



LEON COUNTY SHERIFF'S OFFICE

Standard Operating Procedure 450.I2 Adult Classification

EFFECTIVE:	REVISED:	RESCINDS:
1 October 1999	17 December 2020	28 September 2018

A. PURPOSE: The purpose of this procedure is to establish guidelines and criteria for identification and classification of adult offenders.

B. SCOPE: This procedure shall apply to all Detention Facility members.

C. POLICY: It is the policy of the Leon County Detention Facility to identify and objectively classify inmates, housing each in a manner which provides for the security and good order of the facility and best suits the needs of the inmates. The degree of custody required for each inmate is based on sound classification assessment and practices, to ensure that the risk posed to staff, other inmates, the public or themselves is minimal [FMJS 4.11, FCAC 9.12].

D. DEFINITIONS:

ADMINISTRATIVE CONFINEMENT – This is the segregation of an inmate for investigation, protection, or some cause other than disciplinary action.

CLOSELY MONITORED – Regular documented, physical observation of an inmate by certified correctional officers at intervals not to exceed 30 minutes or as specified by the officer in charge.

CONFINES OF THE DETENTION FACILITY - All areas within the Detention Facility to include the visitation lobby, warehouse, compactor room, and the booking and transport Sallyports.

CURSORY CLASSIFICATION – This is a classification process, during admission, to determine temporary housing of an inmate pending a more thorough classification.

INMATE ASSESSMENT - A thorough assessment and objective classification of all inmates within 72 hours of admission, excluding holidays.

E. PROCEDURE:

1. ADMISSION AND CLASSIFICATION RECORDS

- a. Inmate admission and classification records are maintained on each inmate, beginning at the booking and cursory classification process, and continuing

throughout incarceration. These records are kept confidential from other inmates and contain at a minimum [FMJS 4.14, FCAC 9.08, 9.13]:

- 1) Full name and known alias;**
- 2) Age;**
- 3) Date of birth;**
- 4) Sex;**
- 5) Date admitted;**
- 6) Race;**
- 7) Height;**
- 8) Weight;**
- 9) Specific reason for custody or charge(s);**
- 10) Signature of person delivering inmate;**
- 11) Signature of person receiving inmate;**
- 12) Written inventory of items taken from inmate (property report);**
- 13) Current or last known address;**
- 14) Next of kin;**
- 15) Marital status;**
- 16) Religion;**
- 17) Legal authority for commitment;**
- 18) Admission records;**
- 19) Classification information and progress reports;**
- 20) Sustained disciplinary reports, including investigation and disposition;**
- 21) All absences from the facility;**
- 22) Fingerprint card (I.D. Section) and photograph;**
- 23) Records of any detainer or other civil or criminal process;**

- 24) Property records (personal property and Detention Facility issued items);
- 25) Date and terms of condition of release, the authority for release and signature of the releasing supervisor and officer.

2. INMATE ASSESSMENT

- a. Inmates are thoroughly assessed and classified within 72 hours after admission, excluding holidays. The classification process is uniform and objective for all inmates and follows the inmate throughout their incarceration. Information for classification considerations include [FMJS 4.10, FCAC 9.12A]:
 - 1) Medical Needs;
 - 2) Mental health needs;
 - 3) Possible threat to themselves or others;
 - 4) Risk of escape;
 - 5) Aggressive behavior;
 - 6) Passiveness;
 - 7) Vulnerability (generally and for being sexually victimized);
 - 8) Belligerence;
 - 9) Indicators of gang membership (i.e. tattoos, hair styles, etc.);
 - 10) Criminal behaviors (particularly violent charges or escapes in the past);
 - 11) Current charges (severity of offense may require protective custody due to suicide risk or harm from other inmates);
 - 12) Prior behavior or special needs during previous incarcerations;
 - 13) Ability to communicate with others (handicapped, mental retardation);
 - 14) Special academic or vocational needs that may be addressed through facility programs or services;
 - 15) Drug or alcohol abuse (treatment programs available).
 - 16) Whether the inmate is currently at risk for either as a potential victim or predator under PREA
 - 17) **History** of sexual victimization and abusiveness

