

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Inmate Security Classification Levels 1 Through 4	PAGE <u>1</u> OF <u>15</u> . NUMBER: 53-CLS- 01
RULE/CODE REFERENCE:	SUPERSEDES: 53-CLS-01 dated 01/02/13
RELATED ACA STANDARDS: 4-4295; 4-4296; 4-4297; 4-4298; 4-4300; 4-4301; 4-4302; 4-4303; 4-4444; 2-CO-4B-01; 2-CO-4B-03	EFFECTIVE DATE: August 4, 2015
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Ohio Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish guidelines for the fair, uniform, and objective security classification of inmates within the 3-Tier Prison System of the Ohio Department of Rehabilitation and Correction (DRC). Appropriately classifying inmates is a means of protecting the public, ensuring staff safety, and achieving the Department’s rehabilitative goals.

III. APPLICABILITY

This policy applies to all Ohio Department of Rehabilitation and Correction staff and inmates involved in the classification process, except Level 4 inmates at the Ohio State Penitentiary (OSP) and Level 5 inmates.

IV. DEFINITIONS

Active Security Threat Group (STG) Participant - An offender is identified as an active STG participant when it is documented, within the last 24 months, that: the inmate at reception or while incarcerated has STG photos, new STG tattoos or possession of STG contraband (alphabets, codes drawings, or insignias); the inmate has developed leadership in an STG group; the inmate is attempting to recruit, organize or direct inmates for control; information has been received from other law enforcement agencies that substantiates that the inmate is a member of a security threat group; and/or the inmate has been convicted of participating in a criminal gang. For institutional purposes, documentation shall include a Rule 17 guilty finding at the Rules Infraction Board (RIB). For non-institutional purposes, documentation can include, but is not limited to, court journal entries, pre-sentence investigations or intelligence reports.

Annual – A twelve-month period.

Control Unit - The highest level of security in the 3-Tier System containing 2 separate security levels and 5 privilege levels (5B, 5A, 4B, 4AT and 4A). Control units are designed to prevent the disruption of safe prison operations by violent and disruptive inmates. They also are designed to protect the community from those who have the greatest risk (typified by history) of escape.

Disruptive Security Threat Group (STG) Participant - An offender is identified as a disruptive security threat group participant when one or more of the following STG motivated actions are documented within the last 24 months: the inmate functions as a leader, enforcer or recruiter of a security threat group, which is actively involved in violent or disruptive behavior; the inmate has threatened or assaulted a staff member or another inmate; the inmate has participated in encouraging/creating an uprising or activity that disrupts the normal operations/security of the institution; the inmate is involved in the conveyance or attempted conveyance of major contraband excluding STG contraband; the inmate is found to be in possession of a weapon, cellular telephone/device or any item that aids in an escape; and/or the inmate has conducted disruptive acts (extortions, thefts, robberies, etc.). Documentation shall include a Rule 17 guilty finding at the Rules Infraction Board.

Double Perimeter Fence Housing (Main Compound) – Housing units within the main compound of a prison facility that have a double perimeter fence for security purposes with specific housing areas that have been designated, within the main compound, for Level 1 inmates with non-discretionary overrides. Single fence perimeters may also be designated as Double Perimeter, when approved by the Managing Director of Operations, if they have sufficient perimeter or security structures which equal, or exceed, double perimeter fencing. This includes, but is not limited to, stun fences and high security single fences supported by infrastructure and movement procedures which do not allow inmates near the fence without direct supervision.

Current exceptions approved by the Managing Director of Operations:

- NCCC camp, solely for the housing of Refusal to Lock Inmates
- OSP Level 4/5 compound

General Population - A reference to the two security levels (2 and 3) in the middle of the 3-Tier Prison System, as well as level 1 inmates who are not housed in a Reintegration Unit. General population provides incremental increases in autonomy and freedom of movement with similar perimeter security, so all inmates can be encouraged to engage in pro-social behavior and follow institutional rules. The overall goal is to prepare inmates in general population for entry into Reintegration Units/Prisons. Privileges may vary between prisons, but all prisons are required to have demonstrably increased privileges as inmates decrease in security level. Level 2 inmates may be eligible for entry into a Reintegration Unit, but inmates are encouraged to work towards Level 1 before entering a Reintegration Unit.

High Notoriety Case - Any inmate whose offense and/or pattern of previous behavior gives rise to concerns because of its sensational, notorious, or heinous nature. High notoriety may be evidenced by intense ongoing community, victim, and/or media interest. High notoriety is subject to change over time and may be relative to a particular time or place.

