



MONTANA STATE PRISON OPERATIONAL PROCEDURE

Procedure:	MSP 4.2.1 INMATE CLASSIFICATION SYSTEM
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I. PURPOSE

Montana State Prison (MSP) will ensure that an objective classification system is used on admission and upon status review to manage inmates at the appropriate custody, security, and supervision levels.

II. DEFINITIONS

Atypical – Security Threat Groups (STG), predatory, special needs and vulnerable inmates designated by classification.

Classification – A tool for managing inmates based on identified and categorized inmate traits, characteristics, potential risks, behaviors and supervision needs in order to ensure public safety, secure facility/program operations, and determine inmate placements.

Classification Review Committee (CRC) – A committee consisting of the Restrictive Housing Program Manager, Associate Warden of Custody or designee, Qualified Mental Health Professional (QMHP) and Qualified Health Care Professional (QHCP), Restrictive Housing Unit Lieutenant/Manager, Secure Adjustment Unit Lieutenant/Manager, High Side and Low Side Captain and a staff member from Classification.

Criminally Convicted Youth – An inmate less than 18-years-old, who has been convicted/sentenced in district court as an adult.

Custody Level – A risk category of an inmate as determined by the classification process.

Disability – See *DOC 3.3.15 Americans with Disabilities Act (ADA) Offender Accommodations* for the definition and explanation of a disability.

General Population – All inmates except Administrative Segregation, Pre-Hearing Confinement, Detention, Infirmary, Reception, or Special Management.

High Severity of Offense – Crimes that are so heinous in nature that good correctional practice requires a higher custody or level of supervision. Crimes must be identified on a case-by-case basis, but inmates convicted of crimes such as homicide/murder, torture, rape, second conviction for violent offense, and other crimes involving extreme brutality or extreme violence are examples. Generally, inmates with a current conviction in the high to highest severity category that scores 5 or more points on the classification instrument in the Most Serious Current Conviction section will meet the requirement of high severity of offense.

Mental Health Services – The sum of all actions taken for the mental well-being of the offender population, including a range of diagnostic, treatment, and follow-up services.

Multi-Disciplinary Team – For the purposes of this procedure, a minimum of two staff members

assigned by the Associate Warden or designee that must include a housing unit manager/ lieutenant, case manager, Qualified Mental Health Professional (QMHP), unit sergeant and a Qualified Health Care Professional (QHCP).

Offender Americans with Disabilities Act (ADA) Coordinator – The individual assigned to facilitate ADA compliance with offenders.

Override – A management decision to place an offender at a different custody level than what is indicated by the objective classification system.

Predatory Inmate – A designation of an inmate who has a notable history of preying on others as reflected through intimidating, assaultive, aggressive, or violent acts.

Protective Custody – A form of separation from the general population for an inmate who requests or requires protection from other inmates for reasons of health or safety. Supportive evidence and documentation for such placement must be provided to the Classification Review Committee prior to placement at this status. An inmate's status in protective custody must be reviewed by the MDT team monthly.

Qualified Health Care Professional (QHCP) – Physicians, physician assistants, nurses, nurse practitioners, dentists, mental health professionals, and others who, by virtue of their education, credentials, training, and experience are permitted by law to evaluate and care for patients, including Department staff and contracted or fee-for-service professionals.

Qualified Mental Health Professional (QMHP) – Psychiatrists, psychologists, psychiatric social workers, psychiatric nurses, psychiatric nurse practitioners, licensed professional counselors, licensed clinical social workers, and others who, by virtue of their education, credentials, training, and experience are permitted by law to evaluate and care for the mental health needs of patients, including Department staff and contracted or fee-for-service professionals. This definition excludes Mental Health Technicians.

Severe Mental Illness (SMI) – A substantial organic or psychiatric disorder of thought, mood, perception, orientation, or memory which significantly impairs judgment, behavior, or ability to cope with the basic demands of life. Intellectual disability, epilepsy, other developmental disability, alcohol or substance abuse, brief periods of intoxication, or criminal behavior do not, alone, constitute severe mental illness. The individual must also have or have had within the past year exhibited signs and symptoms of a mental disorder. See *MCA 53-21-102*. Specific classifications of mental disorders are elaborated in the American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders and are to be designated by a QMHP.

Significant Institutional History – Inmates with a documented history of disciplinary infractions in Category I, II or III that results in a combined score of 5 or more on the classification instrument in Severity of Institutional Misconduct and/or Number of Category I or II Rule Violation sections.

