

Classification Assignments and Reviews

1201.1 INITIAL CLASSIFICATION ASSIGNMENT

- (a) Classification staff shall utilize external and internal systems (NCIC, CLETS, JMS, etc.) to obtain information regarding an inmate's criminal history, institutional behavior, and previous classification levels, when such systems are accessible, to assist in determining their classification level. Classification staff shall make every attempt to contact outside agencies and/or correctional facilities, when necessary, to obtain or confirm information needed to properly classify an inmate.
- (b) The information gathering process may occur before, during, and after completion of the classification interview as needed, but shall be completed prior to submitting the J-200. This ensures the information entered is as accurate as possible and the inmate receives the most appropriate classification level.
- (c) Classification staff shall conduct individual classification interviews in areas away from other inmates, so that the information obtained is kept confidential, and to promote candid interviews with staff.
- (d) During the classification interview, Classification staff shall – to the extent possible – confirm any information obtained during the information gathering process with the inmate and address any discrepancies.
- (e) If the Classification Deputy is unable to verify information needed to properly classify an inmate in a timely manner (e.g., within their scheduled shift), the Deputy shall classify the inmate as "AH3" (Administrative housing) and the inmate shall be housed alone. PMU will assume responsibility for the timely audit and follow-up investigation per section 1200.4(b)(6), and 1200.4(b)(8) (for inmates requiring extended placement in AH3). Refer to [CCOM Section 1201.4 – Classification Reviews](#), and CCOM Section 1202.4(c)(3) - Administrative Housing (AH) Inmates for more information.
- (f) If during a classification interview an inmate has a medical complaint, or is displaying signs of a mental health crisis, Classification staff will refer the inmate to Correctional Health Services (CHS) for immediate evaluation.

1201.2 INMATE CLASSIFICATION FORM

- (a) Classification staff shall ensure the [REDACTED] is properly and thoroughly completed during the Initial Classification Assessment. The [REDACTED] shall include the following information:
 - 1. Identification of the classifying facility.
 - 2. Identification of the interviewer, date and time of the interview.
 - 3. The inmate's identifiers and personal information.
 - 4. Health and disability screening information.
 - 5. Arrest history.
 - 6. Violence history.
 - 7. Previous State, County, and/or Federal commitments.

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8. Institutional behavior.
 9. Escape history.
 10. Safety concerns.
 11. Prison Rape Elimination Act (PREA) Victimization and Abusiveness Screening.
 12. Gang association or involvement.
 13. Sexual orientation, gender identity, and search preference.
- (b) Any inmate requiring medical, ADA, or mental health accommodations/restrictions shall be coordinated through Correctional Health Services (CHS) and will require a "Medical and ADA Notification Form" [REDACTED] or "Mental Health Notification Form" [REDACTED]. Refer to [CCOM Sections 1203.3 – Medical and Mental Health housing](#) and [CCOM Section 1204 – Supplementary Classification and Housing Considerations](#) for further details.
- (c) If an inmate is identified by Classification staff (via historical record review) as being Lesbian, Gay, Bisexual, Transgender, Queer, or Intersex (LGBTQI), or if the inmate self identifies as LGBTQI during their classification interview, Classification staff shall notify them of the following housing options:
1. General Population (GP) housing, only if ALL of the following criteria are met:
 - i. The inmate was not previously classified as Protective Custody (PC) in a local detention facility or placed on a "Sensitive Needs Yard" (SNY) in a state or federal detention facility.
 - ii. The inmate does not have any safety concerns in GP housing.
 - iii. Classification staff has not identified other safety or security concerns regarding placement in GP housing.
 2. PC "Main-Line" housing, only if ALL of the following criteria are met:
 - i. The inmate has safety concerns in GP housing.
 - ii. The inmate does not have safety concerns being housed with other PC inmates who do not identify as LGBTQI.
 3. PC LGBTQI housing, only if one or more of the following criteria are met:
 - i. The inmate has safety concerns in both GP and PC "Mainline" housing, and/or;
 - ii. The inmate prefers to be housed with other individuals who identify as LGBTQI.