Level 1 – The lowest security level in the classification system. As part of the 3-Tier prison system, Level 1 inmates should be granted the highest levels of privilege and autonomy whenever possible (subject to operational needs of the facility). Inmate behavior at Level 1 is expected to be rule compliant and pro-social and Level 1 inmates are eligible for admission to Reintegration Units. Level 1 inmates may be screened to be housed at a correctional camp with a single perimeter fence or a double perimeter fence and may be screened to work outside of the fence under intermittent supervision, or in the community. Inmates reduced to Level 1 via the classification process may have restrictions placed on their housing assignments and/or work assignments and locations, most notably a double fence requirement. Inmates who are eligible for reduction to Level 1 shall have their status reviewed in accordance with Section VI.E.3. of this policy to determine assignments. Inmates at Level 1 may be housed with Level 2 inmates with no special arrangements required.

Level 2 - A security level for inmates who are deemed in need of more supervision than Level 1 inmates, but less than Level 3 inmates. A double perimeter, razor ribbon reinforced, alarmed and patrolled fence is required for their security. Exceptions can be approved by the Managing Director of Operations for specific missions or types of inmates. Housing may be dorm, rooms or cells. Inmates tend to receive greater autonomy and freedom of movement during the day so as to encourage pro-social behavior and programming as part of the 3-Tier prison system. Privilege levels shall be greater than Level 3 and inmates may be eligible for Reintegration Units. Level 2 replaces the classification previously known as “Medium Security.” Inmates at Level 2 may be housed with inmates at Level 1 with no special arrangements required. Inmates at Level 2 may also be housed with inmates at Level 3 with/without special arrangements, at the discretion of the Managing Officer. Level 3 inmates who have been reduced to level 2 security, but are pending transfer, may be housed with supervision level 3 inmates until the transfer occurs.

Level 3 - The security level that is the next degree higher than Level 2, and requires more security/supervision than Level 2, but less than Level 4. A double perimeter, razor ribbon reinforced, alarmed and patrolled fence is required for their security. Exceptions can be approved by the Managing Director of Operations for specific missions or types of inmates. Housing must be celled, double bunking approved, and the cells must be able to be secured. As part of the 3-Tier prison system, Level 3 is considered General Population, but is designed for inmates who are more likely to, or have previously, engage(d) in disruptive prison behavior. Movement is more controlled and two internal privilege levels exist (A and B) to encourage inmates to engage in pro-social behavior by giving them more privileges as they progress through the 3-Tier System. Privilege levels shall be greater than Level 4, but less than Level 2, with variations existing between Levels A and B as determined by the Managing Officer. Level 3 replaces the classification previously known as “Close Security.” Inmates at Level 3 may be housed with inmates at Level 2 with/without special arrangements at the discretion of the Managing Officer. Level 3 inmates who have been reduced to Level 2 may be housed at the Level 3 supervision level until their transfer. Level 4A inmates who have been reduced to Level 3, but are pending transfer to a Level 3 facility may be housed at the Level 4A supervision level.

Level 4 -The security level that is the next degree higher than Level 3, and requires more security/supervision than Level 3, but less than Level 5. It represents the primary security level for Control Units in the 3-Tier System. The physical security requirements for Level 4 may vary based on the overall physical structure of the facility. Double perimeter fences, or architectural equivalents where at least two independent barriers exist between an inmate and the outside, are required. The perimeter patrol is armed, with an alarmed perimeter intrusion detection system. The security at Level 4 is enhanced with controlled/supervised movement at all times and limited, and highly supervised, access to outside recreation/activities. Cells must be secured and inmates must be single celled unless there is approval from the Managing Director of Operations. Typically, inmates at Level 4 have established

histories of violent and/or disruptive prison behavior or their prison and community history indicates there is a very high risk of escape. It is also a classification for those who are involved in, but not leading others, to commit violent, disruptive, predatory, or riotous actions, and/or a threat to the security of the institution as set forth in the Level 4 criteria in paragraph VI.F., below. There are 3 privilege levels at Level 4, including 4B, 4AT and 4A. Privilege levels should be greater than 5 but less than 3, with variations between the three internal privilege levels increasing as the inmate is reduced. Level 4 replaces the classification previously known as “Maximum Security.” Inmates from any security level who have been upgraded to Level 4 but are awaiting transfer shall be housed in segregation, but they do not require single celling except at the discretion of the Managing Officer. Level 4 inmates who have received a reduction in security to Level 3, may be housed with Level 4A inmates while they are awaiting transfer.

