

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Classification Committee

Policy Number: 220.03

Effective Date: 07/26/2022

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Authority:
Commissioner

Originating Division:
Inmate Services 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 have any Special Needs assessed. 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, Title II Provisions;
- B. O.C.G.A. §§ 17-10-6.1, 17-10-30(b), and 42-5-2;
- C. Ga. Comp. R. & Reg. 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, 5-ACI-7A-01 (ref. 4-4448), 5-ACI-7A-02 (ref. 4-4449), 5-ACI-7A-03 (ref. 4-4450), 5-ACI-7A-04 (ref. 4-4451), 5-ACI-7A-05 (ref. 4-4452), 5-ACI-7A-09 (ref. 4-4457), 5-ACI-5B-01 (ref. 4-4295), 5-ACI-5B-02 (ref. 4-4296), 5-ACI-5B-03 (ref. 4-4297), 5-ACI-5B-04 (ref. 4-4298), 5-ACI-5B-05 (ref. 4-4299), 5-ACI-5B-06 (ref. 4-4300), 5-ACI-5B-07 (ref. 4-4301), 5-ACI-5B-08 (ref. 4-4302), 5-ACI-5B-09 (ref. 4-4303), 5-ACI-5B-10 (ref. 4-4304), 5-ACI-5B-11 (ref. 4-4305), 5-ACI-5B-15 (ref. 4-4309), 5-ACI-1E-02 (ref. 4-4096), 5-ACI-5E-04 (ref. 4-4430),

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5-ACI-5F-03 (ref. 4-4444), 4-ALDF-2A-31, 4-ALDF-2A-32, 4-ALDF-2A-33, 4-ALDF-5C-07, 4-ACRS-5A-01, 4-ACRS-2A-16, 4-ACRS-6B-01, and 4-ACRS-6B-02.

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.
- 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 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.
- F. **Special Needs** - Offenders who have been identified as having additional needs that must be addressed prior to assignment. These offenders include offenders with a high risk of re-offending with a history of aggressive and sexually assaultive behavior as assessed by the NGA or another qualified professional; offenders with Americans with Disabilities Act (ADA) needs; offenders with medical, mental health or education needs; and juvenile offenders.

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G. **SMART Custody** - Surveillance, Management & Response Tool for Custody. A SCRIBE module that organizes existing SCRIBE data to create a comprehensive offender profile to help make classification decisions. (Probationers & Parolees are not included.)

IV. Statement of Policy and Applicable Procedures:

A. The goal of classification is to provide an objective categorization of each offender based on their needs to assist them in reaching their goals. The offender's treatment program should provide evidence-based interventions targeted to their individual criminogenic needs. Classification also provides a method of monitoring progress toward those goals.

1. The classification process will be an on-going activity to record each offender's progress and personal adjustment. No offender will be kept at a more secure status level than potential risk requires. GDC classification policy provides that an offender has the right for a classification review and appeal process.

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 the NGA Classification Manager at Central Office to review and give final approval;
 - c. The NGA 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;

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- d. The designee shall be the Chief Counselor, Strategic Intervention Program (S.I.P.) Coordinator, Deputy Warden of Care Treatment (DWCT) (at some facilities this is the Deputy Warden of Care & Treatment/Security), Assistant (Asst.) Superintendent or Diagnostic Director if applicable; and
 - 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;
 - a. An offender has the right for a classification review and appeal process;
 - b. When an offender disagrees with a classification decision, the offender must submit Classification Appeal Form, Attachment 3, to the Classification Chairperson;
 - c. The offender will be notified of the Warden's/Superintendent's decision and this decision will be documented in SCRIBE;
 - d. The Classification Appeal Form, Attachment 3, will be placed in the offender's institutional file.
3. The Classification Committee will recommend eligible offenders to the GDC Offender Administration Unit for transfer to a Transitional Center via SCRIBE assignment;
4. The Classification Committee shall be responsible for all offender initial assignments, reclassification actions and movements regarding work details, program assignments, transfer requests, housing assignments and facility segregation hearings. The Classification Committee's decisions are subject to the review and approval of the Warden/Superintendent.