1201.3 CLASSIFICATION MATRIX

- (a) The Classification Matrix [REDACTED] establishes factors related to each inmate and assists in determining an appropriate classification level. The digital J-200 form incorporates information from the [REDACTED] matrix and will automate and recommend a classification level based on data entered during the Initial Classification Assessment. However, this

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recommendation shall only be used as a guide to assist in determining an inmate's classification level. Classification staff is responsible for being familiar with the [REDACTED] matrix and ensuring that inmates are appropriately classified.

- (b) The following are the classification options:
 - 1. General Population (GP); Levels 1-7.
 - 2. High Security (HS).
 - 3. Administrative Housing (AH); Levels 1-3, Protective Custody (PC-AH)
 - 4. Protective Custody (PC), Levels 1-3
 - 5. Civil Commitments (Civil); WI-6600 "SVP," CPC-1332/CCP-1209
- (c) Any inmates not classified as General Population are considered "Specialty Housing" and require completion of a Specialty Housing Request Form [REDACTED] or a Classification Review Form [REDACTED] if initially classified as GP and require re-classification). These forms require a Classification Sergeant's review and approval prior to assigning any "Specialty Housing" classifications. Refer to [CCOM Section 1202.2 – Specialty Housing](#) Inmates for more information.

1201.4 CLASSIFICATION REVIEWS

- (a) All classification reviews will be documented on a Classification Review Form [REDACTED] via the [REDACTED]
- (b) When conducting a classification review, Classification staff shall consider all available information including, but not limited to: The inmate's discipline history, assaultive behavior toward staff or other inmates, gang involvement, staff observations, and statements made by the inmate.
- (c) All Classification Reviews and Periodic Classification Reviews of Transgender and Intersex inmates, with the exception of Administrative Separation Reviews, shall include a face-to-face interview with the inmate. During this interview, staff shall ensure the following items are addressed and documented:
 - 1. Notify the inmate of the change in their classification level.
 - 2. Explain how the inmate's new classification level may affect their housing and programming (e.g., GP Barracks housing vs PC Module housing, depending on the inmate's previous housing history).
 - 3. Address any potential safety concerns the inmate may have in their new classification level and/or housing location.
 - 4. Obtain any additional information from the inmate that may assist staff in making a final recommendation on a classification and/or housing change.
- (d) If a Classification Review is submitted in error, and/or the issue is determined not to be Classification related, Classification staff will document this in the response and note that an interview was not required.

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- (e) In accordance with Title 15, Section 1050, inmates have the right to request a review of their classification assignment, no sooner than 30 days from the date of their last review.
- (f) If housing staff identify an immediate safety or security concern for an inmate, or if an inmate expresses a safety concern to staff, housing deputies will move the inmate to the nearest safe and secure location, contact Classification staff, and submit a Classification Review. A Classification Review and face-to face interview shall be conducted by Classification staff within 24 hours of receipt of a Classification Review Form.
- (g) Classification reviews shall be completed under the following circumstances:
 - 1. Notification of a supplemental booking
 - 2. Notification of a CPC 1170(h) conviction.
 - 3. Notification of an amended charge.
 - 4. Notification of sentencing.
 - 5. Incident-based notification.
 - 6. Request from an inmate (no sooner than 30 days from the date of their last review).
 - 7. Request from an inmate who self-identifies as LGBTQI.
 - 8. Scheduled PREA review.
 - 9. Periodic administrative separation review.
 - 10. Receipt of information – either internally via jail intelligence or from an outside agency – that may affect the inmate's current classification, their health and safety, or the safety and security of the jail.
- (h) All Classification Review Forms [REDACTED] shall be reviewed and approved by a Classification Sergeant.