



**DEPARTMENT OF CORRECTIONS  
MONTANA WOMEN'S PRISON  
OPERATIONAL PROCEDURE**

Procedure No. MWP 4.2.1	Subject: <b>INMATE CLASSIFICATION SYSTEM</b>	
Reference: DOC Policy No. 4.2.1	Page 1 of 10	
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Signature: /s/ Jennie Hansen / Warden		

**I. PURPOSE**

Montana Women's Prison will ensure that an objective classification system is used on admission and upon status review to manage offenders at the appropriate custody, security, and supervision levels.

**II. DEFINITIONS**

Administrative Housing (AH) – A non-punitive housing status for offenders who request removal from the general population or require protection for their safety and well-being.

Administrative Review Committee (ARC) – A committee consisting of members of the Warden's Management Team (Associate Wardens, Bureau Chiefs, or designees) and when applicable, Licensed Mental Health Professionals. Members will be rotated on an annual basis.

Atypical – Predatory 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 Specialist – This position monitors the classification process at MWP and the contracted facilities, while ensuring classification reports submitted by the facility staff complies with policy and procedures. A classification specialist presents classification reports and information to the ARC, and they also review and validate the classification assessments outlined in the procedure.

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.

Designated Mental Health Staff – Mental health staff who are eligible to participate, consult, and offer opinions in the disciplinary and classification process. Such staff includes Qualified Mental Health Professionals and any other mental health staff who have the minimum qualification of being a licensed social worker or trained mental health staff under the supervision of a licensed professional clinician.

Disability – see DOC 3.3.15, Americans with Disabilities Act (ADA) Offender Accommodations, for the definition and an explanation of disability.

General Population – All inmates except Maximum Custody, 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 situations 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.

Women's Risk and Needs Assessment (WRNA) – A gender-specific standardized and validated evidence-based instrument used to assess the probability of a female offender recidivating and to identify risk factors and criminogenic needs to guide and prioritize appropriate programming; enhances sharing of offender information and assists in the efficient allocation of resources while an offender is under Department supervision. The Department uses the MORRA CSST as a screening tool for both male and female offenders, while using the WRNA tools for female 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.

Qualified Mental Health Professionals – Psychiatrists, psychologists, psychiatric social workers, psychiatric nurses, licensed professional counselors and others who by virtue of their education, credentials, and experience are permitted by law to evaluate and care for the mental health needs of offenders.

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 inmates that are Atypical and Special Needs inmates. This is the outlining term under OMIS.

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.

Vulnerable Inmates – A designation of an inmate who appears to be at risk to abuse, violence and/or threats from other 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**

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 housing assignment, program/treatment, work assignments, and/or privilege levels.
3. Classification recommends or advocates a management scheme which considers safety and security interests, supervision needs, inmate-related risks, program considerations and other management factors.

4. 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 OMIS disability screen(s), or other personnel, to make accurate, detailed assessments.
5. Inmates will not be classified by race, color, creed, or national origin, but may be separated by legal status, or for other correctional management reasons.
6. 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, criminally convicted youth, or inmates under the age of 18;
  - 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.
7. Staff will never conduct classification meetings with other inmates present or nearby, but in a location where there is an expectation of privacy, preferably in a staff office. This includes the following:
  - a. if the inmate is in locked housing pod, staff will request the inmate's presence in a staff office or designated private setting. If the inmate refuses, is on an active behavior management plan, or is being disruptive, the facility staff may present the inmate a written report without their participation and/or postpone the hearing until the inmate controls her behavior;
  - b. if the inmate is under 18, facility staff will personally present the tentative classification to the inmate for review and the inmate's input and signature, as appropriate, within established time guidelines;
  - c. if the inmate is being housed at the Infirmary, facility staff will personally present the classification to the inmate for review and signature within established time guidelines; and
  - d. Classification staff shall check OMIS for disabilities and accommodations in deciding housing for inmates with reasonable accommodations. Classification staff shall make a note in OMIS if there is a change in housing due to an inmate's reasonable accommodation needs.
8. The case manager 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.
9. MWP staff will update each inmate's *WRNA* annually and review it with the inmate at every classification hearing.
10. In cases where there has been a problematic inmate who has been involved in any of the following types of activities:
  - a. placed on a behavior management plan multiple times;
  - b. security staff members have had to be involved in security threat group matters;
  - c. cell extractions; and
  - d. other special management concerns.The Classification Specialist will meet with all team members prior to a classification decision.
11. The assessment process will involve the appropriate:
  - a. The Lieutenant, Classification Manager; and
  - b. the Associate Warden

When appropriate circumstances occur subject matter experts will be included into the assessment process:

- a. mental health;
- b. appropriate medical treatment; and
- c. education personnel.