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C. Special Needs:

1. Special Needs offenders are identified as high risk of re-offending with a history of aggressive and sexually assaultive behavior as assessed by the NGA or another qualified professional.
2. The Classification Committee shall review each Special Needs offender to determine if he/she is currently a registered sex offender. If the Special Needs offender is currently registered, the committee will notify the Facility Sex Offender Point of Contact. The Facility Sex Offender Point of Contact will then notify the Sheriff of the county in which the registered Special Needs offender is housed using Notification of Registered Sex Offender Transfer (Attachment 7) via email or facsimile:

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

3. 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 Special Needs offender's medical profile, mental health status, education level, skill level, security level, and in/out status.
4. Effective communication device/instruments/services for all interviews of offenders who have communication disabilities such as hearing, vision, and speech impairments must be ensured. (See SOP 103.63, Americans with Disabilities Act (ADA), Title II Provisions, for communication accessibility examples).
5. 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

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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, Americans with Disabilities Act (ADA), Title II Provisions.

6. Classification plans for juvenile offenders will assist in determining the level of risk and program needs developmentally appropriate for adolescents. Classification plans shall include consideration of physical, mental, social, and educational maturity of the juvenile offender (if applicable).
 7. 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, NGA assessed needs, and programs required by statute or ordered by the sentencing court or paroling authority.
 8. If services for adult and juvenile offenders are provided by the same agency, written statements of philosophy, policy, program, and procedure shall make clear the differences in intent between the criminal code and the statutes that establish and give direction to programs for juveniles.
 9. There is a separate service delivery system for juveniles. The juvenile population will not be programmed or classified with adult offenders.
- D. Classification Committee Composition: The Classification Committee membership, with appropriate alternates, shall be designated in writing by the Warden/Superintendent. All designated Classification Committee members shall be at all Classification Committee meetings. The Classification Committee shall be comprised at a minimum of the following members:
1. Chairperson: DWCT or Chief Counselor;

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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, Education Representative, or medical personnel, may be assigned to assist the Classification 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.

E. 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. It is recommended that Initial and Reclassification action meetings be held on the same day; and
4. A SCRIBE Case Note shall be used to document Classification Committee meetings and actions.

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

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.

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2. Each state, county, and private facility shall implement an A&O process that ensures the following in the operation of the classification process. 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 mental health requirements at their facility; and
 - c. Counseling staff are to perform the day-to-day operations of the A&O process.
3. During the A&O process, the DWCT or A&O designee 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 offenders that require attention from the staff and make referrals to appropriate staff/departments;
 - c. Review each offender's history and observe his/her behavior in preparation for making initial recommendations. The DWCT or A&O designee will meet with each offender to determine their program job needs and make initial 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. Review the information in SCRIBE and the institutional file to ensure that all personal information is completed and accurate and entered before initial classification;
 - e. Review and utilize the pre-facility assessment information regarding the offender's progress and adjustment in the facility's classification decision.

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Information on any offender who has had contact with the criminal justice system will be used in the classification decision;

- f. 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; and
- g. 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 Committee Form, Attachment 1 and any other documentation required by facility management.

G. Offenders are not to be initially classified on the day of their arrival. Initial classification should occur between the third (3rd) and tenth (10th) working day after their arrival. The timeframe for completing initial classification should not exceed ten (10) working days from arrival.

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

H. Classification Committee Responsibilities: Following the completion of A&O process, the Classification Committee shall conduct an initial review and classification of each offender, with assignments made as appropriate.

- 1. The Classification Committee Form (Attachment 1) shall be used to structure the Classification Committee's review and interview. It is the responsibility of the Classification Committee to include on the form any additional information or clarifications brought forward during their interview of an offender. SMART Custody may also be used to provide information for the review. 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;

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2. The Classification Committee will review the status of NGA and specialized programming. In instances where offenders are received from other permanent facilities, the Classification 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 Classification Committee should immediately re-enroll the offender, if appropriate;
3. The Classification 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 Classification Committee will use the referral capability in SCRIBE for educational testing, vocational assessment, substance abuse programs, and other activities;
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. Offenders will be assigned to a permanent counselor/case manager at the initial classification within ten (10) working 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;
6. All assignments, profiles, events, and conditions shall be entered in SCRIBE. Offenders shall receive a printed copy of their new schedule prior to the start of their work cycle and program assignment.