Special Management – This term refers to the inmate's designations noted in the offender management system; which may include atypical statuses or separation needs See *MSP 4.2.200 Special Management Inmates*.

Special Needs – Inmates who may require accommodations, arrangements, or programming different from the general population inmates. Special Needs Inmates may include, but are not limited to, developmentally disabled, mentally ill, physically handicapped, chronically ill, or chemically dependent.

Unit Management Team (UMT) – The housing unit staff consisting of the Unit Manager/Lieutenant, Case Manager(s), Sergeants, and Correctional Officers.

Vulnerable Inmates – A designation of an inmate who appears to be at risk for abuse, violence and/or threats from others in the inmate population due to criminal history, type of crime, profile of crime, prior occupation, informant or witness status, age, physical stature, other pertinent information.

III. PROCEDURES

A. General Requirements

1. Inmates will be objectively classified based on an assessment of risks and needs (see *Objective Classification Manual*). The system will provide an incentive to inmates to achieve personal, court-ordered, and recommended program goals and allow them to be classified at the lowest custody level consistent with those risks and needs.
2. Classification defines eligibility for assignment or reassignment to a particular custody, program/treatment, work assignments, and/or privilege levels with due consideration for the eligibility of disabled inmates with or without reasonable accommodations.
3. Classification recommends or advocates a management scheme which considers safety and security interests, supervision needs, disability-related needs, inmate-related risks, program considerations and other management factors.
4. Disability-related needs shall never be grounds to increase classification level.
5. Staff will solicit and review information from courts, social service agencies, pre-sentence investigation reports, and other resources, such as work supervisors, treatment staff (which includes medical and mental health professionals), the offender ADA Coordinator and the offender management system disability screen(s), or other personnel, to make accurate, detailed assessments.
6. Inmates will not be classified by race, color, creed, disability, or national origin, but may be separated by legal status, or for other correctional management reasons.
7. The Classification assessment will help classification staff identify and make appropriate custody decisions for the following inmate population:
 - a. Special Management which includes Atypical, Special Needs, or criminally convicted youth.
 - b. potential escape risks.
 - c. treatment, education, work assignments, or other program needs; and
 - d. the potential for other problems, including but not limited to, suicide risk, gang affiliation, or sexual identity.
8. Staff will never conduct classification meetings with other inmates present or nearby. Classification meetings will take place in a location offering audio and visual privacy, preferably in a staff office. This includes the following:
 - a. if the inmate is in restrictive housing, staff will request the inmate's presence in a staff office or designated private setting. If the inmate refuses, is on an active management plan, or is being disruptive, the UMT may present the inmate a written report without their participation and/or postpone the hearing until the inmate is no longer a safety and security risk to himself or others.
 - b. if the inmate is being housed at the Infirmary, UMT staff will personally present the classification to the inmate for review and signature within established time guidelines; and
 - c. Classification staff shall check the offender management system for disabilities and

accommodations in deciding housing for inmates with reasonable accommodations. Classification staff shall make a note in the offender management system if there is a change in housing due to an inmate's reasonable accommodation needs.

9. The UMT or Classification department is responsible for assessing/recommending inmates for interstate transfer or placement at other department facilities/programs or contracted facilities/programs in accordance with Department policies.
10. If an inmate is being considered for a community work program, the MORRA must be updated within the past six months.
11. The Classification Manager or designee will meet with all team members prior to a classification decision, in cases where there has been an inmate who has been involved in any of the following types of activities:
 - a. placed in pre-hearing confinement or disciplinary detention multiple times.
 - b. security threat group incidents.
 - c. cell extractions; and
 - d. other special management concerns.
12. The Classification Review Committee (CRC) provides a classification safety net and gives the UMT support on an administrative level. The CRC reviews any classification presented by UMTs including, but not limited to:
 - a. classification into restrictive housing.
 - b. protective custody inmates (PC) into the protective custody block.
 - c. fire Crew and other community work assignments.
 - d. Special Management Plans.
 - e. Work and Reentry Center placements; and
 - f. Safety Management Plans that exceed seven days.