Level 5 - A security level for inmates who commit or lead others to commit violent, disruptive, predatory, riotous actions, or who otherwise pose a serious threat to the security of the institution as set forth in the established Level 5 criteria. Level 5 represents the highest level of security possible in the 3-Tier System and is reserved for those who cannot be safely managed at any lower security level. The physical requirements for Level 5 are the same as Level 4, except Level 5 also requires solid door fronts and no congregate activity between inmates. All movement is highly controlled and inmates must be in restraints whenever they are removed from their cell. Level 5 replaces the classification previously known as “High Maximum Security.” Level 5 inmates may not be housed with any other group and those approved for Level 5 security who are pending transfer in segregation in any other prison must be single celled.

Restricted Population - A reference to the security classifications of levels 4 and 5, with privilege levels of 4A, 4B, 4AT, 5A and 5B, which do not permit congregate activity to the same degree as lower levels of security, but whose activities are more closely supervised.

Reintegration Prisons/Units - The lowest tier of the 3-Tier Prison System comprised of Level 1 and 2 inmates who have demonstrated consistent pro-social behavior and are dedicated to their rehabilitative case plan. Inmates in this tier are moved to specialized housing where they receive increased access to programs, services and privileges to better prepare them for reentry into the community. Standards for Reintegration Prisons/Units require inmate compliance with rules and engagement in meaningful activity 8-12 hours per day.

Restrictive Housing- A housing status which substantially limits an inmate’s access to congregate activity, contact with other inmates, and out of cell time. In general, whenever an inmate is offered less than two hours out of cell time per day they are considered in restrictive housing. The following statuses, by default, are considered restrictive housing: 5B, 5A and 4B.

Single Perimeter Fence Housing – Housing units with a single perimeter fence intended for the purpose of housing minimum level inmates who have achieved Level 1 security status and do not have a non-discretionary override for double perimeter fence housing.

Special Management Status - A reference to a housing status including, but not necessarily limited to, security control, security control pending transfer and security control investigation (collectively referred to in this policy as security control), disciplinary control, local control or protective control, which imposes housing and privilege limitations upon an inmate independent of his or her security classification status.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to maintain a classification level system that creates a process for the classification of inmates according to their security risk. This process shall consider behavior and such other objective factors as are available and relevant when assessing an inmate's institutional security needs. Factors considered include, but are not limited to:

- History of assaultive, violent, or disruptive behavior
- Age
- Escape history
- Enemies of record
- Gender
- Sex
- Medical status
- Mental and emotional stability
- Notoriety of offenses
- Criminal history
- Type of sentencing and release eligibility
- Programming and education history
- STG affiliation
- Previous adjustment at less restrictive security levels

Inmates shall be placed at the lowest level of security possible that is still sufficient to ensure the safety and security of persons, the institution, and the community. Inmates shall be placed at institutions that are consistent with their security classification rating.

VI. PROCEDURES

A. Initial Classification

1. Initial security levels shall be identified by the use of pre-commitment variables. Reception staff shall obtain information available, such as pre- and post-sentence investigations (PSI), FBI/BCI reports, Ohio Court Network reports, Ohio Risk Assessment Community Supervision Tool information, past reentry case management plans and past incarcerations, to assist in determining the inmate's needs. Upon objective determination of the inmate's security level, utilizing the Security Designation Form (DRC2568/DRC2630) for male inmates or Security Designation Form (DRC2690/DRC2691) for female inmates, the classification specialist shall forward their recommendation and all pertinent documents to the Reception Coordinator. Separation orders or requests for such shall be included with the recommendation on the Separation Order form (DRC2456) pursuant to Department Policy 53-CLS-05, Inmate Separations. The Bureau of Classification and Reception (BCR) shall monitor the process and serve as back-up to the process.

2. The Reception Coordinator shall review the information provided to them, along with any other pertinent information they possess, and assign the inmate to an appropriate institution. Inmates shall be transferred to an institution equipped to supervise inmates of that security level. Except in unusual circumstances, the initial classification of inmates should be completed within four weeks after admission. The Security Designation Forms shall be used to determine all inmate security and supervision classifications.
3. Level 1 inmates who may be eligible for outside work details shall be sent to prisons with the greatest need for available workers. It is the responsibility of the parent institutions to keep the Reception Coordinator apprised of their current worker needs so the appropriate number of inmates may be added to the transfer pools. Parent institutions with a need for workers may also contact the Reception Coordinator at their respective reception center in order to make arrangements to send recruiters and screeners to the reception center.