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7. All Classification Committee actions shall be documented in the Classification/Reclassification Summary Report (Attachment 16) which is to be maintained and kept on file in the Counselor Supervisor or DWCT's office. After each Classification Committee meeting, this report shall be forwarded for review and signature provided by the DWCT, DWS, and Warden. Reports should include the names of those committee members present at the meeting. Reports may be delivered via email.
- I. **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 written notice forty-eight (48) hours before the hearing, utilizing the 48-Hour Classification Notification Form (Attachment 17).
 1. An offender may NOT waive the forty-eight (48) hour notice for initial classification; and
 2. The facility Operations Analyst will ensure that new arrivals are placed on the SCRIBE classification schedule, for the day they are to appear before the classification committee.
- J. **Classification Committee Reclassification responsibilities:**
 1. It shall be the responsibility of the Classification Committee to manage the following scope of work:
 - a. Job Detail Changes;
 - b. Program Assignments, including OJT, Vocational and Education;
 - c. Transfer Requests;
 - d. Institutional Segregation Reviews;

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e. Housing Assignments; and

f. Special Parole Reviews.

- K. Preparation for Reclassification: For work detail assignments (for cognitive behavioral programs, the Program Data Form (PDF), Attachment 1 in SOP 107.05, Program Management, will suffice for placement in programs) the counselor shall complete and submit Reclassification Form (Inside Only) (Attachment 5) for Classification Committee review and action. The counselor shall review and document each offender's facility institutional file prior to the classification meeting. SMART Custody may be utilized to provide information for the review.
- L. Offender Reclassification Meeting Attendance: Offenders will not be required to attend reclassification review. However, this policy provides for a procedure and practice which requires that unless precluded for security or other substantial reasons, that all offenders may appear at their reclassification review and are given notice forty-eight (48) hours prior to the hearing, in writing, if they choose to appear.
1. When written notice is given, such notice may be waived by the offender in writing using, 48-Hour Waiver (Attachment 11);
 2. It shall be the responsibility of the Classification Committee to establish a definite time to meet each week, however, reclassification can be conducted as needed to ensure the operation of programs, details, moves, etc., are following the operational needs of the facility;
 3. The 48-Hour Waiver for reclassification shall be clearly documented and attached to the Reclassification Form (Inside Only) (Attachment 5);
 4. Staff shall have the responsibility for notifying offenders on their caseload of a reclassification review;

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5. Counselors are not required to be present at reclassification review meetings unless requested by the Chairperson. All other members of the Classification Committee shall be present.
- M. 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). If appropriate, it shall be submitted through the assigned counselor to the Classification Committee.
1. At a minimum, offenders will receive a progress review to review their classification status every twelve (12) months; and
 2. 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 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.
 3. Staff may initiate a request for offenders to be placed on specific details by utilizing the Classification Detail Request Form (Attachment 2).
- N. Institutional Reviews: The following actions or functions may be handled institutionally by the Classification Chairperson:
1. Actions such as reentry plan 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 Classification Committee;

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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 Classification Committee will also develop offender work programs, detail descriptions, and detail criteria. The Classification Committee will develop and maintain a Stratification Plan (Attachment 10) outlining:
 - 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 Schematics; and
 - g. Housing Unit Stratification.
3. Assignments to programs made in mass may be handled by the Chairperson. The PDF, Attachment 1 in SOP 107.05, Program Management, will be used in these situations. A Reclassification Form (Inside Only) (Attachment 5) is not required for these mass actions.
4. The PDF, Attachment 1 in SOP 107.05, Program Management, should be utilized to add or remove offenders from Office of Reentry Services Programs (not for vocational/education/OJT). The assignment recommendations may 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.