The team will be responsible for establishing a plan which will place the inmate in the most appropriate custody/supervision level. The plan must cover the risk factors that are posed and how the needs of the inmate will be managed. Once a plan is developed, MWP staff will complete a classification report which will be presented to the ARC.

12. The ARC provides a classification safety net and support on an administrative level. The ARC reviews any classification presented including, but not limited to:
  - a. classification into locked housing pod(s);
  - b. Administrative Housing inmates (AHI) into the AHI pod;
  - c. after completion on Locked Housing Status Review Plan or AHI's deemed fit by the Case Manager; the Administrative Review Committee may have to decide the housing placement of an inmate.
  - d. Community work assignments;
  - e. Special Management Plans;
  - f. Single Fence Areas
  - g. Behavior Management Plans that exceed seven days.

A classification action that is referred to the ARC is subject to change and is not effective until approved by the ARC, which has final authority. If the ARC members are not in consensus, the classification action will be taken to the Warden for final decision.

13. The Classification Specialist will review and sign classification reports that comply with policy and procedures. This includes, but not limited to:
  - a. custody increase and decrease. This excludes inmates moving within levels of max custody;
  - b. Separation needs;
  - c. special management designations;
14. The Classification Specialist will review all overrides to ensure continuity and consistency. The Classification Specialist will confer with the Associate Warden of Security in cases that need additional review and may refer cases on to the ARC that need further review by MWP Administration. The Classification Specialist may also confer with Qualified Health Care Professionals and the offender ADA Coordinator in cases that require additional expertise as to disabilities or reasonable accommodation.

## **B. Custody Levels**

1. Classification staff 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 MWP Procedure 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 ARC approval;

- b. Minimum II/Unrestricted Custody: inmates classified to this custody level may be housed in a Low Security Pod. 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 a Low Security Pod as determined by the objective classification system. Work assignments are within the double/single fence perimeters, and outside the secure perimeter with administrative approval only.
- d. Medium Custody: is 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 any general population unit. the High Security Unit. Inmates in this level are required to be under general supervision within the High Security Compound.
  - 1) inmates under the age of 18 shall be presumptively classified as medium custody or less. Such presumptive classification shall not apply to any inmate under the age of 18 with a significant institutional history or high severity of offense as defined in the Classification Manual. Such inmates shall be objectively classified and housed in accordance with the MDOC Classification Instrument;
  - 2) in all classification or re-classification actions, inmates under the age of 18 shall be considered for an override to a less restrictive classification; and
  - 3) inmates under the age of 18 shall not be placed in a Locked Housing Pod, Administrative Housing Pods, Pre-Hearing Confinement, or Detention longer than 72 hours (including holidays and weekends) without approval of the Director of the Department of Corrections or their designee, which shall be the Warden of MWP or, in her absence, one of the Associate Wardens, and without certification from the mental health team, based upon the team's evaluation of the inmate, that the extended isolation would not have an adverse effect upon the inmate's mental health.
- e. 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 a High Security Pod;
- f. Maximum Custody: the highest custody level as determined by the prison's objective classification system. This level places assaultive, rebellious, disruptive, or predatory inmates into Locked Housing, including inmates returning to the institution for an escape from a secure facility (MWP and County Jails). Inmates classified to this level require the highest degree of control and supervision because of extreme misconduct or the nature of their sentence. Inmates classified to this level must be housed in a Locked Housing Pod. Inmates who have a sentence that condemns them to death will be and remain in maximum custody. The ARC or other authorized staff group will conduct a status review of offenders on Maximum Custody units every 30 days. The ARC will document the review process releasing an offender from Maximum Custody.

### C. Mental Health Status Reviews

1. Since adult and youth offenders whose movements are restricted in locked housing units may develop symptoms of acute anxiety or other mental problems, these offenders will be seen and assessed by a qualified mental health professional once a week or upon referral by a staff member. Each contact will be documented on the individual offender's log, and contain, at a minimum, a status report and the date and time of the contact. Individual logs will be filed in the offender's medical and mental health records.