3. INMATE SEPARATIONS

- a.** Male and female inmates shall not share the same cell and shall be separated by normal sight and sound in housing areas [FCAC 10.02M FMJS 5.02]. Juvenile inmates shall be separated by normal sight and sound from adult inmates. Classification or segregation of inmates is never based on race, creed, national origin, disability as defined and prescribed in the American with Disabilities Act, economic status, political beliefs or sexual orientation [FMJS 5.07]. Inmates shall be housed as follows whenever practical [FMJS 5.03, FCAC 10.03]:
 - 1)** Adult female felons
 - 2)** Adult female misdemeanor
 - 3)** Adult female non-sentenced
 - 4)** Adult female sentenced
 - 5)** Adult male felons
 - 6)** Adult male misdemeanor
 - 7)** Adult male non-sentenced
 - 8)** Adult male sentenced
- b.** Dangerous felons shall be housed separately from misdemeanants at all times.
- c.** In addition to objective classification score sheet results, the following criteria shall be considered when determining if an inmate is a dangerous felon, including, but not limited to:
 - 1)** Charged with murder;
 - 2)** Charged with attempted murder;
 - 3)** Charged with escape with force used;
 - 4)** Charged with battery of a law enforcement officer other than simple battery;
 - 5)** Aggressive temperament towards staff and/or other inmates;
 - 6)** Potential disciplinary problem;
 - 7)** Extenuating or exigent circumstances.
- d.** Inmates shall not be discriminated against regarding housing, programs or privileges, based on race, national origin, creed, disability as defined and prescribed in the

American with Disabilities Act, economic status, political beliefs or sexual orientation (with the exception that males and females shall be housed separately) [FMJS 5.07].

- e. Inmates shall not be subjected to custody which is more restrictive than their classification calls for or is suitable for proper supervision unless authorized in writing by the Case Manager Supervisor.
- f. The classification system allows accommodations for changes in inmate custody status and behavior.
- g. Classification of transgender and intersex inmates is on a case by case basis. Factors that are taken in to account are whether a placement would ensure the inmate's health and safety, and whether the placement would present management or security problems. The Detention Facility does not house transgender or intersex inmates based exclusively on external genital anatomy. Serious consideration will be given to the transgender or intersex inmate's own views with respect to his or her own safety. In addition, the following factors should be considered as well.
 - 1) The transgender and intersex inmate's security threat level, criminal and disciplinary history, current gender expression, medical and mental health information, vulnerability to sexual victimization, and likelihood of perpetrating abuse will also be considered.
 - 2) Facility-specific factors as well, including inmate populations, staffing patterns and physical layouts will be considered as well.
 - 3) Housing by gender identity should be allowed when appropriate
 - 4) Transgender and intersex inmates will not be placed in involuntary segregated housing unless their classification and/or charges necessitate the placement. This placement does not include those who ask for protective custody.

4. CUSTODY LEVELS

- a. Inmate custody levels in the facility are as follows:

- 1) **MAXIMUM CUSTODY** – Inmates who represent the highest risk to the public and staff, who present serious escape risks or pose serious threats to other inmates, to staff, or the safe and orderly operation of the Detention Facility. This level of custody requires the adult inmate to be clothed in a red and white striped colored Detention Facility uniform, housed in a single cell setting and closely monitored at intervals not to exceed 30 minutes [FCAC 10.04 FMJS 5.04]. Maximum custody inmates shall be in restraints whenever removed from their assigned housing area. A sergeant or higher authority shall be present along with a certified correctional staff member when the restraints are placed on the inmate. These inmates require escorted movement within the Detention Facility, in restraints, by at least two certified correctional staff members one of which is preferred to be a supervisor [FCAC 6.14 FMJS 11.12]. Once the maximum

custody inmate is returned to their assigned housing area, a sergeant or higher authority along with a certified correctional staff member shall be present when the restraints are removed. Maximum custody inmates shall be restricted from attending programs unless approved by the Detention Facility Assistant Sheriff or designee. Restrictions of some privileges may be required, as directed by the Detention Facility Assistant Sheriff or designee in order to maintain facility safety and security. The inmate that has met one or more of the following criteria may be classified as maximum custody at the discretion of the Detention Facility Assistant Sheriff or designee:

- a) **Serious nature of charge** - The inmate's pending charge indicates or suggests a propensity for violence, or the inmate has received a sentence of 20 years or more, or the sentence exceeds the inmate's life expectancy, or the death penalty.
 - b) **Criminal History**-, Indicates or suggests a propensity for violence or past charges received a sentence of 20 years or more.
 - c) **Escape potential** - Available information indicates that the inmate has escaped or attempted to escape from custody, or there is reason to believe that the inmate is planning or will attempt to take advantage of any opportunity to escape.
 - d) **Behavior in custody** - The inmate's past or present behavior indicates a general disregard for institutional rules, exhibits a disruptive influence, or poses a threat to the safe and orderly operation of the facility.
- 2) **Close Custody** - Inmates who may present an escape risk or pose a threat to themselves, other inmates, to staff, or the safe and orderly operation of the Detention Facility. This level of custody requires the adult inmate to be clothed in a blue colored Detention Facility uniform and housed in a single cell setting. The inmate has met one or more of the following criteria:
- a) **Prior felony convictions** - The inmate is charged with a serious violent felony for which they have a previous conviction, probated sentence or fine within the past three years.
 - b) **Nature of the charge**: Consideration is given to the current charge as to whether it warrants more than normal supervision, particularly when it appears that the inmate is unwilling or unable to control his/her behavior.
 - c) **Observed behavior**: The inmate's behavior reflects a general disregard for facility rules and authority. The inmate is consistently interested in generating unrest within the facility, and/or creating a general atmosphere of unrest or disruptive behavior within the inmate population.
 - d) **Protective**: This classification is warranted to ensure the inmate's personal safety, the staff's safety, or the safety of other inmates. The inmate may fit one of the following categories:

- (1) Charged with child abuse or sexual assault;
 - (2) Known informant;
 - (3) Charged with an offense that receives extensive media coverage;
 - (4) Former or current law enforcement officer or relative of an officer;
 - (5) Open hostility toward a particular race, religion or ethnic group.
- e) **Medical/behavioral observation:** This classification is warranted for the inmate's own welfare. He/she will fit one or more of the following:
- (1) Prior history of suicidal tendencies, suicide attempts or threats to commit suicide;
 - (a) The Direct Observation initiation form will be filled out and signed by the supervisor placing the inmate on Direct Observation.
 - (b) The inmate will be placed into a quilted smock or a paper gown and a supervisor must be present while the inmate's clothing and property are being removed.
 - (c) The inmate shall not be housed in a single cell, by themselves unless under direct observation with documented physical observations of the inmate by certified correctional officers at intervals not to exceed 15 minutes.
 - (d) A report will be completed and forwarded to the Detention Facility Assistant Sheriff or designee.
 - (e) The inmate is examined by medical staff within 48 hours of such placement.
 - (f) The qualified Detention Facility Health Authority must certify in writing the inmate poses no further danger to him/herself before being removed from direct observation.
 - (g) After being released from direct observation the inmate will begin the step down transitional plan. The inmate will not be housed in general population until the plan is completed.
 - 1) The first 24 hours the inmate will be on close supervision with 15 minute documented observations and the inmate's clothing and linen will be returned.
 - 2) The next 24 hours the inmate will be on an hourly documented observation.

