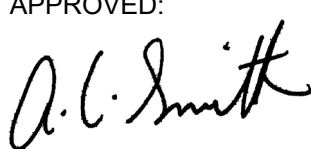




Department of
Rehabilitation & Correction

SUBJECT: Security Classification for Incarcerated Persons Levels 1 Through 4	PAGE <u> 1 </u> OF <u> 17 </u>
	NUMBER: 53-CLS-01
RULE/CODE REFERENCE:	SUPERSEDES: 53-CLS-01 dated 01/07/19
RELATED ACA STANDARDS: 5-ACI-5B-01 (4295) thru 5-ACI-5B-04 (4298); 5-ACI-5B-06 (4300) thru 5-ACI-5B-09 (4303); 5-ACI-5F-03 (4444); 2-CO-4B-01, 2-CO-4B-03	EFFECTIVE DATE: February 3, 2020
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

II. PURPOSE

The purpose of this policy is to establish guidelines for the fair, uniform, and objective security classification of incarcerated individuals within the Ohio Department of Rehabilitation and Correction (ODRC). Appropriate classification is a means of protecting the public, ensuring staff safety, and achieving ODRC's rehabilitative goals.

III. APPLICABILITY

This policy applies to all Ohio Department of Rehabilitation and Correction (ODRC) staff and incarcerated individuals involved in the classification process.

IV. DEFINITIONS

Annual – A twelve (12) month period.

Double Fence Designation - All incarcerated individuals by default are required to be housed in double perimeter fence housing. Any individual placed into single perimeter fence housing must be approved using the provisions outlined in this policy.

Double Perimeter Fence Housing - Housing units located within a prison which have been identified by the appropriate regional director as having two (2) fences, including sufficient perimeter integrity as well as patrol, to qualify as double fenced. Regional directors shall, at least annually, review all their facilities to determine if they qualify as a single or double fence rated facility. Single fence perimeters may also be designated as double perimeter, when approved by the deputy director of Prisons 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 incarcerated individuals near the fence without direct supervision. The installation of a stun fence around a prison facility or unit with a single fence does not automatically make the facility double perimeter rated. The designated regional director and the deputy director of Prisons may, at their discretion, increase the rating of the prison/facility to double perimeter.

Current exceptions approved by the deputy director of Prisons:

- OSP Level 4/E compound
- Grafton Camp at managing officer's discretion only (based on stun fence)
- NERC (based on provisions listed in this policy)

Extended Restrictive Housing (ERH) - A security classification level represented as "E" in the Departmental Offender Tracking System (DOTS). ERH is the most restrictive security level in the ODRC reserved for incarcerated individuals who constitute the greatest threat to the safety and security of the community, staff, others, and/or the secure operations of a correctional facility.

Extended Restrictive Housing- Enhanced Behavioral Health Monitoring (EM) - A classification given to an incarcerated individual in ERH who is classified as C1 or IDD. Represented as "EM" in DOTS. An EM classified individual must be offered more than two hours out of cell time daily. EM is considered RH2 (special management) in accordance with the provisions in ODRC Policy 55-SPC-02, Restrictive Housing Procedures.

Extended Restrictive Housing- Ineligible for Presumptive Release (EN) - A classification given to an incarcerated individual in ERH who is ineligible for presumptive release. It is represented as "EN" in DOTS. EN inmates are the same security level as Level E incarcerated individuals.

ERH Transitional (ET) - A security level where the incarcerated individual is introduced to limited and small group congregate recreation and programming in preparation for release to general population. ET is considered RH2 (special management) in accordance with the provisions in ODRC Policy 55-SPC-02, Restrictive Housing Procedures.

General Population - A reference to all general population security levels (1-4). General population provides incremental increases in autonomy and freedom of movement with similar perimeter security, so all incarcerated individuals can be encouraged to engage in pro-social behavior and follow institutional rules. Level 3 and 4 are considered high security and are typified by greater controls on movement and a higher level of supervision. Privileges may vary between prisons, but all prisons are required to have demonstrably increased privileges as individuals decrease in security level.

High Notoriety Case - Any incarcerated individual whose offense and/or pattern of previous behavior gives rise to concerns because of its sensational, notorious, or heinous nature may be designated as high notoriety. 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.