### D. Housing

1. MWP classification staff will recommend an appropriate housing for the inmate as a component of initial classification or reclassification. The classification staff shall check OMIS for provisions of accommodations and may call the Offender ADA Coordinator if they have any questions. A note will be made in OMIS if the classification staff receives consultation from the Offender ADA Coordinator.
2. MWP 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 classification staff will take special precautions regarding the placement and management of these inmates, closely monitoring their adjustment and interaction with others at gym, yard, meal times, day room, etc.; and
  - b. if such placement extends beyond 30 days, the Classification Specialist will notify the Associate Wardens and Warden weekly regarding the status of these inmates.
3. The classification staff will screen for cell compatibility. Staff shall consider the compatibility of inmates prior to making cell assignments to protect vulnerable inmates and to control predatory inmates. 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 conduct; and
  - d. Other factors which would create a substantial risk of serious harm are language or communication barriers, programming, and PREA Risk Assessment (seen in Alerts section in OMIS).
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 this includes the following:
    - 1) Maximum custody;
    - 2) Administrative housing inmates (AHI)
    - 3) Pre-Hearing Confinement; and
    - 4) Reception.
  - 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 cases as follows;
  - 1) inmates identified by designated Qualified Mental Health professionals; and
  - 2) inmates claiming cases of suicidal ideation.
- d. Special Management cases include the following:
  - 1) predatory;
  - 2) vulnerable;
  - 3) Special Needs;
  - 4) administrative housing;
  - 5) security threat group (STG); and
  - 6) single cell designations.

## **E. Initial Classification Assessment**

1. The Classification staff will complete a WRNA and classification risk assessment, which provides a basis upon which to make classification decisions, on each inmate within forty-five days of his admittance to MWP. This assessment will take into consideration the inmate's security needs, criminal history, severity of offense, behavior patterns, age, and other relevant factors. The Classification staff will check OMIS for any accommodations and document any accommodations provided during this process. The Classification staff shall contact the offender ADA Coordinator with any questions about reasonable accommodations.
2. Upon completion of the assessment, the Classification staff will:
  - a. determine the inmate's classification;
  - b. screen her for public and institutional risk and recommend appropriate custody placement; and
  - c. make assessment of his needs and recommend appropriate program/treatment placement.

If it is determined that there is a need for additional information, classification staff may extend the assessment period beyond 15 days with the approval of the appropriate Associate Warden or designee.

## **F. Reclassification Assessments**

1. The Case Managers will conduct a regular reclassification hearing for each close and medium restricted inmate, apart from those in locked housing, at least every six months and at least every twelve months for minimum, and medium unrestricted custody inmates. Inmates under the age of 18 will be classified every 90 days.
2. The Case Managers 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. validated STG activity;
  - d. escape;
  - e. threats of bodily harm or death to any person;
  - f. extortion, blackmail;
  - g. taking a hostage(s);
  - h. sexual assault;
  - i. assault with intent, or likelihood, to transmit a communicable disease;

- j. fighting; and
  - k. attempting to commit, being an accomplice, or a conspirator to, any of the above.
3. The Classification Staff 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 Reclassification Instrument will be used to classify inmates in and out of a locked housing Pod.
  5. The respective locked housing Case Manager must conduct locked housing status review plan of all inmates currently classified to maximum custody and administrative housing status at least monthly using a Locked Housing Status Review Plan Form. This includes the following:
    - a. inmates currently classified to maximum custody and administrative housing status will be considered for general population placement during their monthly review on a case by case basis; and
    - b. if the Classification Staff determines general population or other locked housing placement is appropriate, they will conduct a reclassification hearing using the Custody Reclassification Instrument.
  6. The Case 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.
  7. The Classification Staff will conduct special classification reviews requested by treatment personnel, Disciplinary Hearings Officers, another UMT (for inmates with separation needs), or job supervisors.

## **G. Overrides**

1. Classification Manager 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. Override criteria are defined in the *Classification Procedures Manual*.

## **H. Notification of Classification Hearings**



If an inmate's present classification level is subject to increase, and she has not been found guilty of a major disciplinary infraction, the case manager will complete classification hearings and provide a copy of the completed classification review form to the inmate.