A classification action that is referred to the CRC is subject to change and is not effective until approved by the CRC, which has final authority. If the CRC members are not in consensus, the classification action will be taken to the Warden for final decision.
13. The Classification Manager or designee will review and sign classification reports that comply with policy and procedures. This includes, but is not limited to:
 - a. custody increase and decrease.
 - b. separation needs.
 - c. Initiation and removals of special management designations.
 - d. Initiation and removals of separation needs
 - e. Work and Reentry Center placements for inmates with no greater than five years to discharge date.
14. The Classification Manager or designee will review all overrides to ensure continuity and consistency. The Classification Manager will confer with other staff members in cases that need additional review and may refer cases on to the CRC, or Warden for further review by MSP Administration. The Classification Manager may also confer with QHCPs and the offender ADA Coordinator in cases that require additional expertise as to disabilities or reasonable accommodation.
15. Inmates with disabilities are not placed in restrictive housing unless a QMHP assesses the inmate and determines the inmate presents such an immediate and serious danger that there is no reasonable alternative. In such case, the inmate will be promptly and regularly re-evaluated with the goal of reintegrating the inmate back into general population.

16. Inmates who use wheelchairs (who cannot stand independently) will not be housed in the safety cells in restrictive housing units. Inmates who cannot transfer into a shower stall/chair will not be housed in restrictive housing. Inmates will not be placed in a more restrictive setting based on the need to comply with the requirements of this paragraph.
17. In non-emergent circumstances, no inmate will be classified or reclassified to a higher custody level based upon their disability or upon behavior that is a product of their disability, after a prompt and appropriate evaluation by a QMHP. Physical and communications disabilities shall never be grounds for classification or reclassification to a higher custody level.

B. Custody Levels

1. UMTs will assign a custody level using numeric scoring on the classification instrument except as adjusted by override (see section F).
2. Custody levels reflect varying security aspects such as movement, surveillance/observation, access to programs, work assignments, meals, and escape and harm risks.
3. Supervision as related to these custody levels is outlined in *MSP 3.1.100 Supervision of Inmates*. Lower custody levels will reflect a lesser risk to the public, safety and security of the facility, staff and inmates. Higher custody levels will reflect a greater risk. The following are the custody levels:
 - a. **Minimum Custody:** the lowest custody level in general population as determined by the prison objective classification system. These inmates pose the least risk to the community because of such factors as offense convictions, compliance with programming recommendations, or time remaining to serve, and/or have demonstrated an ability to function independent of direct supervision without presenting any management problems. Inmates in minimum custody have more liberty, work assignment opportunities requiring a high level of responsibility, and more control over their personal time. They may be assigned to work assignments off prison property such as community work programs and projects and wildland fire crews with MDT approval.
 - b. **Minimum II/Unrestricted Custody:** inmates classified to this custody level may be housed in the Low Security Compound, the Work and Reentry Center, and independent living location on prison property. Work assignments are within the double/single fence perimeters, and outside the secure perimeter with administrative approval only. If an inmate with this custody is approved as a Community Worker, and their work assignment requires an overnight stay away from the facility, their supervisor will arrange for them to be housed at a community corrections facility or county jail.
 - c. **Minimum I/Restricted Custody:** inmates classified to this level may be housed in the Low Security Compound and the DOC Work and Reentry Center. Work assignments are within the double/single fence perimeters, and outside the secure perimeter with administrative approval only.
 - d. **Medium II/Unrestricted Custody:** the third highest custody level in general population as determined by the objective classification system. Inmates classified to this level may be housed in the Low Security Compound. These inmates have demonstrated an ability to function without management problems, but must be housed in a secure facility as relates to offense conviction, length of time to release, etc. Work Assignments may be within the double/single fence perimeter only.
 - e. **Medium I/Restricted Custody:** the second highest custody level in general population as determined by the prison's objective classification system. Inmates classified to this level may be housed in the High Security Compound. Inmates in this

- level are required to be under general supervision within the High Security Compound and may hold work assignments in this compound.
- f. **Close Custody:** the highest custody level in general population as determined by the prison's objective classification system. Inmates classified to this level pose a threat to the safety and security of the facility, staff, other inmates and the public. These inmates require additional supervision based upon criminal history, institutional adjustment, severity of offense, and sentence length. They may be housed in the High Security Compound and may hold work assignments in this compound.
 - g. **Restricted Close Custody:** the custody level that is utilized for SMI inmates who are housed in the Secure Adjustment Unit, or in general population. These inmates require additional supervision based upon safety and security. They may be housed in the High Security Compound or Secure Adjustment Unit; and may only work in positions approved by the UMT, and QHCP or QMHP.
 - h. **Administrative Segregation:** the highest custody level as determined by the prison's objective classification system. This level places assaultive, rebellious, disruptive, or predatory inmates into Restrictive Housing or the Secure Adjustment Unit step-down program, including inmates returning to the institution for an escape from a secure facility (MSP, Department Work and Reentry Center, Private and Regional Prisons, and County Jails). Inmates classified to this level require the highest supervision because of extreme misconduct or the nature of their sentence. Inmates classified to this level must be housed in the restrictive housing unit. Inmates who have a sentence that condemns them to death will be and remain in administrative segregation.