B. Initial Classification to Level 4

1. The reception center Managing Officer/designee may assign inmates at reception to Level 4 security classification based upon the results of the scoring of the Security Designation Long Forms (DRC2568/DRC2630) for males or Security Designation Forms (DRC2690/DRC2691) for females. The reception center Managing Officer/designee may also override the security designation form based upon the indicated behavior criteria below and recommend placement in Level 4 security classification.
2. The inmate must receive a copy of the Security Designation Form (DRC2568/DRC2630) for males or Security Designation Form (DRC2690/DRC2691) for females upon a Managing Officer/Designee's recommendation for Level 4. The inmate may submit a request for reconsideration of that decision to the BCR on the Notice of Appeals Levels form (DRC2680) and shall state the reasons for the request. The inmate may submit the request for reconsideration before transfer from reception, but must submit it no later than 15 calendar days after receiving notice of the decision.
3. If the Managing Officer does not recommend a Level 4 placement, notwithstanding a score to Level 4 or a Level 4 override, and the BCR considers placement of an inmate at Level 4 to be appropriate, then the inmate must be notified of the BCR's decision on the Security Designation form. The inmate shall be given a copy of the Security Designation Long Forms and a written statement of the reasons of the BCR for placement at Level 4. The inmate shall be given the opportunity to object to the BCR no later than 15 calendar days after receiving notice of the decision.

C. Annual Security Review

1. Each inmate shall have a security review on no less than an annual basis. Unless precluded for security or other substantial reasons, all inmates shall appear at their classification hearing. Inmates are to be given written notice 48 hours prior to their review hearing, unless such notice has been waived in writing on the Classification and Reclassification Processing Form (DRC2099). The annual review for Level 1 inmates shall not require the completion of the applicable Supervision Review Forms, nor shall it require a formal review hearing with the inmate unless there is intent to increase the security supervision level. The specific requirements for Level 1 reviews are covered later in this section.

2. All inmates who have not been classified through the PREA Risk Assessment process shall have Special PREA Risk Assessment completed on them during their annual security review. The Special PREA Risk Assessment shall be completed by unit staff. The Special Risk Assessment shall be completed to determine the inmate's risk of sexual victimization or abusiveness.
3. The classification review provides for maximum involvement of representatives of relevant institutional programs and the inmate concerned in classification reviews. The Classification Committee shall include a minimum of two staff, and may include members of the mental health department, education, unit staff, or any other institution program personnel.
4. Supervision Review Forms (DRC2098/2094/2338) for male inmates and Supervision Review Forms (DRC2605/2606/2607) for female inmates, plus the override forms, Behavior Categories Security Levels 4/5 (DRC2686/2687) shall be used to determine if any changes are appropriate to the inmate's security level. The Classification Committee shall review post-commitment variables and any other pertinent information available, such as any statement the inmate has provided to draw an objective profile of the inmate's adjustment to his current security level. The security review score will recommend that the inmate's security level be lowered, increased, or remain the same. This is the means by which an inmate moves through the system. The Classification Committee shall inform the inmate of their recommendation to the Managing Officer/designee by providing a copy of the form.
5. If the Managing Officer/designee determines that a security level change is appropriate, and requires a transfer to a suitable institution or the inmate is being increased to Level 4 or higher, all documentation shall be forwarded to the BCR for final disposition. If the Managing Officer/designee does not agree with the recommendation of the Classification Committee, the inmate shall be notified in writing of the decision.
6. Level 1: If the review of a Level 1 inmate indicates their status will not change, Level 1 inmates shall have an annual review conducted by reviewing the inmate's current status and behavior and documenting the results of this review in the ORAS or RAP notes. A unit staff member must meet with the inmate, but a 48 hour notice is not required. During special reviews, or situations where the committee is considering a security increase, all procedures and forms for regular security classification hearings must be followed and utilized.
7. Level 4: If the Classification Committee recommends reduction and the Managing Officer does not accept the Classification Committee's recommendation to reduce an inmate from Level 4, the Managing Officer shall give the inmate written notice of that decision. The notice shall include a written statement of reasons. The inmate may file objections to the Managing Officer's decision with the BCR within 15 calendar days of receiving the decision. The BCR shall give the inmate written notice of its decision within 30 calendar days.
8. Level 4: If the Managing Officer recommends that an inmate should be reduced from Level 4, but the BCR does not accept that recommendation, then the BCR must notify the institution orally or the institution will review the BCR decision in DOTS Portal. The

inmate may submit an objection to the BCR's decision and may request reconsideration no later than 15 calendar days from the date the inmate receives the decision. The BCR shall respond to objections in writing (DRC2338 & DRC2607), but the decision shall become final at the expiration of the 15 calendar day period for filing objections unless the BCR reconsiders.