1. The responsible Case Manager 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.
2. Whenever facility staff place an inmate in Pre-Hearing Confinement pending classification review, they will complete classification hearings and provide a copy of the classification review form to the inmate.
3. Within 72 hours of the inmate's placement in PHC, excluding weekends and holidays, the Case Manager 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, Case Manager staff must get the Warden or designee's approval. He/she must fill out a new ADR and notification form for each extension, and take it to the CPU; and
  - c. it is the responsibility of the case manager to ensure that a second or third *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.
4. If the classification review determines the inmate will be returned to his previous status, Classification staff will document of this on the Classification Hearing form.
5. 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 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 OMIS.

## **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. The Inmate Work Services Manager or designee will approve or deny all requested work assignments and removals. The decision is final; however, the Warden (or designees) have the authority to over-ride a placement on a case-by-case basis after further review.
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 Inmate Work Services Manager or designee for review, completion, and processing. The Inmate Work

Services Manager or designee will evaluate the appropriateness of the request by conducting a case file review and researching 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 Pod Manager and approved by the ARC;
    - 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) Maximum - in cell or in locked housing Pod/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 but are not limited to 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 category;
    - 8) institutional need;
    - 9) public safety;
    - 10) separation needs; and
    - 11) escape history.
3. An inmate may appeal their removal to the Classification Specialist or designee within 10 working days of the receipt of the job removal decision.
  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 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 Classification Staff 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 and present his position in the hearing. All accommodations provided shall be documented in OMIS.
7. The Inmate Work Services 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 individual inmate and staff assisting 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, that the inmate is able to understand the form, and contest his removal or obtain employment.
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. If the inmate is not sanctioned to removal from his assignment, and the supervisor still wishes to remove the inmate from the work assignment, the supervisor may request his removal by filling out and submitting an Assignment/Removal form (with documentation to justify removal) to the Classification Staff for processing.
9. The Classification Staff must turn in completed *Assignment/Removal* forms to the Classification Placement Office to be placed on the daily movement sheet.
10. The Classification Staff must process the assignment and removal of an inmate to or from a Community Work Program assignment in accordance with MSP Procedure 5.1.3, Inmate Community Work Programs & 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. Inmate Work Services Manager or designee 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 Inmate Work Services Manager or designee must provide written notice (memorandum) of the assignment to the Classification Placement Office, Command Post, and respective housing Pod 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 Inmate Work Services Manager or designee 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 Inmate Work Services Manager or designee for processing the inmate's removal from the temporary work assignment.

## **J. Decisions and Appeals**

1. The Case Manager 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 Case Manager. If the inmate wishes to appeal the classification decision, the inmate will need to fill out the appeal form that is presented. The inmate will hand the appeal form to the Case Manager and the Case Manager will date and sign the form; and then present it to the Bureau Chief of Classification for an appeal decision.
2. The appeal process is as follows:
  - a. the inmate may file a written appeal within 10 business days to the Bureau Chief of Classification.
  - b. the Bureau Chief of Classification may proceed in the following manner:
    - 1) affirm the decision made;
    - 2) reschedule a new classification hearing; or
    - 3) modify the decision made.
  - c. If the inmate receives a decision from the Bureau Chief of Classification with the finding of “affirming the decision made” the inmate may appeal the decision to the Warden for a scale override. This process is as follows:
    - 1) to apply for a scale override to the Warden, the inmate must notify the Bureau Chief of Classification within 10 business days. The Bureau Chief of Classification will present the case to the Warden. The Warden may:
      - a) affirm the decision made by the Bureau Chief of Classification; or
      - b) modify the decision made.
    - 2) The inmate may not appeal after the decision is made by the Warden.
3. The appeals process for regional prisons as follows:
  - a. the inmate may file a written appeal within 10 business days to the Bureau Chief of Classification;
  - b. the Bureau Chief of Classification may proceed in the following manner:
    - 1) affirm the decision made;
    - 2) reschedule a new classification hearing; or
    - 3) modify the decision made.
  - c. If the inmate receives a decision from the Bureau Chief of Classification with the finding of “affirming the decision made” the inmate may appeal the decision to the Contract Placement Bureau (CPB) Chief for a scale override. This process is as follows:
    - 1) to apply for a scale override to the CPB Chief, the inmate must notice the AW of Security within 10 business days. The Bureau Chief of Classification will present the case to the CPB Chief. The CPB Chief may:
      - a) affirm the decision made by the Bureau Chief of Classification;
      - b) reschedule a new classification hearing; or
      - c) modify the decision made.
    - d. After the scale override decision or if the inmate does not proceed after the AW of Security findings; staff will forward the answered appeal forms to the Classification Manager for tracking.
4. In the action of work assignment removal appeals, the inmate may file a written appeal of the classification action to the Classification Specialist within 10 days of receipt of the decision; however, the classification decision is imposed prior to the decision concerning the appeal. The Classification Specialist will have the following options:
  - a. affirm the decision made; or
  - b. modify the decision made.