C. HOUSING

1. UMT classification staff will recommend appropriate housing for the inmate as a component of initial classification or reclassification. The UMT classification staff shall check the offender management system and other available information, including information provided by facilities in which the inmate was previously housed, and confer with health care staff about the inmate, for provisions of accommodations and may call the Offender ADA Coordinator if they have any questions. A note will be made in the offender management system if the UMT classification staff receives consultation from the Offender ADA Coordinator.
2. MSP will house inmates with similar classification together whenever possible. Inmates with dissimilar classification may be housed together if the needs of the institution so require and appropriate security and supervision can be maintained. This includes the following:
 - a. the UMT will take special precautions regarding the placement and management of these inmates, closely monitoring their adjustment and interaction with others at gym, yard, mealtimes, day room, etc.; and
 - b. if such placement extends beyond 30 days, the Classification Manager or designee will notify the Warden weekly regarding the status of these inmates.
3. The UMT will screen for cell compatibility. Staff must consider the compatibility of inmates prior to making cell assignments. The most important criteria for determining compatibility are those which affect staff and inmate safety. Criteria which must be considered includes, but is not limited to the following:
 - a. history of predatory, intimidating, other dangerous behavior (i.e., disciplinary history, prior criminal history).
 - b. vulnerable characteristics (age, size, medical, and mental health history).
 - c. history of sexual misconduct; and
 - d. other factors which would create a substantial risk of serious harm such as language

or communication barriers, programming, and PREA Risk.

4. Inmates within the following categories will be separated from the general population or housed in group settings, to the extent possible, unless it is determined that the inmate may be managed in general population. This will be determined on a case-by-case basis:
 - a. special security designations include the following:
 - 1) Administrative Segregation.
 - 2) Restricted Close Custody
 - 3) Protective Custody inmates (PC).
 - 4) Pre-Hearing Confinement; and
 - 5) Martz Diagnostic Intake Unit (MDIU); and
 - 6) Administrative Transfers.
 - b. Medical care as follows:
 - 1) inmates requiring medical isolation due to communicable disease; and
 - 2) inmates who are temporarily confined separately for detoxification purposes.
 - c. Mental health care as follows:
 - 1) inmates claiming or exhibiting suicidal ideation; and
 - 2) inmates identified by QMHPs for the purpose of mental health treatment.
 - d. Special Management cases include the following:
 - 1) predatory.
 - 2) vulnerable.
 - 3) special needs.
 - 4) protective custody inmates housed a segregated block for safety
 - 5) security threat group (STG); and
 - 6) single cell designations.

D. Initial Classification Assessment

1. Prior to the completion of a MORRA and classification risk assessment all inmates will be screened by a QHCP to identify disabilities and disability-related accommodations, including an assessment for effective communication needs.
2. A QHCP shall identify and verify each inmate's disability and disability-related need based on:
 - a. the individual's self-identification or claim to have a disability,
 - b. documentation of a disability in the inmate's health or other record,
 - c. staff observation that the inmate may have a disability that affects placement, program access, or effective communication, and the request of a third party (such as a family member) for an evaluation of the individual for an alleged disability.
3. Every inmate with a Disability shall receive the reasonable accommodations necessary to understand and meaningfully participate in the intake and classification risk assessment process.
4. The MDIU UMT will complete a classification risk assessment, which provides a basis upon which to make classification decisions, on each inmate within forty-five days of his admittance to MSP. This assessment will take into consideration the inmate's security needs, criminal history, severity of offense, behavior patterns, age, and other relevant factors. The MDIU UMT will check the offender management system and other available information, including information provided by facilities in which the inmate was housed, for any accommodations and document any accommodations provided during this process. The UMT shall contact the offender ADA Coordinator with any questions about reasonable accommodations.
5. Upon completion of the assessment, the MDIU UMT will:
 - a. determine the inmate's classification;
 - b. screen the inmate for public and institutional risk and recommend appropriate custody

- placement; and
 - c. make assessment of the inmate's needs for immediate placement into general population, by completing a temporary initial classification report.
6. If it is determined that there is a need for additional information, MDIU classification staff may extend the assessment period beyond 45 days with the approval of the Classification Manager or designee.