- (2) After completion of the 24 hours of hourly observation the inmate must be seen by mental health before release to general population.
 - (2) Extremely intoxicated or overdosed on drugs at the time of booking (review of classification in twenty-four hours);
 - (3) Constant medical attention required;
 - (4) Prior history of extreme illness and/or displays extreme psychological problems;
 - (5) Geriatric inmate in poor health;
 - (6) Severe physical handicap.
- e) Through an inmate's willingness to comply with Detention Facility rules and regulations, increased privileges and program opportunities exist.
- 3) MEDIUM CUSTODY** - Inmates who may present an escape risk or pose a threat to other inmates, to staff, or the safe and orderly operation of the Detention Facility. Housing shall be in general population unless restrictions due to disciplinary action(s) exist [FCAC 9.12]. This level of custody requires the adult inmate to be clothed in a blue colored Detention Facility uniform if not assigned work responsibilities outside the housing area. Through an inmate's willingness to comply with Detention Facility rules and regulations, increased privileges and program opportunities exist. Inmates assigned work duties outside their assigned housing shall be clothed in a white colored (male) or burgundy colored (female) Detention Facility uniform. The medium custody inmate has met one or more of the following criteria:
- a) **Relatively serious nature of charge:** The inmate is charged with a serious felony, presents some degree of risk, or there is incomplete or unverified information requiring closer supervision.
 - b) **Prior felony conviction:** The inmate is charged with a felony for which he/she has no prior conviction, probated sentence, and/or has not had three or more arrests within the past three years.
 - c) **Behavior in custody:** The inmate is charged with a felony but demonstrates the ability and willingness to adhere to rules and regulations, and has a basic respect for the rights of others. The inmate has volunteered for work assignments and is medically cleared to be assigned as a trustee worker. The medium custody trustee shall not have a current felony charge which involves the use or threat of physical force or violence against any individual, or have any criminal history convictions which involves the use or threat of physical force or violence against any individual within the

past three years, unless approved by the Detention Facility Assistant Sheriff or designee.

- d) **Federal fugitive, writ, out-of country hold:** Inmates detained by this type holds are to be classified as pre-trial with a hold for the appropriate agency or state, unless that agency requests more secure housing for the previously listed criteria.

4) MINIMUM CUSTODY

- a) Inmates within this custody level are not considered a serious risk to the safety of staff, inmates or to the public. This level of custody may receive normal programs, privileges and work assignments including outside assignments, work release and study release as deemed appropriate by the classification team, provided all criteria is met. Housing shall be in general population quarters. The adult inmate shall be clothed in a black and white striped or brown colored Detention Facility uniform.

- (1) **Less serious nature of charge:** Inmate is charged with a non-violent felony, misdemeanor, traffic or civil offenses (minor or non-violent), and has no prior record of convictions for violent or serious crimes.

- (2) **Behavior in custody:** Inmate has consistently demonstrated a willingness to conform to facility rules during past incarcerations.

- (3) **Work release:** An inmate sentenced to the Detention Facility who has met the criteria to participate in this Detention Facility Program.

- (4) **Sentenced trustee:** An inmate sentenced to the Detention Facility who is cleared to work as a trustee.

- b) **Restrictions to outside Detention Facility assignments:** Any inmate sentenced to the Detention Facility under any of the following criteria shall only be used as a work resource within the confines of the Detention Facility:

- (1) Sentenced as a habitual violent felony offender;

- (2) Sentenced as a sex offender;

- (3) Sentenced for domestic violence or received a sentence for domestic violence within the past two years, or has an active injunction.

- (4) Sentenced for any forcible felony which involves the use or threat of physical force or violence against any individual.

- (5) Sentenced inmate who has a violent criminal history unless approved to work an outside Detention Facility assignment by the Detention Facility Assistant Sheriff or designee.

5. RECLASSIFICATIONS

- a. Case managers shall periodically review inmate Detention Facility records following court appearances for purposes of reclassification in the level of custody required, housing assignments, transfers and major changes in programs. Movement of inmates to new housing assignments shall occur only after notification of and approval by a supervisor or case manager (classification). The inmate's classification record shall reflect the change, the date, time, reason for movement or change and authorizing supervisor or case manager [FMJS 4.15, FCAC 9.12].
- b. Classification is an ongoing process, and the potential for reclassification must be available to every inmate. Any time there is a change in the criteria on which the original classification was based, the inmate's status may change requiring re-evaluation of custody and housing. Changes in criteria may include conviction of charges, new information regarding detainer, pre-sentence reports, etc [FCAC 9.12].
- c. In addition, reclassification may occur for the following:
 - 1) If an inmate is having adjustment problems at their current status;
 - 2) If an inmate was involved in serious infractions of facility rules, and needs placement in administrative segregation or disciplinary confinement;
 - 3) Due to protective custody needs, per staff or the inmate's own request;
 - 4) Due to psychological instability.
 - 5) Inmate's risk of victimization or abusiveness based upon any additional, relevant information received since the intake screening.