History of Escape/Escape Risk - An incarcerated individual is considered to have a history of escape when they meet one (1) of the following criteria:

- 1) They have been convicted of escape in any jurisdiction.
- 2) They have been found guilty at RIB of attempting to escape, planning an escape, escaping, or possession of escape materials.

- 3) They have a documented history of escaping from a secure perimeter or walking away while on community release from a secured perimeter facility.
- 4) There is enough documentation from any correctional or law enforcement agency to indicate an individual has attempted to escape, planned to escape, or escaped from a secured correctional facility or secured behavioral health facility.

If an incarcerated individual qualifies under any of these provisions, they shall be flagged in the Departmental Offender Tracking System (DOTS Portal) as an "Escape Risk" and an ER flag will be placed on their file.

Level 1 - The lowest security level in the classification system. Level 1 incarcerated individuals should be granted the highest amount of privilege and autonomy whenever possible (subject to operational needs/capabilities of the facility). Behavior at Level 1 is expected to be rule compliant and pro-social. All persons at Level 1 must be housed in double perimeter fence housing unless they are screened to be housed in a single perimeter fence. Level 1 individuals may also be screened to work outside of the fence or in the community under intermittent supervision. Individuals at Level 1 may be housed with Level 2 individuals with no special arrangements required.

Level 2 - A security level for incarcerated individuals who are deemed in need of more supervision than Level 1, but less than Level 3. All persons at Level 2 must be housed in double perimeter fence housing as defined by this policy, exceptions can be approved by the deputy director of prisons. Housing may be dorm, rooms, or cells. Individuals at Level 2 tend to receive greater autonomy and freedom of movement during the day to encourage pro-social behavior and programming, and receive privileges greater than Level 3. Individuals at Level 2 may be housed with others at Level 1 with no special arrangements required. Individuals at Level 2 may also be housed with those at Level 3 with/without special arrangements at the discretion of the managing officer. Level 3 individuals who have been reduced to level 2 security, but are pending transfer, may be housed with level 3 individuals 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. All incarcerated individuals at Level 3 must be housed in Double Perimeter Fence Housing as defined by this policy, exceptions can be approved by the deputy director of Prisons. Housing is generally celled apart from units specially designed to prepare rule compliant individuals for release. This exception is currently granted for the MaCI Zone A dormitory with the following provisions: Individuals will be screened by the unit team to determine suitability for housing in a more open environment. This unit is to prepare individuals in a Level 3 environment for release to the community or reduction to Level 2. Level 3 is considered general population but is designed for individuals who are more likely to, or have previously engage(d) in, disruptive prison behavior. Internal movement is under greater supervision and more controlled. Privileges shall be greater than Level 4, but less than Level 2. Individuals at Level 3 may be housed with individuals at Level 2 or Level 4 with/without special arrangements at the discretion of the managing officer. Level 3 individuals who have been reduced to Level 2 may be housed at the Level 3 supervision level until their transfer. Level 4 individuals who have been reduced to Level 3 but are pending transfer to a Level 3 facility may be housed at the Level 4 supervision level.

Level 4 - Level 4 security is considered maximum security, but it is not restrictive housing and incarcerated individuals must be allowed more than 2 hours out of cell time daily as well as access to general population services. 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 incarcerated individual 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 as well as limited, and highly supervised, access to outside recreation/activities. Cells must be securable, and inmates must be single celled while at a parent institution unless there is approval from the deputy director of Prisons. Typically, individuals at Level 4 have established histories of violent and/or disruptive prison behavior or their prison and community history indicate 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 pose a threat to the security of the institution. Individuals who have been assigned Level 4 security but are awaiting transfer do not automatically require single celling except at the discretion of the managing officer. Level 3 and level 4 individuals can be housed together at the discretion of the managing officer. Level 4 individuals who have received a reduction in security to Level 3, may be housed with Level 4 individuals while they are awaiting transfer.

Limited Privilege Housing (LPH) - Assignment of an incarcerated individual to a designated area for the purpose of reducing their privileges, controlling movement, and reducing their access to other inmates. LPH is considered general population and individuals shall have access to prison services, although that access can be reasonably limited as part of their privilege reduction. Designated out-of-cell time shall be more than two (2) hours daily.