E. Reclassification Assessments

1. The UMT will conduct a regular reclassification hearing for each close, restricted close and medium restricted inmate, apart from those in restrictive housing, at least every six months and at least every twelve months for minimum, medium unrestricted custody inmates, and those housed at the Riverside Special Needs Unit. Inmates currently assigned to level 5 in restrictive housing will be classified every six months. Inmates under the age of 18 will be classified every 90 days. Every inmate with a disability will receive the reasonable accommodations necessary to understand and meaningfully participate in the reclassification risk assessment process.
2. The UMT will conduct a reclassification hearing upon notification from disciplinary staff that an inmate has been found guilty of any of the following rule infractions:
 - a. homicide.
 - b. assaulting any person.
 - c. escape.
 - d. threats of bodily harm or death to any person.
 - e. extortion, blackmail.
 - f. taking a hostage(s).
 - g. sexual assault.
 - h. possession of a weapon.
 - i. assault with intent, or likelihood, to transmit a communicable disease; or
 - j. attempting to commit, being an accomplice, or a conspirator to, any of the above.
3. The UMT will review and conduct a special reclassification hearing, as appropriate, upon receipt of new information potentially affecting the inmate's classification, within 72 hours from the time when the new information was received (e.g., escape, disciplinary infractions, detainer, conviction on new charge, behavior problems, separation needs, etc.)
4. The Custody Initial or Reclassification Instrument will be used to classify inmates in and out of restrictive housing.
5. The Unit Manager or designee must contact the appropriate work supervisor on or before the day of the hearing on a pending classification increase or job assignment removal of a working inmate.
6. The UMT will conduct special classification reviews requested by treatment personnel, Disciplinary Hearings Officers, another UMT (for inmates with separation needs), or job supervisors.
7. For all reclassification assessments, every inmate with a disability must receive the reasonable accommodations necessary to understand and meaningfully participate in the process.

F. Administrative Segregation Custody and Step-Down Program Criteria and Referral Process

To be eligible for placement in the administrative segregation custody/step-down program, an inmate must meet one or more of the following criteria:

1. The inmate has behaved violently and/or aggressively and poses a threat to the physical safety of other inmates or staff. This behavior includes possession of major contraband but is not limited to weapons that are capable of inflicting serious injury or death, escape instruments or articles designed to specifically adapt for criminal use to attempt escape.
2. Is actively involved in a disruptive gang activity and is a confirmed leader, enforcer, disruptive core member or recruiter of a security threat group.
3. Based on the nature of the inmate's behavior and on specific confirmed and documented information that there is a significant risk that the inmate will cause physical injury to staff or other inmates if he/she is housed in general population, even at the highest security level.
4. The inmate's presence in the general population would create a threat to the safety, security and/or order of the institution.
5. It is necessary to maintain the integrity of an investigation, i.e., to preserve the integrity of information either in the inmate's possession or another inmate's possession.
6. The inmate has refused housing in general population on more than one occasion. Staff must document the steps taken to house the inmate in a less restricted housing location.
7. If the UMT requests an inmate's placement in the Step-Down Program, a classification report must be completed by the UMT.
8. The Classification report must be completed and presented to the inmate within 72 hours after receiving and reviewing new information that is used as reasons to remove the inmate from general population.
9. The inmate will meet with the unit staff requesting the custody referral to the step-down program and be given a chance to present information during a classification in person to the unit staff.
10. The inmate will also be given the option to present a written statement regarding placement into the program via the classification appeal process.
11. The Classification will then be forwarded to the Classification program manager.
12. The Restrictive Housing Program Manager will then present the classification to the CRC for review.

G. Overrides

1. UMTs will use experience and professional judgment in recommending classification and may determine an override when appropriate.
2. Factors to be considered that may result in an override of objective classification scores include the following:
 - a. special management case.
 - b. psychiatric/suicide risk.
 - c. medical/mental health issue(s).
 - d. escape threats/risk.
 - e. detainer(s).
 - f. investigation pending.
 - g. adjustment problem/violence threat.
 - h. inmate needs.
 - i. court ordered requirements/recommendation(s).
 - j. institutional need.