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5. Offenders are selected for programming based on the following:
 - a. NGA need and Activity Priority Report (APR) 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 (TCD);
 - c. Prior to assignment to the group, the facilitator will conduct an initial interview with selected offenders;
 - d. During the interview, the facilitator will explain the program, and have the offender sign a Participant Expectations Form, Attachment 3 in SOP 107.05, Program Management;
 - e. If the offender agrees to attend the group during this interview, the facilitator will complete a PDF, Attachment 1 in SOP 107.05, Program Management, with all the names of the offenders to begin the group. The APR will also be attached to the PDF, Attachment 1 in SOP 107.05, Program Management, (this provides evidence that APR was used to determine placement); and
 - f. Both the PDF, Attachment 1 in SOP 107.05, Program Management, and APR will be submitted to the Classification Chairperson for review and forwarded to the OA for entry into the scheduler.
6. When offenders are placed in segregation/isolation, they are to be removed immediately from the detail roster. Once released from segregation/isolation, they are to be reviewed by the Classification Committee and considered for re-assignment.
7. Offenders removed from Outside Detail due to placement in segregation or isolation shall be reviewed by the Classification Chairperson and considered for re-assignment. The previous steps of this section shall be followed and then

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forwarded to the Deputy Wardens/Assistant Superintendents and Warden/Superintendent for approval.

- O. Work Assignments: 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 using the template (Attachment 14). The plan also provides for employment for offenders with disabilities.
- P. 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 using the Offender Refusal Form (Attachment 13).
 - 1. The facility will provide opportunities for offender employment in:
 - a. Correctional industries;
 - b. Facility maintenance;
 - c. Operations; and
 - d. Public works or community projects;
 - 2. 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 PDF, Attachment 1 in SOP 107.05, Program Management, will be utilized to remove offenders from Behavioral Programs and Work Details for successful or unsuccessful completions. A SCRIBE notation will also be placed in Case Notes regarding the offender's program participation. In Education/Vocational programs, a WAPR will be utilized to address moving from one (1) level to the next level as well. In instances where the reason for requesting an assignment change is

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unsatisfactory performance, the Classification Committee should verify that other appropriate action has been taken.

3. A WAPR 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;
- b. Counselors should request WAPR's to gather current information at a minimum every six (6) months 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.

Q. 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 shall be done on Special Parole Review Recommendation Form (Attachment 4) and 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. 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.);
2. The offender must have served twenty-four (24) months since his/her last parole consideration;
3. The offender must have been at his/her present (recommending) facility for a

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minimum of twelve (12) months, of which time he/she has not received a disciplinary report;

4. The offender must have documented in his/her file, exemplary conduct documented via staff completing WAPR's; and
 5. The offender in question must not be serving a sentence of Life Without Parole or have been convicted under SB 441;
- R. 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.
1. The Segregation sub-committee shall review offenders in segregation/isolation before weekends or holidays to prioritize those best suited to be released after business hours, should an urgent need arise for segregation/isolation placement. This review should occur two (2) days or at least one (1) day before the weekend or holiday. This meeting will be documented and shared with the appropriate staff and kept on file as a classification action. Those staff who are required to be in attendance must be a Chairperson, a member of security, and a member of care and treatment.
- S. Outside Detail Assignment: The following criteria shall be applied to all Outside Details.
1. The offender shall have no more than thirteen (13) years left to serve on his/her sentence, Tentative Parole Month (TPM) or Maximum Release Date (MRD);
 2. The offender shall not have pending charges or detainers for any violations of the Georgia Controlled Substance Act for which the offender may be subject to a Life sentence;

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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 more than twenty (20) years will NOT be considered for placement in annexes, county facilities or Outside Details;
5. Sex Offenders with Aggravated Offenses will NOT be considered for housing in the annexes and for placement in a county facility. (i.e., Aggravated Sodomy, Aggravated Child Molestation, etc.);
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, county facilities, or Outside Details;
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 and voluntary 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;
10. Offenders with Federal Immigration Detainers, any violent pending charges, or violent felony detainers will NOT be considered for placement in annexes, county facilities, or Outside Details; and
11. Although an offender may be placed in the annex for housing, you MAY designate him/her as "No Outside Detail".

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T. 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;
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;
 - e. If he or she is serving a sentence for a crime of violence involving particularly brutal or wantonly cruel circumstances, which involved

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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 GDC 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;

U. Offender Placement in County Facilities and Transitional Centers:

1. The Classification Committee will utilize County Facility Placement Criteria, Attachment 12, and the procedures listed in SOP 222.02, County Facility Placement and 220.02, Security Classification for placement of offenders in a County Facility.