9. If the offender is a Level 1, 2, or 3 and the security review score is to consider present supervision (0-3 for males) or (2-3 for female) then the reviewer can serve the offender the 48-hour notice via the Security Classification and Job Assignment Form (DRC2099), complete the hearing, and sign the security/supervision review form as the chairperson recommending continued placement at current level. Also, if the offender is a Level 1 or 2 and the security review score is to consider supervision decrease (-3 to -1) or (-2 to +1 for females) the reviewer shall serve the offender the 48-hour notice using a Security Classification and Job Assignment (DRC2099), complete the hearing, and sign the supervision review form as the chairperson recommending continue placement at current level. As is consistent at all classification actions, the inmate has the right to appeal the recommendation on the Notice of Appeal Supervision/Security Level Recommendation (DRC2680) within 24 hours to the Managing Officer/designee.

D. Special Security Review

1. Special security reviews, on dates other than the inmate's annual review due date, may occur at any time deemed appropriate by the Managing Officer/designee and/or the Bureau of Classification and Reception, following the above listed procedures.
2. Inmates may request a special security review of their progress and program status in writing, utilizing an institution Kite (DRC2005).
3. Depending on the reason for the request for a special security review, institution staff may utilize the following factors in determining an inmate's eligibility to be considered for a special security review:
 - a. Length of time until the next scheduled security review;
 - b. Parole Board recommendations related to an inmate being over his/her proper guideline;
 - c. Recent conduct and/or attitude;
 - d. Length of time since last placement in disciplinary status;
 - e. Original reason for placement in Level 4 status, including the seriousness of any related conduct report(s); and
 - f. Length of time since the last reduction in status.
4. Any security review, either annual or special, which increases or decreases an inmate's security level changes the inmate's anniversary date. The new anniversary date shall be twelve months from the Bureau of Classification and Reception's approval date of the increase or decrease. A special security review that does not result in a change in security level does not alter the inmate's anniversary date and the inmate shall receive an additional security review within 12 months from the previous annual review.

E. Overrides to the Classification Instrument

1. In every step of the classification process, the human element shall be considered. Each of the objective phases has latitude for overrides if a condition exists where an exception should be made. In the initial process, the institution reception center staff may recommend higher or lower security levels than computed, based on knowledge of the individual inmate. The Bureau of Classification and Reception has the authority to increase or decrease an initial security level or make a placement based on information they may have concerning an individual inmate. Inmates who have been identified as active participants in a security threat group shall be considered for an override to Level 3 security.
2. During the annual review process, the Managing Officer/designee may override the review recommendation for the individual inmate if circumstances warrant or the inmate has done better or worse than the actual numbers may indicate. Justification/basis for any override shall be documented on the instrument. Consideration shall be given to the inmate's compliance with his case management plan. (Refer to Department Policy 02-REN-01, Offender Reentry Assessments and Planning.)

3. Consideration for Placement at Level 1

All inmates are eligible for consideration for placement at Level 1 within the following guidelines delineated below.

- a. Inmates in the following categories may be reduced to Level 1 but can only be assigned to a Level 1 prison which has double perimeter fence housing (e.g. PCI and RIC). Inmates convicted of the following offenses shall receive a non-discretionary override for housing with double perimeter fence:
 - i. Kidnapping or abduction offenders;
 - ii. High notoriety case offenders;
 - iii. Current conviction of aggravated murder or murder;
 - iv. Any felony for causing the death of a law enforcement officer or causing the death of another person while incarcerated;
 - v. Former death row or life without parole offenders;
 - vi. Documented escape from confinement;
 - vii. Level 2 security offenders serving an indefinite sentence for a felony 1 or felony 2 offense and has not had a statutory first hearing.
- b. Other inmates may also be designated as double fence for reasons not previously listed, at the discretion of the unit classification committee. Certain sex offenders may be designated double fence based on the nature of the offense and the length of time to serve.
- c. In cases where the individual has been accused of attempting any of the crimes listed as non-discretionary overrides (i.e. attempted kidnapping, attempted abduction, attempted murder) it shall be grounds for a double fence requirement.