- k. exemplary institutional adjustment; and
 - l. inmates under the age of 18.
3. No inmate shall receive an override to a higher custody level based upon their disability or upon behavior that is a product of their disability, except after a prompt and appropriate evaluation by a QMHP. Physical and communications disabilities shall never be grounds for override to a higher custody level.
 4. Override criteria are defined in the *Classification Procedures Manual*.

H. Notification of Classification Hearings

1. If an inmate's present classification level is subject to increase, and he has not been found guilty of a major disciplinary infraction, UMT staff from the sending unit will provide a *Notification of Classification Hearing* to the inmate in advance of the classification hearing and attach a copy of it to the completed classification review form. Every inmate with a disability must receive the reasonable accommodations necessary to understand and meaningfully participate in the process.
2. The responsible UMT will complete classification hearings as appropriate on all inmates whose classification is subject to review as outlined in *MSP Procedure 3.4.100, Pre-Hearing Confinement*.
3. Whenever UMT staff place an inmate in Pre-Hearing Confinement pending classification review, they will note the written justification for the PHC placement on a *Notification of Classification Hearing form* and complete an Admission/Discharge report.
4. Both forms must be submitted to the Classification office for processing.
5. Within 72 hours of the inmate's placement in PHC, including weekends and holidays, the UMT staff of the sending unit will conduct the classification review for an inmate placed in PHC, pending an investigation and classification decision.
 - a. the staff member conducting the investigation may extend the placement in PHC for another 72 hours if further investigation is needed to determine what action is appropriate.
 - b. if a second extension is necessary, UMT staff must get the Warden or designee's approval. UMT staff must fill out a new ADR and notification form for each extension, and take it to the Communication and Placement office; and
 - c. it is the responsibility of sending unit staff to ensure that a second *Notification of Classification Hearing form* is given in person to the inmate informing him that his stay in PHC is being extended and that further investigation is needed to determine what action is appropriate. The inmate must be informed that the second extension is final, and a decision will be made before it ends.
6. If the classification review determines the inmate will be returned to his previous status, UMT staff will document this on the *Notification of Classification Hearing form*, or an *Incident Report* attached to the ADR.
7. If the inmate, as the result of a disability, would be unable to understand or participate in the classification hearing or any of the conversations relating to extensions for it, an accommodation shall be provided allowing him to understand and meaningfully participate in the proceeding. Accommodations shall include, but not be limited to, a staff member assigned to assist the inmate in presenting his position. All information shared between the individual inmate and staff assigned to assist him shall be confidential from other inmates and unnecessary staff and shall not be disclosed or used other than to ensure that an appropriate accommodation is provided and that he is able to participate and present his position in the classification hearing. All accommodations provided shall

be documented in the offender management system.

I. Work Assignment/Removal

1. Classification decisions to assign or remove an inmate to or from a work assignment will be done on an *Assignment/Removal form*. When a classification action includes a work assignment change, a separate *Assignment/Removal form* will be attached to ensure proper documentation and action. UMTs will approve or deny all requested work assignments and removals. The UMT's decision is final; however, the Warden and MCE Administrator (or designees) have the authority to over-ride a placement on a case-by-case basis after further review. Inmates with disabilities will not be removed from a work assignment due to their disability if they can complete the work assignment with reasonable accommodations that do not fundamentally alter the work assignment. Any decision to remove an inmate with a disability from a work assignment shall be done in consultation with the offender ADA coordinator.
2. Work supervisors will request that inmates be assigned to or removed from their work crews by submitting an *Assignment/Removal form*, with the top part completed, to the inmate's UMT for review, completion, and processing. The UMT will evaluate the appropriateness of the request by conducting a case file review and all potential impact factors. This includes the following:
 - a. factors to consider when assigning to a work assignment include, but are not limited to, the following:
 - 1) comments/notations on prior classification paperwork.
 - 2) appropriate period of adjustment at his present custody level.
 - 3) proper custody level (any exceptions must be recommended by the Unit Manager and approved by the MDT.
 - 4) separation needs.
 - 5) detainers / warrants.
 - 6) health restrictions/ category.
 - 7) sentence length.
 - 8) escape history.
 - 9) institutional need.
 - 10) public safety.
 - 11) fence restrictions, which include the following:
 - a) Minimum I and II - inside or outside the secure perimeter.
 - b) Medium II - inside the single or double fenced perimeter.
 - c) Medium I and Close- within the high side compound only.
 - d) Restricted Close - within the high side compound only
 - e) Administrative Segregation - in cell or in restrictive housing unit/section.
 - 12) reasonable accommodations that may be necessary to permit an inmate with a disability to participate in a work assignment.
 - b. factors to consider when removing an inmate from a work assignment include the reasons listed above and the following:
 - 1) supervisor reasons.
 - 2) pending investigation.
 - 3) recent disciplinary infractions.
 - 4) work assignment evaluations.
 - 5) inmate behaviors
 - 6) proper custody level.
 - 7) health restrictions/ category.
 - 8) institutional need.
 - 9) public safety.