2. The Classification Committee will utilize Transitional Center Criteria, Attachment 6, and the procedures listed in SOP 215.01, Transitional Center Criteria Placement and Process for placement of offenders in a Transitional Center.

V. 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

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appropriateness of assignment. 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 Outside Detail roster upon leaving the facility. When they return from court, they are to 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/isolation, they are to be removed immediately from the Outside 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 Classification Committee will maintain documentation regarding the communication of these requirements.

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W. Facility Stratification and Movement Plan: With the Warden's approval, the Classification Committee and Facility Oversight Committee shall develop and maintain a written Stratification Plan (Attachment 10) and Movement Plan (Attachment 9). 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;
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;
4. The Classification Committee Chairperson shall be provided a copy of the daily report of all dorm/bed moves. These move slips shall be kept in the Chairperson's classification file for review;
5. The Classification Committee will consider each dorm/bed assignment;
6. The Classification Committee shall consider bed moves using the Reclassification Move Request Form (Attachment 15). Attention should be given to keeping security levels assigned with similar security levels, i.e., Minimum and Medium apart from Close; and
7. On the next business day, the Classification Chairperson shall be notified of all emergency bed moves and moves to Administrative Segregation and any other moves that are made after hours, on weekends or holidays, for the safety and security of the facility.

X. Facility Trend Analysis:

1. The Classification Committee and Facility Oversight Committee shall have the

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responsibility for identifying 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 Classification Committee shall stabilize caseloads and minimize movements. The Classification Committee is to develop the following reports:
- a. Disciplinary report tracking;
 - b. Intranet reports;
 - c. Vacancy reports;
 - d. Activity rosters;
 - e. Attendance reports; and
 - f. Reports on internal moves, etc.
3. Facility staff will identify monthly the needs of the offender population to ensure that the necessary programs and services are available.

Y. Work/Program Slot Review:

1. The Classification Committee, with assistance from the OA, will ensure that:
 - a. Computerized Vacancy Reports are kept current on a weekly basis;

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- i. The Classification Committee will use the report(s) to guide their decision making when assigning offenders to work details and programs; and
- ii. Supervisors are to inform the Classification Committee of any critical needs or issues.

Z. Computer Reports:

1. The Classification Committee shall utilize current available computer report formats. The OA or their designee shall provide:
 - a. Current Vacancy Reports;
 - b. Incarcerated Offender Reports;
 - c. Activity Priority Report, Performance Incentive Credit; and
 - d. Movement Reports or other reports as requested to the Classification Committee to assist them with making appropriate assignment decisions and carrying out trend analysis responsibilities.

AA. 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. Providing the Classification Committee with the necessary information/reports needed to develop a Stratification and Movement Plan;
 - c. Providing on-going analysis of the trends in movement at the facility;
 - d. Entering schedule changes daily to ensure accurate accountability; and

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- e. Entering all assignments, profiles, events, and conditions into SCRIBE. Offenders shall receive a printed copy of their new schedule prior to the start of their work cycle and program assignment.

V. Attachments:

- Attachment 1: Classification Committee Form
- Attachment 2: Classification Detail Request Form
- Attachment 3: Classification Appeal Form
- Attachment 4: Special Parole Review Recommendation Form
- Attachment 5: Reclassification 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
- Attachment 10: Stratification Plan
- Attachment 11: 48-Hour Waiver
- Attachment 12: County Facility Placement Criteria
- Attachment 13: Offender Refusal Form
- Attachment 14: Operational Manual Template
- Attachment 15: Reclassification Move Request Form
- Attachment 16: Classification/Reclassification Summary Report
- Attachment 17: 48-Hour Classification Notification Form

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachments 1,3, 4, 5, 7, 8, 11, 13, and 17 will be placed in the offender's institutional file and retained per the official retention schedule. Attachments 2, 6, 9, 10, 12, 14, 15, and 16 shall be utilized per the SOP, until such time the attachments are revised or becomes obsolete.