- d. Level 1 is the lowest security level in the ODRC and the classification committee may still consider a multitude of factors to determine if the inmate qualifies for this level. Inmates with extensive escape histories, significant amounts of time left to serve, high notoriety cases or extensive criminal histories may still be denied Level 1 security for these reasons.
- e. No inmate who is serving a sentence of six years or longer (or six years to a release hearing) can be assigned to a Level 1 single perimeter fence facility.
- f. Inmates who are currently classified as Level 1 and were approved for a community work assignment and/or were living in a single fence facility prior to October 4, 2012 and have continuously remained in this community release and/or housing assignment shall be exempt from section E.3.a and E.3.b of this policy.
- g. Eligibility for minimum Level 1 community work assignments shall be determined in accordance with Department Policy 53-CLS-03, Community Work Assignment Approval Process.
- h. Eligibility for minimum Level 1 work assignments out of the camp/prison perimeter but on prison property shall be approved by the Managing Officer/designee following a detailed review of the inmate's records and an interview between the staff member making the recommendation and the inmate.
- i. Managing Officers at a Level 1 facility with a single fence may override the Double Fence (DF) designation for an inmate currently housed at their facility so as to allow them to be housed in a single fence camp. This override is enforced solely at their own facility and the DF tag shall not be removed in DOTS. To override the DF designation, the Managing Officer shall review the background and behavior of the inmate and conclude there is no need for a double fence to safely and securely manage the inmate. The Managing Officer shall then submit a recommendation in writing to the Chief of the Bureau of Classification and Reception. This may not be delegated and the signature must be of the Managing Officer of the facility. The BCR will make note of the Managing Officer's override in the classification notes. If the Managing Officer wishes to remove the override, they shall make this request in writing to the Chief of the BCR as well.

F. Level 4 Behavior Criteria

An inmate may be placed in Level 4 on the basis of a score on the Security Designation Forms at reception, following reception at the time of a regular annual review, or upon reduction from Level 5. An inmate may also be placed in Level 4 as an override at reception, annual review, or upon special review following the occurrence of an act of institutional misconduct that triggers the consideration of Level 4. The behavioral criteria that warrant placement at Level 4 as an override are listed in Behavior Categories Security Levels 4 & 5, (PAGE 1/2) (DRC2686/2687). The behavioral criteria are:

1. The inmate caused or attempted to cause serious physical harm to another.
2. The nature of the inmate's behavior presents a current threat to the security and orderly operation of the institution and the safety of others.

3. The inmate has planned or participated in a serious disturbance or riot.
4. The inmate has possessed or attempted to possess major contraband which poses a threat or danger to the institution. This includes, but is not limited to, weapons, drugs, escape materials, or currency.
5. The inmate has been identified as a disruptive security threat group participant.
6. Escape and related acts:
 - a. The inmate escaped, attempted to escape, or committed acts to facilitate an escape from a lower level facility; or,
 - b. The inmate escaped, attempted to escape, or committed acts to facilitate an escape while under supervision outside of the facility resulting in physical harm or threatened serious physical harm to others, or caused serious destruction to the physical plant.
7. The inmate has established an inappropriate relationship with a staff member.
8. The inmate through repetitive or seriously disruptive behavior has demonstrated an inability to adjust to Level 3 as evidenced by repeated findings of guilt by the Rules Infraction Board (RIB).

G. Review Procedures for Level 4 Inmates

1. The Managing Officer/designee, Deputy Warden, Security Chief, Unit Management Chief, Unit Manager, or Rules Infraction Board may initiate placement into the Level 4 classification by referring the inmate for a special review.
2. The Classification Committee shall use the Supervision Review forms (DRC2098, DRC2094, DRC2338) for males or Supervision Review Forms (DRC2605, DRC2606, DRC2607) for females. The Classification Committee shall then further review the inmate's behavior and determine if the inmate meets one or more of the Level 4 criteria listed above.
3. The inmate shall receive a written notice of hearing using the Security Classification and Job Assignment Form (DRC2099) forty-eight (48) hours prior to the hearing. The inmate may execute a written waiver of the 48-hour notice period.
4. The inmate shall be afforded the opportunity to appear before the entire Classification Committee to offer any pertinent information, explanation and/or objections to Level 4 placement. The inmate may waive this appearance in writing.
5. The inmate shall also be afforded the opportunity to submit a written statement to the Classification Committee.
6. After reviewing the completed security review and any other relevant information, including information submitted by or on behalf of the inmate, the Classification

Committee shall determine whether the inmate has met one of the Level 4 criteria and whether the inmate should be placed in Level 4. The Classification Committee shall make a recommendation accordingly.