- 10) separation needs; and
 - 11) escape history.
 - 12) Other security concerns that are clearly documented and could pose a safety to the institution. This may include, but is not limited to, an inmate being too familiar with staff or a work area.
3. An inmate may appeal their removal to the Classification Manager or designee within 10 working days of the receipt of the job removal decision. Every inmate with a disability must receive the reasonable accommodations necessary to understand and meaningfully participate in the process.
 4. An inmate shall not be removed from a work assignment as the result of disability if the inmate can be accommodated in the position without a fundamental alteration of the program. If the required accommodation would fundamentally alter the program, the inmate shall be offered a work assignment in a similar reasonable position which does not require such an alteration if a similar position exists and is open, and the inmate is qualified, with or without a reasonable accommodation, for the similar position. Factors to consider in finding suitable similar work assignment shall be the area of the facility in which the inmate was originally involved, and the level of responsibility originally assumed.
 5. Supervisors must attach supporting documentation (incident reports, work evaluations, etc.) to an Assignment/Removal form requesting that an inmate be removed from his work assignment.
 6. When removing an inmate from a work assignment, the UMT must hold a hearing and determine whether or not to uphold the removal request. The inmate will remain assigned to the assignment pending this hearing and the removal appears on the daily activity sheet. If an inmate, as the result of a disability, would be unable to understand or participate in the hearing, an appropriate accommodation shall be provided. Appropriate accommodations shall include, but not be limited to, staff assigned to assist the inmate with understanding and participating in the hearing. All information shared between the individual inmate and staff assigned to assist him shall be confidential from other inmates and unnecessary staff and shall not be disclosed or used other than to ensure that an appropriate accommodation is provided and that he is able to participate in presenting his position in the hearing. All accommodations provided shall be documented in the offender management system.
 7. The Unit Manager or designee must approve or disapprove all assignment and removal requests. The UMT must indicate why they approved or disapproved the request in the comments section on the assignment/removal form and distribute copies of the completed form to the main file, six- part file, and inmate. If the inmate, as the result of a disability, would be unable to understand the work/assignment removal form, staff shall meet with the inmate to explain the form's contents. All information shared between the inmate and staff assisting shall be confidential from other inmates and unnecessary staff and shall not be disclosed or used other than to ensure that an appropriate accommodation is provide, that the inmate is able to understand the form and contest his removal or obtain employment. An appropriate accommodation shall be provided.
 8. When an inmate receives, a work-related disciplinary violation, and the supervisor requests he be removed from the assignment, the inmate may be held in from the assignment, pending the results of the disciplinary hearing. Once the disciplinary hearing is completed, the supervisor may request his removal by filling out and submitting an *Assignment/Removal form* (with documentation to justify removal) to the UMT for processing.

9. The UMT must turn in completed *Assignment/Removal* forms to the Classification Placement Office to be placed on the daily movement sheet.
10. The UMT must process the assignment and removal of an inmate to or from a Community Work Program assignment in accordance with *MSP 5.1.3 Inmate Community Work Programs and Projects*.
11. Inmates not assigned to a specific work assignment will be assigned to the Labor Pool and may be assigned to a temporary work assignment at any time. This includes the following:
 - a. UMT staff does not need to fill out an *Assignment/Removal* form to assign an inmate to temporary work less than five days in duration. However, the supervisor or the UMT must provide written notice (memorandum) of the assignment to the Classification Placement Office, Command Post, and respective housing unit to clear the inmate for movement to and from the work site; and
 - b. any time an inmate is utilized from the Labor Pool for a temporary work assignment for more than five days, the work supervisor must fill out and submit an *Assignment/Removal* form to the UMT for processing, noting that it is for a temporary work assignment. When the tasks are completed, the supervisor must submit an *Assignment/Removal form* to the UMT for processing the inmate's removal from the temporary work assignment.