Multidisciplinary Services Team (MST) - A group of unit, treatment, programming, and security staff who provide integrated services to incarcerated individuals in Specialized Units and Restrictive Housing. The team assesses inmate needs, integrating the treatment plan, and develops an individualized plan to ensure security measures support the delivery of treatment services and privileges.

Multidisciplinary Treatment Team (MTT) - Provides an integrated team approach to an incarcerated individual's care and treatment. The members meet to develop and provide necessary health and behavioral health care services and individualized treatment for individuals with emphasis on addressing needs during confinement in health and behavioral health care specialized units and for those on the mental health caseload in step-down programs, including restrictive housing settings. The team may include, but is not limited to, Mental Health professionals, psychiatric attendants, Medical and Recovery Services staff, Sex Offender Services, Custody and Unit Management staff.

Restrictive Housing (RH) - Housing that separates an incarcerated individual from the general population and restricts the individual to their cell twenty-two (22) hours or more per day.

Single Perimeter Fence Housing - Housing units with a single perimeter fence intended for the purpose of housing minimum level incarcerated individuals who have achieved Level 1 security status and have been screened for placement in a single fence rated facility. The following prisons are currently rated as single fence:

- BeCC
- FMC Zone B
- LeCC
- ManCC
- NERC- with certain provisions outlined in this policy
- TCC

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to maintain a classification level system that creates a process for the classification of incarcerated individuals according to their security risk. This process shall consider behavior and such other objective factors as are available and relevant when assessing an individual'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 identification
- 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

Incarcerated individuals shall be placed at the lowest level of security possible that is still sufficient to ensure the safety and security of individuals, the institution, and the community. Individuals shall also be placed at institutions that are consistent with their security classification rating. For purposes of public safety, all incarcerated individuals are required to be housed in double perimeter fence housing unless specifically screened and approved to be housed in single perimeter fence housing in accordance with the provisions in this policy.

VI. PROCEDURES

A. Initial Classification

1. Initial security levels shall be identified using 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 incarcerated individual's needs. Upon objective determination of the individual's security level, utilizing the Security Designation (DRC2568/DRC2630) for males or Security Designation (DRC2690/DRC2691) for females, 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 ODRC Policy 53-CLS-05, Inmate Separations. The Bureau of Classification and Reception (BOCR) 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 individual to an appropriate institution. Individuals shall be transferred to an institution equipped to supervise individuals of that security level. Except in unusual circumstances, the initial classification of newly incarcerated individuals should be completed within eight (8) weeks after admission.
3. Level 1 individuals who may be eligible for outside work details shall be sent to prisons with the greatest need for 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 individuals 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.
4. An incarcerated individual may be assigned at reception to any security level from 1-4 or E. No inmate shall be placed in Level E from reception without following the protocols in this policy and ODRC Policy 53-CLS-04, Extended Restrictive Housing Placement.

B. Annual Security Review Process

1. Each incarcerated individual shall have a security review on no less than an annual basis. All individuals assigned to Security Levels 1-4 shall receive this review. Individuals who are in Level E are subject to reviews in compliance with ODRC Policy 53-CLS-10, Review and Release of Extended Restrictive Housing Incarcerated Individuals.
2. Unless precluded for security or other substantial reasons, all incarcerated individuals shall have the opportunity to meet with at least one (1) member of the classification committee. Individuals are to be given written notice forty-eight (48) hours prior to their review hearing, unless such notice has been waived in writing on the Security Classification and Job Assignment form (DRC2099). An individual shall be allowed to submit a written statement to the committee which shall be entered into the official record.
3. The annual review for Level 1 incarcerated individuals shall not require the completion of the applicable Supervision Review Forms, nor shall it require a formal review hearing

with the individual unless there is intent to increase the security supervision level. The specific requirements for Level 1 reviews are covered later in this section.