7. The Classification Committee shall forward the recommendation to the Managing Officer/designee. The Managing Officer/designee shall review the Security Review Forms and all other information presented and approve or disapprove the recommendation for Level 4.
8. If the Managing Officer/designee determines that a security level change is appropriate, and requires a transfer to a suitable institution, any documentation not available on DOTS Portal must be forwarded to the BCR Chief/designee for a decision. Only one packet per inmate shall be submitted to BCR.
9. When the Managing Officer/designee approves a recommendation for a Level 4 placement, the Managing Officer/designee must notify the inmate that he/she has 15 calendar days from the date the inmate receives the Managing Officer designee's recommendation to file an objection with the BCR. The Managing Officer/designee shall ensure the inmate is notified of the intent to pursue Level 4 placement and the date and signature of the staff making notification shall be noted on the Transfer Authorization Form (DRC2003).
10. The BCR Chief/designee shall make its decision after considering the recommendations of the Managing Officer and the Classification Committee, the objections of the inmate, and all other documentation presented with the recommendation. The BCR shall forward its decision to the institution and the institution shall provide the inmate with a final copy of the BCR decision within thirty days of receiving the Managing Officer's recommendation. The inmate may be transferred to a Level 4 institution during the pendency of this appeal period.
11. When the Managing Officer recommends that an inmate be placed in Level 4, but the Classification Committee recommended otherwise, the Managing Officer shall state the reasons for that decision and shall give the inmate written notice of that decision. The inmate may file objections to the Managing Officer's decision with the Bureau of Classification and Reception within 15 calendar days of receiving the decision. The BCR shall forward its decision to the institution and the institution shall provide the inmate with a final copy of the BCR decision within thirty (30) calendar days of receiving the recommendation from the Managing Officer.
12. If the BCR concludes that the inmate meets one of the Level 4 criteria and should be placed at Level 4, but the Managing Officer recommended otherwise, the BCR must notify the inmate of its decision to place him/her at Level 4 and the reason for that decision. The inmate may submit an objection to the BCR decision and may request reconsideration of that decision no later than fifteen calendar days from the date the inmate receives the BCR decision. The BCR shall respond to objections in writing; however, the decision shall become final at the expiration of the 15 calendar day period for filing objections unless the BCR reconsiders.

H. Level 4 at the Ohio State Penitentiary (OSP)

1. Provisions pertaining to the voluntary placement and retention of Level 4 inmates at the OSP are set forth in Department Policy 53-CLS-06, Level 4 at OSP.
2. An inmate's request to be placed or retained at the OSP is governed by the following rules:
 - a. No inmate shall be placed or retained at Level 4 at the OSP without his written consent.
 - b. The inmate can withdraw his consent in writing at any time and request a transfer. Following receipt of the written request for transfer, the Bureau of Classification and Reception shall transfer him to another institution with all due speed (14 calendar days or less).
3. When the unit team has recommended any inmate for a classification increase to Level 4, the inmate shall be provided the Level 4B Assignment Location waiver form (DRC2665). If the inmate chooses to be considered for OSP, the UMC/designee shall immediately notify mental health who shall then follow the procedures outlined in Department Policy 67-MNH-27, Transfer of Offenders to the Ohio State Penitentiary, to seek approval for movement to OSP.

I. Appeal Process

1. Inmates may appeal a security designation or change in writing, utilizing the Notice of Appeal Security Level Recommendation form (DRC2680).
2. A Level 1, 2, or 3 decision must be appealed to the Managing Officer/designee within 24 hours following notification of the recommendation of the Classification Committee.
3. A Level 4 decision must be appealed to the Managing Officer/designee within 15 calendar days following notification of the recommendation of the Classification Committee.
4. Inmates may further appeal the Managing Officer/designee's decision to the BCR, within 15 calendar days following notification of the Managing Officer's decision.