J. Decisions and Appeals

1. A member of the Unit Management Team will notify the inmate of the classification decision in writing at the time of the hearing or within 72 hours of a notification of a custody, housing, or assignment change. The inmate will receive a copy of the classification report and an appeal form from the UMT. If the inmate wishes to appeal the classification decision, the inmate will need to fill out the appeal form that is presented. The inmate may not appeal STG designations as the validation has its own appeal process. The inmate will hand the appeal form to the UMT and the UMT will date and sign the form; and then present it to the Classification Manager or designee for an appeal decision. Every inmate with a disability must receive the reasonable accommodations necessary to understand and meaningfully participate in the process.
2. The appeal process for classification reviews is as follows:
 - a. the inmate may file a written appeal within 10 business days to the Classification Manager or designee.
 - b. the Classification Manager or designee may proceed in the following manner:
 - 1) affirm the decision made.
 - 2) reschedule a new classification hearing; or
 - 3) modify the decision made.
 - c. the inmate may not appeal after the decision is made by the Classification Manager.
3. The appeals process for regional prisons is as follows:
 - a. the inmate may file a written appeal within 10 business days to the Bureau Chief of Contract Placement.
 - b. the Bureau Chief of Contract Placement may proceed in the following manner:
 - 1) affirm the decision made.
 - 2) reschedule a new classification hearing; or
 - 3) modify the decision made.
 - c. the inmate may not appeal after the decision is made by the Bureau Chief of Contract Placement.

4. The appeals process for restrictive housing administrative segregation is as follows:
 - a. the inmate may file a written appeal within 10 business days to the Warden.
 - b. the Warden may proceed in the following manner:
 - 1) affirm the decision made.
 - 2) reschedule a new classification hearing; or
 - 3) modify the decision made
5. After the decision on the appeal is made, the Warden will forward the response to the classification staff for tracking.
6. The inmate may not appeal after the decision is made by the Warden.
7. In the action of work assignment removal appeals, the inmate may file a written appeal of the classification action to the Classification Manager within 10 days of receipt of the decision; however, the classification decision is imposed prior to the decision concerning the appeal. The Classification Manager or designee will have the following options:
 - a. affirm the decision made; or
 - b. modify the decision made.
8. In any of the above-described appeals processes, an accommodation shall be provided to any inmate who, as the result of a disability, would be unable to understand or participate in the appeals process in order to allow him to understand and participate in the process. All accommodations provided shall be documented in the offender management system.

K. CLOSING

Details concerning the classification process are outlined in the Classification Procedures Manual maintained by staff from the Technical Services Bureau. Please contact the AW of Technical Services with any questions concerning this operational procedure.

L. REFERENCES

DOC 4.2.1

M. ATTACHMENTS

Attachment A: Inmate Classification Appeal

Attachment B: Appeal of Job Removal

Attachment C: Work Assignment/Removal Request



ATTACHMENT C: WORK ASSIGNMENT/REMOVAL REQUEST

Name: _____ DOC# _____

I am requesting the above inmate to be **ASSIGNED** to the _____
Title Code

for the following reasons: _____

I am aware of the inmate's health status and am willing to employ the inmate within its restriction(s).

Supervisor Name (Print Name): _____

Supervisor Signature: _____ Date: _____

I am requesting the above inmate to be **REMOVED** from the _____
Title Code

for the following reasons: _____

(attach incident report(s), performance evaluation(s), disciplinary, and/or incident reports for removal)

INMATE STATEMENT: _____

Inmate Signature: _____ Date: _____

Health Status Date: _____ Restrictions: _____

PREA Designation reviewed: *Initial:* _____

Double Fence:	Yes	No	Community Worker:	Yes	No
Outside Fence Roster:	Yes	No	Long-Term Worker:	Yes	No
Outside Fence w/Direct Supervision:	Yes	No	Warrants:	Yes	No
Industries Fence Roster:	Yes	No	Separation Needs:	Yes	No
Escape(s)/Walkaway:	Yes	No			

Parole Date: _____ Discharge Date: _____

****If any of the above are marked "Yes," explain below in designated area****

Present Status:	Unit Management Decision:
Unit:	Unit:
Custody:	Custody:
Assignment:	Assignment:
Code:	Code:

If direct supervision is requested, explain expectations and special instructions _____

****UMT Reason for assignment or removal and any comments for items marked yes:** _____

Signature: _____ Date: _____

****Outside fence clearance requires Unit Manager and Classification Manager approval****