4. The classification review provides for involvement of representatives of relevant institutional programs and the incarcerated individual concerned. The classification committee shall include a minimum of two (2) staff, and may include members of the Mental Health department, Education, Unit Management, or any other institution program individual.
5. During the meeting with the representative of the classification committee, the incarcerated individual and the staff member shall discuss whether the incarcerated individual is currently enrolled in an earned credit program. If the security classification action will require a change in the individual's institutional location and they can complete the program within the next six (6) months, the classification shall proceed; however, the move shall be held in abeyance until the individual completes the program. The committee will document this in the classification notes and shall not submit a Transfer Authorization (DRC2003) or a Decrease Security Level List (DRC2622) with the individual's name until they complete the program.
6. A representative from the classification committee shall also review and discuss the individual's next of kin information and make updates in DOTS if there has been a change.
7. Supervision Review forms (DRC 2098/2094/2338) for male incarcerated individuals and Supervision Review forms (DRC2605/2606/2607) for female incarcerated individuals, along with a full review of the individual's behavioral history shall be used to determine if any changes to the security level are appropriate. The classification committee shall review post-commitment variables and any other pertinent information available, such as any statement the incarcerated individual has provided to draw an objective profile of the individual's adjustment to their current security level. The security review score is only a recommendation that the security level should be lowered, increased, or remain the same. The instrument is a tool to assist staff in making a good correctional decision regarding the security level at which the incarcerated individual should be managed. The final recommendation shall be based on a holistic review of the individual's behavioral history using all the factors under section V in this policy.
8. The classification committee shall inform the incarcerated individual of their recommendation to the managing officer/designee. The individual shall also be notified of their right to send a written appeal to the managing officer/designee if they disagree with the committee's recommendation.
9. If the managing officer/designee determines that a security level change is appropriate it shall be forwarded to the BOCR under the following circumstances:
 - a. The individual is being increased to Level 2 or Level 3;
 - b. The individual is being decreased from Level 2, 3, or 4;
 - c. The change in classification will necessitate a transfer.

10. If the managing officer/designee does not agree with the recommendation of the classification committee, the individual shall be notified in writing of the decision.

C. Annual Security Review Situational Rules

1. Level 1

- a. The classification committee is not required to complete a security instrument when reviewing Level 1 incarcerated individuals annually. However, they must still conduct a file review of the individual's behavior. If the review of a Level 1 individual indicates their level will not change a representative of the classification committee shall document the results of this review in the ORAS or RAP notes. A unit staff member must meet with the individual; however, a forty-eight (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.
- b. Individuals who are classified as Level 1 and who are housed in a single fence perimeter must be checked during this review against the provisions in section VI.F and VI.G of this policy to ensure their status has not changed making them ineligible to be in a single fence perimeter.
- c. No individual who has escaped from the secured perimeter of a correctional facility or attempted an escape whereby they breached the perimeter of a correctional facility, shall be placed at Level 1 security. Individuals who have such a history and are currently Level 1 are grandfathered under this clause only until such time they are released and returned, or they are increased in security. However, no incarcerated individual is grandfathered under this clause to remain in a single fence perimeter. Any individual with a perimeter escape history shall not be housed in a single fence environment.
- d. Level 1 is the lowest security level in the ODRC, and the classification committee shall consider a multitude of factors to determine if the individual qualifies for this level. Individuals with a history of perimeter escape, non-perimeter escape(s), failure to comply, significant amounts of time left to serve, high notoriety cases, wanted felony detainees, or extensive criminal histories may still be denied Level 1 security for these reasons at the discretion of the classification committee and the BOCR.

2. Level 2

Since Level 1 security is the lowest level of supervision, managing officers are provided broad discretion in determining whether an individual at Level 2 is ready for reduction to Level 1. Individuals may be held at Level 2 for longer periods of time if they have a history of institutional misbehavior, have committed very serious crimes which threaten public safety, or have escaped from a secured facility. No individual has a right to a reduction to Level 1 security.

3. Level 3

While at Level 3, any individual who has been in Level 4 security within the past two (2) years shall be meaningfully considered for a reduction each year, but the committee must review the entire history of the individual and ensure there are sufficient correctional reasons which indicate the individual has demonstrated enough stability to be housed at Level 2. The absence of conduct reports for a year is not the sole consideration and all items listed under section V of this policy must be considered before lowering the individual to Level 2.

4. Level 4

- a. Level 4 individuals shall have their complete history of violence, escape history, and disruption examined before reduction to Level 3. The committee shall provide significant weight to how the individual adjusted when previously managed at lower security when making the final recommendation.
- b. No individual at Level 1-3 can be increased to Level 4 during a security review. If the behavior of the individual necessitates maximum security, the managing officer shall use the procedures outlined in ODRC Policy 53-CLS-04, Extended Restrictive Housing Placement, to place the individual in Level E security.