J. Death Sentenced Inmates

1. An inmate who is sentenced to death shall generally be housed in an area designated as "death row" pursuant to Administrative Rule 5120-9-12, Inmates Sentenced to Death. Death row is not a security classification, and inmates assigned to this status are not subject to security classification procedures as long as they remain in this status.
2. An inmate assigned to death row status who presents a threat to security may be subject to assignment to a security classification that is appropriate for the security risk. In the event of a potential security classification assignment for a death row inmate, the security classification procedures for the proposed security level shall be followed. Once the inmate no longer poses a threat to security in death row, he may be returned to that status.

K. Reception and Classification of High Notoriety Inmates

1. Inmates who have received abnormally high levels of media attention, or whose crimes may elicit extraordinary reactions from inmates or the general public, shall be designated as high notoriety inmates upon arrival at reception.
2. It is the responsibility of the Managing Officer of the reception center to notify the Chief of the BCR and the Chief of Mental Health Services upon the arrival of any inmate who they believe qualifies as a high notoriety inmate.
3. The reception center shall have a full mental health, medical, classification and ORAS risk assessment completed within 7 days of arrival.
4. Upon notification, the Chief of Mental Health Services shall schedule a high notoriety inmate review within 14 days of arrival.
5. The high notoriety review shall have the following representatives in attendance. Designees shall only be used when the absence of the primary person precludes attendance:
 - a. BCR Chief, or designee
 - b. Mental Health Chief, or designee
 - c. Program Directors for specialized criminogenic needs (i.e. Sex Offender or Recovery when applicable)
 - d. Reception Unit Team designee
 - e. Reception Mental Health Representative, preferably the clinician who conducted the assessment
 - f. Reception Medical Representative
 - g. Reception Coordinator, or designee
 - h. Reception Warden, or designee
 - i. Any other staff deemed necessary by the Reception Managing Officer
6. Minutes of the high notoriety meeting shall be maintained by the Reception Center and distributed to all attendees as well as the parent institution's Managing Officer.
7. The team shall discuss the mental health needs, medical needs, programmatic needs and classification of the inmate identified as high notoriety.
8. The final recommendations of the committee shall be forwarded to the Managing Director of Operations who shall have final oversight over all action plans.
9. All decisions of the team shall be contained in the "must read" red flagged notes in the Classification Section of DOTS.
10. Whenever a high notoriety inmate is moved, the receiving Managing Officer must be notified in advance by the sending facility.

L. General Provisions

1. All forms referred to in this policy shall be completed according to guidelines established in the Administrative Regulations 5120-9-52, Initial Classification of Inmates and 5120-9-53, Classification Committees.
2. The security designation and security review instruments allow for a discretionary override to Level 4 and Level 5 security when it is determined that an inmate meets the applicable criteria. (Also see Department Policy 53-CLS-04, Level 5 Classification for Inmates)
3. General population inmates shall be assigned and classified according to the procedures described in this policy. Restricted population inmates shall be assigned and classified according to the procedures described in this policy for Level 4 inmates who are not at OSP, in Department Policy 53-CLS-06 for Level 4 inmates at OSP, or in Department Policy 53-CLS-04 for Level 5 inmates. Staff shall assign inmates to special management statuses using the specified procedures in Administrative Rules and policy directives for each of those statuses. Staff shall not use classification procedures for death-sentenced inmates, except for those who are in, or may qualify for, Level 5 security but shall follow the procedures listed in Department Policies 52-RCP-02, Reception Admission Procedures: Male Death Row Inmates, and 52-RCP-03, Reception Admission Procedures: Female Death Row Inmates, unless it is necessary to classify a death-sentenced offender to a security classification level. See Section VI. J above.

Related Department Forms:

Transfer Authorization Form (Page 7)	DRC2003
Kite	DRC2005
Supervision Review-Male (Page 2)	DRC2094
Supervision Review-Male (Page 1)	DRC2098
Security Classification and Job Assignment	DRC2099
Supervision Review-Male (Page 3)	DRC2338
Separation Order	DRC2456
Security Designation-(Long Form Page 1)	DRC2568
Supervision Review-Female (Page 1)	DRC2605
Supervision Review-Female (Page 2)	DRC2606
Supervision Review-Female (Page 3)	DRC2607
Security Designation (Long Form Page 2)	DRC2630
Notice of Appeal Supervision/Security Levels Recommendation	DRC2680
Behavior Categories Security Levels 4 & 5, (Page 1 of 2)	DRC2686
Behavior Categories Security Levels 4 & 5, (Page 2 of 2)	DRC2687
Security Designation-Female (Page 1)	DRC2690
Security Designation-Female (Page 2)	DRC2691
Level 4B Assignment Location	DRC2665