6. ADMINISTRATIVE CONFINEMENT

- a. Inmates who require special housing to ensure their safety, the safety and security of the facility or the safety of other inmates shall be housed in Administrative Confinement [FMJS 13.13]. An inmate may be placed in Administrative Confinement pending a hearing or investigation for a violation of facility rules or regulations, pending investigation or trial for a criminal act, or some cause other than disciplinary action. Inmates in Administrative Confinement shall be provided equal living conditions and comparable privileges as those afforded the general population except where there is an overriding security concern. These security concerns shall be documented to include which privileges are restricted. Inmates in Administrative Confinement shall be checked by medical staff at intervals not exceeding 72 hours.
- b. An inmate may be placed in Administrative Confinement for the purpose stated above by any Detention Facility supervisor or case manager. When any inmate is placed in Administrative Confinement the event shall be documented in the inmate's classification event log, stating the reason, date, time and length of time, if known [FCAC 7.17M FMJS 13.13]. The Watch Commander shall see and talk to each inmate in Administrative Confinement at least once each morning shift and once

each night shift. At each of these times, the inmate's general condition and attitude shall be documented [FCAC 12.02M FMJS 13.14].

- c. The release of an inmate from Administrative Confinement may be authorized by the person authorizing the inmate's placement, by the Case Management Unit, or the Detention Facility Assistant Sheriff or designee. The release of an inmate from Administrative Confinement shall be documented, including the date and time of release [FCAC 12.02M FMJS 13.13]. These releases may be authorized when one or more of the following conditions exist:
 - 1) The condition, which required inmate placement in Administrative Confinement, is no longer present.
 - 2) Information and/or evidence developed during the period of confinement indicate conditions have changed and the inmate no longer presents a threat to himself or others.
 - 3) The inmate is found guilty of accused behavior by the Disciplinary Committee and is transferred to a more restrictive housing unit as indicated by the committee findings.
 - 4) The inmate is released from Detention Facility custody.

7. CONFINEMENT FOR PREGNANT FEMALES

- a. Pregnant female inmates will not be placed in administrative confinement without cause and proper documentation according to H.B. 1259. If a pregnant female inmate is placed in administrative confinement the following procedures shall be strictly followed:
 - 1) Notify the immediate supervisor and watch commander to advise authorization of placement of the inmate.
 - 2) The pregnant female inmate will be taken to medical for a pre-confinement screening. A qualified healthcare professional has to approve the placement of the inmate in confinement.
 - 3) A detailed account of the incident shall be document on one of the following forms:
 - a) Inmate Segregation Form
 - b) Direct Observation Initiation Form
 - c) Disciplinary Report
 - d) Incident Report
 - 4) While housed in confinement, documented visual inspections will be conducted on the pregnant female inmate within one hour intervals 24-hours a day, by a certified correctional officer.

5) A qualified healthcare professional will make documented visual checks once every 24-hours.

b. If at any time a female housing pod is locked down for a period longer than an hour, documented hourly visual inspections shall be made on all pregnant inmates. If for any reason there is a doubt about an inmate being pregnant contact medical to confirm.

8. **RESTRICTIONS:** Inmates who are classified as Maximum Security and Close Custody may have their privileges suspended.

a. Privileges subject to be suspended include, but are not limited to phone calls, visitation, TV and exercise. Exercise privileges that are suspended must be documented and reviewed at least weekly by the Case Management Supervisor or designee for status change [FCAC 12.17]. Suspension of inmate privileges may be imposed when:

1) Inmates are considered to be an articulable threat to staff or other inmates;

2) Inmates are considered to be a credible escape risk;

3) Inmates make direct or indirect threats to victims or witnesses in their case, or any other pending criminal/civil case;

4) Extenuating or exigent circumstances exist, as determined by a Division Captain or higher authority.

b. When a law enforcement officer or Assistant State's Attorney requests that an inmate have their phone, mail or visitation privileges suspended, they must do so in writing. The reason, facts and/or circumstances supporting the request should be articulated. The request shall be forwarded to a Division Captain or higher authority for consideration.

APPROVED: _____

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DEPARTMENT OF DETENTION ASSISTANT SHERIFF