5. 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 her to understand and participate in the process. 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 her 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 her appeal. All accommodations provided shall be documented in OMIS.

#### **IV. CLOSING**

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

#### **V. ATTACHMENTS**

Warden Appeal form	attachment A
Classification Specialist Appeal form	attachment B
Job Assignment Form	attachment C

**MONTANA WOMEN'S PRISON**  
**Classification Appeal to the Warden**

**Top portion to be completed by Classification Staff**

Inmate Name \_\_\_\_\_ Offender Number \_\_\_\_\_

Last Name                      First Name

Classification Review Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Current Housing Assignment:**

**Final Custody Level Decision:**

Enrolled/Waiting for Programming                      Yes                       No

Objective custody level: \_\_\_\_\_

Recommended custody level override : \_\_\_\_\_

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State the reason you are appealing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Warden's Signature \_\_\_\_\_

Appeal has been     granted                       denied

**Wardens Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

White - Main File

Pink - Inmate

**INMATE APPEAL OF CLASSIFICATION ACTION-Assignment/Removal**

Send this appeal form to Classification Manager\_\_\_\_\_. This appeal must be filed within 10 days of receipt of the Classification decision.

FROM: \_\_\_\_\_  
Last Name First Name

Pod \_\_\_\_\_  
Offender Number

**PART A - INMATE REQUEST (Attach all pertinent information. If additional space is needed, continue on a separate sheet of paper.)**

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\_\_\_\_\_  
Inmate's Signature

\_\_\_\_\_  
Date

**PART B -CLASSIFICATION MANAGER'S RESPONSE**

Date Rec'd \_\_\_\_\_

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Appeal has been  granted  denied

\_\_\_\_\_  
Classification Manager's Signature

\_\_\_\_\_  
Date



**STATE OF MONTANA  
DEPARTMENT OF  
CORRECTIONS  
WORK ASSIGNMENT /  
REMOVAL REQUEST**

**FORM**

Name: \_\_\_\_\_ MWP/DOC# \_\_\_\_\_

I am requesting the above inmate to be **ASSIGNED** to  
the  
for the following reasons:

\_\_\_\_\_ Title \_\_\_\_\_ Code \_\_\_\_\_

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

Supervisor Name (Print Name) \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

I am requesting the above inmate to be **REMOVED** from  
the

for the following reasons:

\_\_\_\_\_ Title \_\_\_\_\_ Code \_\_\_\_\_

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

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

Supervisors Name (Print Name) \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

**INMATE STATEMENT:**

Inmate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Health Status Date:** \_\_\_\_\_

**Restrictions:** \_\_\_\_\_

Double Fence:  Yes  No

Outside Fence Roster:  Yes  No

Outside Fence w/Direct Supervision:  Yes  No

Industries Fence Roster:  Yes  No

Escape(s)/Walkaway:  Yes  No

Parole Date: NA

Community

Worker:  Yes  No

Long Term Worker:  Yes  No

Warrants:  Yes  No

Detainers:  Yes  No

Separation Needs:  Yes  No

Discharge Date: \_\_\_\_\_

**\*\*If any of the above are marked yes, explain below in designated area\*\***

**If Direct Supervision is requested  
explain expectations and special  
instructions below:**

**Present Status:**

Pod \_\_\_\_\_

Custody \_\_\_\_\_

Assignment \_\_\_\_\_

Code \_\_\_\_\_

**Management Decision:**

Pod \_\_\_\_\_

Custody \_\_\_\_\_

Assignment \_\_\_\_\_

Code \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Outside fence clearance requires Warden approval\*\***



White – Main File

Canary – Six Part File