5. General Rules

- a. If the individual is at security Level 2 or 3 and the security review score is to consider present supervision then the reviewer may serve them with the forty-eight (48) hour notice via the Security Classification and Job Assignment form (DRC2099), complete the hearing, and sign the security/supervision review form as the chair individual recommending continued placement at current level. The individual must still be provided an opportunity to submit written documents for consideration and to meet with a member of the committee.
- b. During any security review, a recommendation for an increase shall be supported by recent RIB findings of guilt. In order to be increased in security, an individual must have at least one, or more, RIB finding(s) of guilt in the past twelve (12) months. These rule violations, in conjunction with all the factors listed under section V of this policy, must provide legitimate correctional reason to conclude the individual requires a greater level of supervision in order to be safely managed.
- c. Hearing officer level conduct reports may not be used to increase an individual's security level because they do not provide the same due process protections as RIB decisions. However, hearing officer level conduct reports may be considered by the committee conducting a security review when determining suitability for a decrease in security, as these reports are an indicator of adjustment at the current level. Hearing officer level conduct reports may also be considered for other classification actions (excepting security increases), including but not limited to, lateral movement for discipline, self-initiated transfers, and program transfers.

- d. In some circumstances, an incarcerated individual may have their security level increased without a finding of guilt at RIB. This may occur if one of the following is true:
 - i. An error was found in a previous classification action and the individual's continued presence at the current security level could result in a potential danger to the community or the security of the prison.
 - ii. New information was obtained regarding the individual's previous criminal or institutional behavioral and this new information provides legitimate correctional reasons to house them in a more secure environment (e.g. escape, serious violence while incarcerated, etc.).

D. Special Security Review

1. Special security reviews, on dates other than the incarcerated individual's annual review due date, may occur at any time when recommended to the institutional classification committee through the disciplinary process, at the request of the incarcerated individual (subject to the approval of the managing officer/designee), or when otherwise deemed appropriate by the managing officer/designee and/or the BOCR. These special reviews shall follow the same procedures as an annual review.
2. Individuals may request a special security review of their progress and program status in writing, utilizing an institution Kite (DRC2005). The facility is not obligated to grant a special security review request and must notify the individual of their decision if such a request is denied.
3. Depending on the reason for the request for a special security review, institution staff may utilize the following factors in determining an individual's eligibility to be considered for a special security review:
 - a. Length of time until the next scheduled security review;
 - b. Parole Board recommendations;
 - c. Recent conduct and/or attitude;
 - d. Length of time since last placement in disciplinary status;
 - e. Original reason for current security level, including the seriousness of any related conduct report(s);
 - f. Length of time since the last reduction/increase in status;
 - g. Program completion since last review; and
 - h. The amount of time remaining on the individual's sentence.
4. Any security review, either annual or special, which increases or decreases an incarcerated individual's security level changes the annual review anniversary date. The new anniversary date shall be twelve (12) months from the BOCR'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 individual's anniversary date and they shall receive an additional security review within twelve (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 based on knowledge of the individual. The BOCR has the authority to increase or decrease an initial security level or make a placement based on information they may have concerning an individual.
2. During the annual review process, the managing officer/designee may override the review recommendation for the individual if circumstances warrant or the individual has adjusted to incarceration better or worse than the actual security instrument may indicate. Justification/basis for any override shall be documented on the instrument. Consideration shall also be given to the individual's compliance with their case management plan. (Refer to ODRC Policy 02-REN-01, Prison Reentry Assessment and Planning.)

F. Single Perimeter Fence Housing

All incarcerated individuals in the ODRC are required to be housed in double perimeter fence housing unless they are screened and approved for placement in single perimeter fence housing.

1. Individuals may be considered for placement into single perimeter fence housing using Single Fence Screening form (DRC4028). They may be screened at reception or during anytime in their incarceration.
2. Once approved for single fence housing, the status should be reviewed annually during the annual security review to ensure there have been no changes in the individual's profile which would necessitate placement back in double perimeter fence housing. This includes, but is not limited to, a change in their sentence, misbehavior, or getting new information which reveals a history of escape or a wanted felony detainer. A review may also be prompted at any time when new information is obtained, or an individual violates a rule. No individual has the right to be housed in a single fence environment and may be removed from this environment at any time at the discretion of the managing officer.
3. The following are the minimum criteria for placement in single perimeter fence housing. The managing officer of a facility shall reserve the right to deny any individual single perimeter fence placement, above and beyond the criteria listed herein, if there is a legitimate correctional reason for the denial.
 - a. No more than six (6) years left to serve to maximum release date (no life sentences);
 - b. No history of escape as defined by this policy;
 - c. No former death row inmates;
 - d. No felony or out- of-state wanted detainees;
 - e. High notoriety incarcerated individuals who are also convicted of violent offenses (sex offenses and crimes against individuals) may only be approved after consultation with the Office of Victims Services;
 - f. No history of causing the death of a law enforcement officer/correctional staff individual (includes attempted);

