control status assignments are made using the Control

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Assignment (IS11) automated screen process. As in other review requirements, appropriate rationale and comments are to be made at each request and review level.

- (c) Housing area assignments are made on the appropriate automated housing assignment screens. These may be accessed by using the Housing Assignment (IP22) screen. Designated staff at the unit level will document housing assignments and housing assignment changes.
- (d) Activity assignment actions are processed and recorded using the Inmate Jobs and Programs (IJP) module of the automated inmate record system. The Request Authorization (IJ02) screen is used to initiate activity assignments. The Request Authorization screen (IJ02) process is also used to review requests for assignments as initiated by subordinate staff. Once final authorization for assignment has been received, the assigned case manager should initiate procedures to accomplish the actual assignment process itself. Assignment processes are completed using the Assignment Process (IJ11) screen which is completed by designated unit staff.

#### **.0107 EXCEPTIONAL CASE CONSIDERATIONS**

Exceptions may be made to these guidelines by the Director of Prisons or designee, Director of Support Services, the various Region Directors or designee, the Assistant Director for Auxiliary Services, Manager of Classification, and other authorities as may be designated.

#### **.0108 APPEALS**

The inmate appeal process on custody classification actions shall follow the Division's Policy and Procedure, G.0300, Administrative Remedy Procedures.

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Director of Prisons      Date

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