classification and a prison assignment off death row that is appropriate for the security risk. In the event of a potential security classification assignment for a death row individual, the security classification procedures for the proposed security level shall be followed. Once the individual no longer poses a threat to security in death row, they may be returned to that status.

I. Reception and Classification of High Notoriety Individuals

1. Incarcerated individuals who have received abnormally high levels of media attention, or whose crimes may elicit extraordinary reactions from other incarcerated individuals or the general public, shall be designated as high notoriety upon arrival at reception.
2. It is the responsibility of the managing officer of the reception center to notify the BOCR chief and the BHS director upon the arrival of any individual who they believe qualifies as High Notoriety.
3. The reception center shall have a full mental health, medical, classification, and ORAS risk assessment completed within seven (7) calendar days of arrival.
4. Upon notification, the BHS director shall schedule a high notoriety incarcerated individual review within fourteen (14) calendar 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 individual precludes attendance:
 - a. BOCR chief/designee;
 - b. BHS director/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/designee;
 - h. Reception managing officer/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 individual identified as high notoriety.
8. The final recommendations of the committee shall be forwarded to the deputy director of Prisons/designee 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 Portal.

10. Whenever a high notoriety individual is moved, the receiving managing officer must be notified in advance by the sending facility.

J. General Provisions

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.

K. Classification of Incarcerated Individuals in Correctional Healthcare Specialized Units

Office of Correctional Health Care (OCHC) specialized residential treatment units include, but are not limited to, Residential Treatment Units, Dementia Units, Intellectual/Developmental Disability Units, Assisted Living Units, Day Treatment Programs, or any other unit identified and approved by the deputy director of Holistic Services, the deputy director of Prisons, and the regional director.

These units shall balance the security needs of the individual with the treatment needs. The multi-disciplinary services team (MST) shall ensure incarcerated individuals of all security levels have access to higher levels of care when determined necessary by the multi-disciplinary treatment team (MTT).

1. No individual shall be prevented from receiving a security review, or a reduction in security, solely because they are in one of these units. All individuals must be reviewed at least annually. Individuals who show positive adjustment to treatment and a cessation of their negative behavior after admission and treatment shall be considered for a lower security level.
2. Individuals housed in these units shall be managed in accordance with the policies and/or protocols guiding the operation of those units. Although security and safety are always a high priority, the treatment and care of the individual in this unit is also a high priority.
3. While in these units, the security measures used to supervise the individuals (e.g., escort procedures, extent of restraints, unrestrained access to other, etc.) shall be guided by the security level and any additional measures as determined necessary by the chief of security.
4. All prisons with at least one specialized unit shall assign a security supervisor (i.e., lieutenant, captain, or chief of security) as a member of the MST. The MST shall also include a unit corrections officer, a member of the unit staff, and a correctional healthcare staff member.
5. The MTT shall determine the treatment plan for the individual. The MST shall develop an individualized plan to ensure the individual has access to the treatment prescribed by the MTT in a safe and secure manner.

6. The MST shall meet whenever a treatment plan change could affect the security measures needed to safely manage an individual.
7. At no time shall access to treatment be denied because of an incarcerated individual's security level. The treatment must be provided although additional security measures, supervision, restraints, individualized settings, or other methods to ensure safety may be used to ensure the safety of staff and other individuals.
8. The MST may adjust the security measures taken for an individual if they are not actively violent and there is evidence to indicate the treatment plan has been successful in reducing the individual's likelihood of violent behavior. These adjustments do not need to result in a change in security. They shall be specifically tailored to the individual and the MST shall approve all changes and ensure they are followed by the security staff on the unit. If the MST disapproves a request for a change in the security measures which is recommended by the MTT to properly treat the individual, the MST shall forward their decision to the managing officer, including a rationale for the denial. The managing officer shall make a final decision on the request. The actions of the MST as well as the decisions of the managing officer shall be documented on the Request for Review of Security Measures by the Multi-Disciplinary Services Team (DRC4040).
9. The MST may also recommend a special review to change the security classification of the individual to further their treatment when either one of these three conditions have been met:
 - a. The individual's violent and disruptive behavior which necessitated the need for higher security has abated because the individual has been receiving treatment.
 - b. The individual's medical/mental health condition was a contributing factor causing the violent/disruptive behavior and the individual is now in a housing condition that provides adequate safety and security to safely deal with the condition causing the negative behavior.
 - c. The individual is ready to be discharged from the treatment unit, they have demonstrated positive adjustment to treatment, they are not currently violating institutional rules, and there is reason to conclude they can be safely managed at a lower security level.

L. Transfer 30 Day Review

Whenever a classification action results in the transfer of an incarcerated individual, including initial classification, the managing officer/designee of the receiving prison shall review their security level and status within thirty (30) calendar days of arrival at the new facility. This review does not require the completion of a security instrument nor a meeting with the individual. If there are any concerns about the security level or reason for the transfer, the individual may be referred to the unit classification committee for reconsideration of their placement by using the special review procedures set forth in this policy.

M. Transfers of Incarcerated Individuals in Limited Privilege Housing (LPH)

1. If an incarcerated individual is transferred while they are assigned to LPH status based on a ruling of the RIB, the receiving prison shall review the individual upon arrival to determine if continued placement at LPH is required. In these circumstances, the receiving prison may place the individual in LPH for as much time that is remaining on the RIB disposition, providing credit for all time served while pending transfer.
2. If an individual is increased in security to a new general population assignment, the managing officer of the receiving prison may place them into LPH for up to ninety (90) calendar days for an initial assessment and orientation period as outlined in AR 5120-9-09, Limited Privilege Housing Assignments.
3. If an individual is laterally transferred from a Level 3 prison to another Level 3 prison for disciplinary reasons, or as the result of a release from Level E, the managing officer of the receiving prison may, at their discretion, place the individual into LPH for up to ninety (90) calendar days in order to transition them back to general population.
4. An individual in an LPH status shall not be decreased in security level without approval from the BOCR chief, nor are they eligible to request a transfer as outlined in ODR Policy 53-CLS-09, Inmate Initiated Transfer.

N. Movement of Incarcerated Individuals for Changes in Missions, Emergencies, or for Security Reasons

1. In accordance with AR 5120-9-21, Inter-institutional Transfer of Inmates, section E, whenever an emergency, threat to security, or change in mission requires the movement of large numbers of incarcerated individuals, the managing officer of the facility may request a waiver for the classification hearing procedures outlined in this policy, as long as all of the following conditions are met:
 - a. The individuals effected will not have their security level change;
 - b. The individuals effected are being moved to an institution which houses the same security classification level(s).
2. All requests must be approved by the BOCR chief.
3. Once approved, the individuals shall be notified of their transfer using the Notice of Inter-Institutional Transfer (DRC2446) and offered an opportunity to express safety concerns about the proposed move prior to any move taking place. In cases where a safety risk is identified, the individual shall not be moved prior to the safety concern being investigated and addressed. This notification should occur at least forty-eight (48) hours in advance of the move unless security concerns dictate otherwise. In cases where the managing officer concludes the notice would likely lead to a security concern or disruption among the population, the notice may be provided with less than forty-eight (48) hours. However, the requirement to investigate and address all safety concerns prior to moving shall not be waived.

4. All individuals moved under this provision retain the right to appeal the new classification assignment and must file that appeal using the Notice of Appeal Supervision/Security Level Recommend (DRC2680) within fifteen (15) calendar days of arrival at their new facility.

Related Department Forms:

Transfer Authorization Form	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
Notice of Inter-Institutional Transfer	DRC2446
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
Decrease Security Level List	DRC2622
Security Designation (Long Form Page 2)	DRC2630
Notice of Appeal Supervision/Security Levels Recommendation	DRC2680
Security Designation-Female (Page 1)	DRC2690
Security Designation-Female (Page 2)	DRC2691
Single Fence Approval Form	DRC4028
Request for Review of Security Measures by the MST	DRC4040